

Cemetery Commission Minutes
May 28, 2020 8:00 AM
Remote meeting via Zoom or phone (audio only)

In attendance (via Zoom): Mike Horne, chair; Sharron Champaign; Nancy Philbrick and Denise Cascio Bolduc

Public Input: None

Minutes review: February 24, 2020 – Sharron motioned to approve, seconded by Denise. Approved 4-0

<u>Record keeping:</u>	<u>Cemetery</u>	<u>Lots</u>
<u>Sale of cemetery lots:</u>	None	
<u>Interments:</u>	Head, Section A (new)	#613 Joan Bailey std 5/1/2020
	Head, Section A (new)	#463 William Van Dyne std 5/12/2020
<u>Headstones/monuments:</u>	None	

Budget:

Current Budget (2019/2020):

Funded \$641 Expended to Date: \$ 450 Uncommitted: \$ 191

See New Business for approval to spend up to \$150 for plantings.

In PR&CD account: \$24,500 approved. To date spent \$14,476 of \$17,000 to replace the Head Cemetery fence; \$5,000 to repair the worst of the broken headstones can't be spent per DPW; \$2,500 Misc. Trees, stumps, loam. Not sure what is uncommitted/unexpended.

Old Business:

- The new fence at Head Cemetery was installed in April and looks great.
- Status of process to spend \$5,000 for headstone repair: DPW does not agree that current regulations allow expending approved funds to repair headstones that have fallen over or are falling over. Discussed that regulations need to be updated to allow the Town to make repairs and to consider putting a warrant article in for repairs in the 2021/2022 budget request.
- Martins Lot 25 and subdivision to Lots 25B, 25C (Lamos, Ballargeon),: Mike still needs to write the letter.
- Request to put a bench in Head, Sec A (new): Mike still needs to write the letter.

New Business:

- Memorial Day flowers: The flowers were not placed on the four lots in Head Cemetery (oversight)
- Budget 2020/2021: Approved paying the Boston Scanning invoice for \$420 effective 7/1/2020 for the annual subscription of CemeteryFind.
- Budget for 2021/2022 is due to Finance by 7/17/2020.
- The Cemetery Commission acknowledged their appreciation for the Hooksett American Legion and Boy Scouts placing American flags on veteran graves in the Hooksett cemeteries.
- Preparing Cemetery Commission's input for Town's Annual Report: Sharron will draft it.
- Updating maps of the cemeteries: Mike will have a copy of the maps of Head and Martins cemeteries made to consolidate notes from all current copies of maps to create an updated master set.

50 New Business (continued):

51

52

53

54

55

56

57

58

59

60

61

62

63 To-Do List:

64

65

66

67

68

69

70

71

72

73

74

- Cemetery Trustee position that will be vacant effective 7/1/2020: Mike will post something on the Hooksett Facebook group pages, a News Item went out from the Town website. The position will be filled for one year with the position (for 2-years) on the 2021 Town ballot.
- Ground cover: Denise motioned, seconded by Mike for Nancy to purchase \$100 of ajuca plants and \$50 of clover seed for the Commission to plant test areas in Martins, Head, and Davis-Cate cemeteries.
- Identifying areas for establishing cremation lots: Decided that Mike will identify an area in Martins and Head, Section A (new) where standard grave lots (3 ½' x 12') can be subdivided into 3 1'2' x 4' lots for cremains only and notify trustees to go visit the cemeteries to check it out.

- Meet with Phil to determine how to get work done for \$2,500 (loam, paving, etc.):
- Update perpetual care list (low priority-start with actual records)
- Update regulations (including changing language of right to inter, etc.)
- Review cost of lots
- Have another work session in Head Cemetery, Sec A (new)
- Continue to update Cemetery Commission SOP

Next meeting(s): June 11, 2020 at 7:30 am

Meeting adjourned: 9:00 a.m.

Respectfully submitted,

Mike Horne