

**Cemetery Commission Meeting**  
**February 10, 2021 4:00 PM**  
**Remote meeting was via Zoom or phone (audio only)**

**DUE TO THE COVID-19/CORONAVIRUS CRISIS AND IN ACCORDANCE WITH GOVERNOR SUNUNU'S EMERGENCY ORDER # 12 PURSUANT TO EXECUTIVE ORDER 2020-04, THE HOOKSETT CEMETERY COMMISSION IS AUTHORIZED TO MEET ELECTRONICALLY**

The Zoom meeting was online at 4pm but a quorum wasn't available until 4:35 PM  
Introductions / Rollcall: Mike Horne, chair; and Nancy Philbrick. Excused: Laura Magargee

Public Input: None

Minutes review: September 29, 2020 Motion by Nancy to approve, 2<sup>nd</sup> by Mike. Motion passed 2-0

<u>Record keeping:</u>	Cemetery	Lots	Name	Burial type
<u>Sale of cemetery lots:</u>				
<u>Interments:</u>	Head (new)	#181	Phyllis K. Hebert	Standard
	Head (new)	#547	Cecile Parrott	Cremation
	Head (new)	#548	Doris Bourbeau	Cremation
	Martins	#112A	Shirley Gowitzke	Cremation
	Martins	#112A	Edward Gowitzke	Cremation
	Head (new)	#173	William H. Shackford	Cremation
<u>Headstones/monuments:</u>	Head	#313(half)	Richard LaFond	veteran marker

Budget:

Current Budget (2020/2021):

Funded \$1,011 Expended to Date: \$ 519.98 Uncommitted: \$ 491.02

DPW related: \$10,000 for paving in Martins Cemetery: Mike emailed Earl, Phil & Tom on 2/10/2021, asking how to get the work done by June 30, 2021, what did the Cemetery Commission need to do for that to get accomplished.

Old Business:

- Martins Lot 25 and subdivision to Lots 25B, 25C - nothing new
- Request to put a bench in Head, Sec A (new) – Mike committed to write the letter this week and will mail it out.
- FY21/22 Budget request status: In Town budget for March vote as \$1,660 plus \$5,000 in DPW = \$6,660
- Green burials – nothing new

New Business:

- Election of Cemetery Commission positions (chairperson, bookkeeper): Mike will continue as chair, Nancy will be the bookkeeper.
- Discussed cemetery lots for cremain, what other cemeteries do, think about having a requirement for similar sized headstones or monuments, perhaps 3.5' x 3' lots good for 2 urns. Mike will check minutes and have cost proposals for purchasing corner markers for the areas in Head and Martins cemeteries.
- Overgrown bushes – decided in the spring/early summer to attempt to find owners of lots and advise them to trim the bushes or take photos of the bushes showing that the growth is beyond the limits of the lot and the Town or Cemetery Commission will trim them.
- Contact Earl and Tom to determine how to get work done for \$10,000 (repairing pavement in Martins): See Budget above.

To-Do List:

- Update perpetual care list (low priority-start with actual records)
- Finish stablishing cremains lots – have this done before we published new rates/regs. Current lots are 3 ½ x 12. Areas were identified in Head and Martins cemeteries.
- 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): Wednesday, February 24 @ 4pm.

Meeting adjourned: 5:08pm

Signed, Mike Horne