

Cemetery Commission Minutes
February 24, 2021 4:00 PM
Remote meeting 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 Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, all members of the Commission will be given the means to communicate contemporaneously during this meeting through the **Zoom Software platform**. The public could have accessed the meeting as it's ongoing through the following methods:

Attendees: Mike Horne, chair, Laura Magargee . Excused:Nancy Philbrick

Public Input: None

Minutes review: February 10, 2021 Will delay review and approval because Nancy was not present (no quorum for 2/10 mtg)

<u>Record keeping:</u>	Cemetery	Lots	Name	Burial type
<u>Sale of cemetery lots:</u>	None			
<u>Interments:</u>	None			
<u>Headstones/monuments:</u>	None			

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

Old Business:

- \$10,000 in budget (repairing pavement in Martins): Mike said the director of DPW, Earl Labonte, said the repair of the roads in Martins Cemetery are in the proposed paving plan for this year and the work should be done between the award of a contract and Oct 15, 2021.
- Overgrown bushes and trees in the cemeteries: Mike will make a copy of each cemetery map for marking up of the overgrown trees and bushes. Each trustee will get a map, mark it up, take photos, and upload them on the GDrive.
- Corner markers for new sections in Martins and Head for "cremain only" lots: Mike will seek quotes for two sets of corner markers with the plan to purchase and install by June 30th.
- Martins Lot 25 and subdivision to Lots 25B, 25C : Mike will draft up his research and present it at the next meeting.
- Request to put a bench in Head, Sec A (new) ; A draft letter was reviewed and approved. Mike will send it right out.
- Green burials: no action

New Business:

- Assignments to update records in CemeteryFind database: It was decided for each trustee to each take one year's list of interments and check the records in CemeteryFind to make sure the data was updated. Mike will make assignments
- Finish stablishing cremains lots – areas were identified in Head and Martins cemeteries: Mike will provide enlarges maps of the two areas for the next meeting, showing proposed smaller lots and proposed numbering
- Town elections are March 12th- Mike's name is on the ballot for the 3-year term. Laura didn't get her name on the ballot for the 2-year position but is willing to serve if elected via write-in votes.

To-Do List:

- 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): remote on Wednesday, March 17th @ 4pm

Meeting adjourned: 4:30pm

Minutes composed by Mike Horne