

1 **Cemetery Commission Meeting Minutes**

2 **June 13, 2023; 12:00 pm**

3 **Hooksett Municipal Building, Room 204**

4 **Meeting called to order at: 12:00pm**

5 **Introductions / Roll Call:** Mike Horne, Chair; Nancy Philbrick. Excused: Kristen Kotrlik

6 **Public Input:** None

7 **Minutes:** May 16, 2023 Motion by Mike, Seconded by Nancy Approved 2-0

8 June 6, 2023 Motion by Mike, Seconded by Nancy Approved 2-0

9 **Record Keeping:** Cemetery Lots Name Burial Type

10 Sale of cemetery lots: none

11 Interments: none

12 Headstones/Monuments: Martins 797 Richard Marshall slanted monument

13 **Budget (2022-2023):**

- 14 • Funded \$750
- 15 • Expended to date: \$710
- 16 • Committed: \$40 (Mike to purchase flagging and supplies)
- 17 • Uncommitted to date: \$0

18 **Old Business:**

- 19 • Finalized letter for Martins, Lot 25C, and mailed it.
- 20 • Reviewed status of revised regulations. Discussed and agreed that sale prices for interment rights (deeds)
- 21 will increase from \$300 to \$500 for a full sized lot and \$300 for a cremation lot, effective date the same
- 22 as the revised regulations.. A public hearing will be held for proposed regulation update and price
- 23 increase.
- 24 • Annual Report: Mike will email Nancy numbers of sales and interments and she will finalize draft for
- 25 review at the next meeting.
- 26 • Reviewing trust funds and cemetery listed: Nancy and Kristen will continue to attempt completing this
- 27 task by the end of June.
- 28 • Mike will give the Town Council the commission's annual update at their June 14<sup>th</sup> meeting.

29  
30 **New Business:**

31 1) None

32 **To Do List:**

- 33 • Proposed budget submission for 2024/25 due to Finance by July 15<sup>th</sup> (will do a warrant article for
- 34 headstone & monument repair)
- 35 • Install corner markers on cremation lots at Head Cemetery (agreed to do it June 20<sup>th</sup> after the meeting)
- 36 • Install lot pins on cremation lots in both Martins and Head cemeteries.

37 **Next Meeting:** June 20<sup>th</sup> at 9:00am. Mike will ask Kathy to post it.

38 **Meeting Adjourned:** 1:18pm

39 Mike Horne, for the Recorder