

1 **Cemetery Commission Meeting Minutes**
2 **April 30, 2024; 9:00am, Council Chambers**
3 **Hooksett Municipal Building,**

4 **Meeting called to order at:** 9:15am

5 **Introductions / Roll Call:** Present: Mike Horne, Kristen Kotrlik, Nancy Philbrick; Absent: Jim Morin

6 **Public Input:** Kathy McLean has done monumental research and updating of FindAGrave website. She also
7 given trustees photographs, notes, and recommendations about current headstone conditions.

8 **Minutes review:** Mike motioned, seconded by Kristen, to approve February 8, 2024 minutes, Approved 3-0,

9 **Record Keeping:**

	<u>Cemetery</u>	<u>Lots</u>	<u>Name</u>	<u>Burial Type</u>
10 Sale of cemetery lots:				
11	Head	488 & 489	Town purchased them back	
12				
13 Interments:				
14	Head	344	Martineau, Donna	Full
15	Riverside	Dankin Lot	Dankin, Harold	Full
16	Martins	816	Hayford, Vernon	Cremain
17				

18 **Budget (2023-2024):** as of 3/31/2024

- 19 ● Funded \$ 1,730
- 20 ● Expended to date: \$944
- 21 ● Committed: \$0
- 22 ● Uncommitted to date: \$786

23 **Old Business:**

- 24 ● Approve format for new Right of Interment deeds
- 25 ● Reconcile trust funds - more work is needed - Mike will work on these.
- 26 ● Maps will remain as they are, they will not be digitized.

27 **New Business:**

- 28 ● Recognized efforts to update FindaGrave in Head Cemetery by Kathy McLean
- 29 ● Plan for executing warrant article funds to repair headstones and monuments.

30 **To Do List:**

- 31 ● Straighten and paint wood posts at Martins cemetery (in warmer weather, 2024)
- 32 ● Schedule a time to organize the file cabinets upstairs
- 33 ● Get maps for Martins and Head cemeteries updated
- 34 Transfer all Cemetery files to P Drive.
- 35 ● Work on a plan of accomplishing various tasks in the cemeteries: which include identifying
- 36 headstones and monuments that can be repaired by volunteers, general cleaning of the grounds. Not
- 37 cleaning the headstones, and removing overgrown trees and shrubs..
- 38 ● Work on Rights to Inter certificate

40 **Next Meeting:** May 16, 2024; 9 AM

42 **Meeting Adjourned:** 10:30 AM; Mike motioned, seconded by Nancy, to adjourn,. Approved, 3-0

44 Minutes by Kristen Kotrlik