

**Cemetery Commission Meeting Minutes**  
**January 4, 2024; 9:00 am**  
**Hooksett Municipal Building; Council Chambers**

**Meeting called to order:** 9:00 am

**Introductions / Roll Call:** Mike Horne, Chair; Kristen Kotrlik, Recorder; Jim Morin; Nancy Philbrick- late, after 9:05; (Jim left the meeting at 9:45)

**Public Input:** None

**Minutes Review:** November 30, MH motions to approve, KK seconded, Approved 3-0; December 13, Mike motions to approve, Seconded by Jim, Approved 3-0; December 19, Mike motions to approve, seconded by Jim, Approved 3-0

**Record Keeping:**

	<u>Cemetery</u>	<u>Lots</u>	<u>Name</u>	<u>Burial Type</u>
Sale of cemetery lots:	None			
Interments:	None			

**Budget (2023-2024):**

- Funded: \$1730
- Expended to Date: \$695.94
- Committed: \$0
- Uncommitted: \$1034.06

**Old Business:**

- New Town Website is under construction, changes will be addressed when it's completed.
- Approve format for a new Right of Interment deeds; Nancy will get in touch with Concord, Jim will get in touch with someone in Manchester;
- Review getting updated regulations and fees posted to new website (in progress), no answer yet on revising DUTIES.
- Rob Hebert emailed with a status of the fence at Heads - the fence is repaired

**New Business:**

- Discuss efforts to garner public support of warrant article for \$10K at the March election- Kristen will contact Tony at The Hooksett Bridge newspaper and Ginger Kozlowski; Nancy will contact the Neighborhood News. Mike will take pictures of the cemeteries and send them to Nancy.
- Discuss possibility of creating By-Laws; Mike provided the By-Laws from Brookline, NH as an example

**To Do List:**

- Straighten and paint wood posts at Martins cemetery (in warmer weather, 2024)
- Update information on Cemetery Commission webpage (support is now by Community Service)
- Schedule a time to organize the file cabinets upstairs
- Get maps for Martins and Head cemeteries updated
- Get digital file onto Town P Drive

**Next Meeting:** February 8, 2024; 9 am; Council Chambers

**Meeting Adjourned:** 10 am, Called by Mike, seconded by Kristen- Meeting adjourned 3-0 approved

**Recorder:** Kristen Kotrlik