

Hooksett Cemetery Commission Meeting
Thursday, September 10, 2009

6:00PM at Hooksett Public Library

Present: Sharron Champagne, Mike Horne

Absent (excused): Tina Paquette

1. Minutes: The minutes from the 8-10-2009 meeting were not available to review.
2. Old Business:
 - a. Mandigo Plot Transfer – Sharron gave Mike the signed copy of Burial Lot Deed Transfer # 0020, transfer from Lawrence & Virginia to Kenneth Mandigo (envelope dated August 25, 2009). Mike will follow-up with Evelyn Horn on the returned \$10 check with fee for processing (account was closed when the deposit was made).
 - b. Approved Plot Sale Information Sheet – Sharron presented a proposed form to be completed by Trustees when selling a plot. The form prompts questions for the information needed from the buyer to complete it. Sharron will email the form to Trustees.
 - c. Timeline for Review of Cemetery Regulations and Policies – Mike shared that Arnold Green had called him, asking for a plan of his plots but more specifically to voice that he wanted the Commission to change the policy/regulations to allow upright headstones at Head Cemetery. Sharron and Mike decided to formally review the cemetery regulations and policy during meetings held in the next few months with a goal of completing the update by December 15, 2009. The review process will include a published schedule that includes the Town Council being informed prior to start and informed of recommended changes. A form for owners of plots and the public to provide input needs to be developed.
 - d. Fence Repairs and Painting of Posts at Martins – Mike reported he took more photos and emailed them off to Todd Buttrick for an estimate and recommendations to straighten bent pieces and repair sections that are/have come undone. Mike had not yet talked with Dale H. about paint for posts along the road in the back of the cemetery.
 - e. Setting Times to compare map info of plots in Martins with what is actually there – Mike will email Sharron and Tina a list of possible dates to do this. (Not Tues. and Thurs. OK for Mon., Wed., starting 4:15/4:30 or on Fri.)
 - f. Head Cemetery Sign – Mike hadn't gotten with Christine Soucy yet to learn the process for budgeting and requesting funds.
3. New Business:

- a. Topographic Ground Penetrating Radar – Sharron shared cost information she received a company. It's very expensive but could be needed in the future. She will hold on to the information.
- b. Update Plot Sales Info – Sharron and Mike reported there were no sales reported since last meeting. Any info from Tina will be reported at the next meeting.
- c. Town Website and listing Cemetery Commission minutes and activities – Mike reported he checked with Evelyn Horn and Carol Granfield asking when would updates be made. Answer was a minimum of 30-60 days.
- d. Record Keeping of Burials – Mike contacted Jodi at Highways and got the burial logs for 2008/09 and 2007/09. He will see if there is any additional information in the Town Clerk's office. He will draft up a flowchart for all to understand showing which office or function does what.
- e. Public Input – No residents were present so no input was provided (except for Mr. Green contacting Mike prior to meeting).
- f. Other Business: None

4. Future Discussions:

Veteran headstones: Is it the Town's responsibility to install them. Sharron will write a letter to the family of the recent incident apologizing for the experience being very poor (took much prompting to get the headstone installed, headstone installed in wrong plot). Mike volunteered to talk with Dale for the Highway Dept. input.

The meeting ended at 7:40PM

Respectfully Submitted,
Mike Horne