

**Cemetery Commission  
October 20, 2009  
Hooksett Public Library, 6:30pm**

**Present:** Sharron Champagne, Mike Horne, Tina Paquette

**Old Business:**

**Minutes of June 23** - motion by Mike Horne to accept the minutes of June 23<sup>rd</sup>, seconded by Sharron Champagne. Motion approved.

**Minutes of August 10<sup>th</sup>** – motion by Mike Horne to accept the minutes of August 10<sup>th</sup>, seconded by Sharon Champagne. Motion approved.

**Minutes of September 10<sup>th</sup>** - motion by Sharon Champagne to accept the minutes of September 10<sup>th</sup>, seconded by Mike Horne. Motion approved.

**Mandigo Plot Transfer & Check** – The deed will be mailed out to K. Mandigo and the \$10 check for the transfer of the deed will be sent to the Trustees of the Trust Fund to deposit in the Hooksett Cemetery account.

**Cemetery Form:**

A Cemetery Plot Sale Information Form has been created to use by the commission when a plot is sold. Mike moved that this form be used for each plot sale and a copy be sent with the deed. Seconded by Tina. Motion carried.

**Set timeline for review of regulations and policies.**

Town Council to be advised of the time line.

- Oct. 28<sup>th</sup> to review and update the Cemetery Regulations and a letter to be sent to those who bought a deed since 1989.
- Monday, December 7<sup>th</sup> @ 7pm the commission will hold a public hearing for input.
- March 21, 2010 target date to have the regulations finalized.
- Sharron will see that a Public notice is placed in the Hooksett Banner.

**Fence and Post Maintenance at Martin's –**

Metal Fence refurbishing – Mike's research showed that it would be about a 2 day job costing about \$300-\$400 with a target date for completion in spring 2010. He will get two quotes by January 2010. The Commission agreed that Mike obtain some white paint for the posts at the north end of the cemetery. Mike will paint the posts this fall.

**Riverside Cemetery:**

Fence to be painted in spring 2010.

**Sign repair at Head's Cemetery –**

Need to find out the age of the existing sign for historical input to see if it should be refurbished and painted.

**Review Martin's Written Data vs. Map Information –**

The computer printout will be compared to the maps in the spring of 2010

**Cemetery Data on Web site –**

Tina and Mike have inquired at Town Hall and there have been some web master issues. Mike will keep in contact with Administration at Town Hall as to when our minutes, guidelines, fees and other info will be entered on the Town site.

Mike requested that the commission send him ideas as to what we would want to see on the web site.

**Recorded keeping of burials** – Mike has a system in place that he will share at the next meeting.

**New Business:**

**Plot Sales:** No new sales to report.

Sharron noted that there are two plots on the map with the number 22 at Martin's Cemetery.

**Monument Approvals:**

Violet L. Williams - the commission approved the monument at this meeting.

**Fields (family name) Marker at Martins Cemetery**

Sharron said there is cemetery plot that has been decorated with Halloween type decorations and it's not appropriate and should be removed. One of us will see that it is removed as it is against our rules and guidelines.

**Mabel Bond Family Plot at Head's**

How many spaces are empty? Check with Town Hall records. Ms. Bond is willing to meet and show where the family plot is.

**Martin's Cemetery – Darrah family plot**

Tina received a call that there are Darrah's buried in Martins and she did not see the name on computer printouts. Tina walked the cemetery twice and did not see the family name on any monuments.

**Cate/Davis Cemetery** – who approves burials the family or the Town.

**Expenses:**

The commission has approved that Mike obtain another sounding rod and three 100 foot measuring tapes. The measuring tapes will aid in the accuracy when measuring and locating plots is needed.

**Budget:**

Mike moved that we approve the next fiscal budget to be the same as our current fiscal budget.

Seconded by Sharron. Motion carried.

Mike to advise the Finance Department at Town Hall.

**Public Input** - there was no public in attendance.

Meeting adjourned at 8:00pm

Respectfully submitted,

Tina Paquette  
Recording Secretary