

Cemetery Commission
June 16, 2010
Hooksett Public Library, 6:30pm

Present: Cemetery trustees Sharron Champagne, Tina Paquette, and Mike Horne. Also present: John Danforth, incoming cemetery trustee effective July 1st and Kathie Northrup, Hooksett Heritage Commission.

Public Input: Kathie Northrup was present to discuss plans for a historic marker at the Heads School. Plans are for the marker to be ordered and installed in time for the Heads School dedication/open house. Proposed location is the south side of the building, inside the fence (which is required to be outside the highway right of way that is 33' from highway centerline. It was decided she would put a wooden stake in and have cemetery trustees OK it. She said she would also like to include the date the cemetery was started included on the sign. Trustees agreed with that recommendation. A question was asked about the signs for each cemetery proposed by the Historical Society (no updated status available). Mike volunteered to email Jim Sullivan for status. It was agreed those signs should have a date the cemeteries were established.

Minutes: Reviewed minutes from May 3, 2010 meeting. Motion to approve as written (Sharron Champagne), 2nd (Mike Horne), unanimously approved. Reviewed minutes from December 7, 2009 public hearing on revising rules and recommendations. Motion to accept as written with minor edits by Mike Horne, 2nd by Sharron Champagne

Miscellaneous: Tina Paquette brought in the items she had been given and used as cemetery trustee and turned them over to incoming trustee, John Danforth. Items were 1) plans for Heads old and new sections and Martins; 2) steel probe for sounding gravesites; 3) tape measure; 4) computer printout binder of cemetery data.

Old Business:

American Legion Post: Sharron Champagne said she had been contacted by Andy Felch to make a site visit to Heads and Martins to agree on locations of the veterans monuments. Sharron will attempt to schedule a meeting on June 22nd.

Maintenance Issues:

- **Martins:** Mike presented a written proposal for the repair of bent and broken parts of the fence from Michael Clark of Pembroke, NH. Total cost to straighten bent parts \$630. Mike Horne said he would disassemble fence sections and transport them to/from Mr. Clark's shop. Mike estimated cost for materials and supplies needed for "self help" cleaning and painting of the repaired the fence (Mike would purchase and get reimbursed) to be no more than \$150. Motion by Tina Paquette to approve expenditure of up to \$780 for Martins cemetery fence repair/painting. 2nd by Sharron Champagne. Unanimously approved.
- **Riverside:** Mike Horne said he had two quotes from contractors to replace the rusty chain link fence along Rt. 3A with new black vinyl coated chain link fencing/posts/top rail. He was waiting to receive a third quote. The trustees agreed with asking the Town Administrator if funds from other town accounts could be reallocated to replace the fence this Town fiscal year. And if funds could be made available, they voted unanimously in favor of spending up to \$4,500. Mike said he would check with the Town Administrator.

Consolidating files and maps in Town Hall: Mike explained to John where the cemetery files are at the Town Hall in 2nd floor store room. He said there is a need for something to store rolled blue print sized documents and other non-file sized items.

Visiting of family/civil war cemeteries: Sharron and Mike reported they visited Hall Mountain and Clay Pond cemeteries. And Mike said he visited a family cemetery north west of Cate Rd. (Dale Hemeon helped him find it). More research is needed to determine what responsibility, if any, the cemetery commission has for these.

Review of Rules and Regulations: Sharron Handed out 4 pages of excerpts of cemetery rules and regulations from other towns for trustees to review and consider.

New Business

Request for Trust Funds: Tina Paquette volunteered to write the letter from the commission to the Trustees of the Trust funds requesting the Town fiscal year 2010 income from cemetery funds be paid to the Town Highway Department for accomplishing year round maintenance work.

Tina Paquette's Comments: Tina was thanked for her six years of service as trustee of the cemeteries. She said during her first year there was only one meeting of the trustees and that no minutes were taken. She acknowledged Joanne Burwell, another trustee, helped her a lot by providing assistance and information. Tina recommended the commission conduct an election at the July 2010 meeting and elect officers (Chair, Secretary, Treasurer, etc.). She said the four graves at Heads cemetery which are required to have flowers placed each Memorial Day are identified in her paperwork. Tina offered to send a sympathy card to Mrs. Wallace "Wally" Emerson. [He passed away May 18, 2010]. Wally had served Hooksett as a trustee of the cemeteries for many, many years. In closing her comments, Tina said she would be available in the future to contact if trustees had questions or needed her assistance.

Town Report due Friday, July 30th: The cemetery commission is required to submit their report for the Town report soon. There was agreement to have this year's commission report "in memory of Wallace 'Wally' Emerson" Tina offered to write that portion. Sharron will work a summary of highlights. Mike will summarize cemetery lot sales and interments.

Record Keeping:

Plot sales: Stephen Howell purchased two lots in Martins and his wife was buried in May. A new deed was issued to exchange lots #740 for #738 (no cost as the wrong deed purchased was due to a communication problem when Mike Horne explained locations over the phone).

Monument Approvals: no action recorded.

Burials: Linda Howell in Martins, lot #739

Next Meeting: To be announced

Adjourn – Ended meeting promptly at 8PM.

Respectfully submitted,
Mike Horne
For Recording Secretary