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## Hooksett Cemetery Commission

Thursday January 20, 2011

Commission Chair Sharron Champagne called the meeting to order at 7:45pm; this meeting had been previously posted in two public locations. Proof of posting can be found on the town website: [www.hooksett.org](http://www.hooksett.org)

Attendance: All committee members present; Sharron Champagne (Committee Chair), Mike Horne and John Danforth (Secretary)

Public in attendance: None.

Approval of the minutes for the meeting of August 24, 2010: Motion to accept as presented by Mike and seconded by Sharron; unanimously approved.

Public Input: None.

Policy Review: See Old Business

### Old Business

**Maintenance Issues:** Approval of reimbursement to Mike Horne for copies to reduce the size of cemetery maps. The cost of \$5.00 for the copies was approved and Mike will forward to the town finance office for reimbursement.

**Review of regulations and policies:** Discussion in accordance with the State Right to Know Law and compliance. Approved minutes will be available on the town website within 5 days of approval, unapproved minutes will also be posted for information purposes.

All Right to Know requests made to the Cemetery Commission are to be in writing.

A procedure for the purchasing of burial space was adopted; however this procedure is subject to revision.

A monthly meeting schedule is in process of development; each meeting will have a primary focus. It was agreed that the third Thursday of the month would be the regular meeting day of each month, at Town Hall with a start time of 7:40pm.

**Interim regulation change:** An article will be sent to the Hooksett Banner regarding the policy change regarding upright monuments, which are subject to approval on a case by

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case basis and must meet certain criteria; Mike will draft the article and forward to the Hooksett Banner.

**Town Council Update:** This report will be the focus of the March meeting.

**Budget:** The proposed Cemetery budget for \$850 was approved by the Town Council and forwarded to the Budget Committee.

## **New Business**

**Trust Fund Report:** Mike met with the Trustees and agreed to attend another meeting to help the Trustees establish the histories for the Cemetery Trusts in order better manage and allocate appropriate funds.

**Name of Cemetery:** Cate Davis or Davis Cate? The deed for the property will be checked to verify the correct name. It is believed that the deed is recorded in book 564 at County Registry.

**Other Business:** The Tombs at Heads and Martin's have not been used for approximately ten years; the keys are apparently at the Highway Department.

## **Record Keeping**

**Plot Sales:** No new plot sales since our last meeting.

**Monument Approvals:** Mr. Green; still looking at which plots he would like to purchase.

**Burials:** No burial notifications were received.

The meeting adjourned at 8:50pm; the next meeting will be February 17, 2011 at 7:40pm.

Respectfully Submitted,

John H. Danforth  
Cemetery Commission Secretary

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