

OFFICIAL

Hooksett Cemetery Commission

Thursday May 19, 2011

Commission Chair Sharron Champagne called the meeting to order at 7:40pm; this meeting had been previously posted in two public locations. Proof of posting can be found on the town website: www.hooksett.org

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

For the first half of the meeting the Commission met at Heads Cemetery.

Public in attendance: None. Public Input: None

The Commissioners walked the cemetery pointing out future maintenance issues and needs. Some of the most prominent are:

- Seeding a plot after a burial

- Alignment of monuments as they are installed

- Alignment/straightening of present monuments

Sharron will look into the process that is required before we move or repair stones and monuments; it is believed that this process may involve public notices.

Maintenance of the wooden fence: needs to be sealed to protect the wood to give the fence longevity. Mike offered to get some information and quotes from fence companies.

For the second half of the meeting the Commission met at the Town Hall.

The Commission reconvened at 8:10pm in Room 204.

Public in attendance: None. Public Input: None

Approval of the minutes for the meeting of April 21, 2011: Motion to accept as presented by Mike and seconded by Sharron; unanimously approved.

***Old Business**

Perpetual Care: The Trust Funds were briefly discussed, to include the status of individual funds. Some funds will need to be researched to determine as to how they were established.

This document is subject to revision.

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Memorial Day pots will be purchased for Memorial Day from Mr. Bee's; Mr. Bee's will bill the town. A unanimous vote to place a \$100 spending cap on this expense was approved.

Budget: Current budget status is as it was the previous month with approximately \$445 left to spend as necessary. This amount does not include the gift that the Town Council accepted on behalf of the Cemetery Commission, which would be directed to the Cemetery budget and not the General Fund.

Cemetery Regulations: This topic was tabled until the next meeting

Project List

Riverside Fence: paint it black, and Mike will seek out volunteers to help out. GE may be willing to pitch in again as they had at Martin's. The Town does have people who need or owe community service hours. Mike will ask Joy Buzzell about using these folks to help out as well. Mike is still following up with the folks at GE.

The sign at Heads Cemetery needs refurbishing and this project is a goal for this year. This project may be undertaken by a group of Cub Scouts as a community service project; John will follow up with Pack 292.

John will look into a new computer and printer for the Commission; the old laptop is very outdated and the printer is in a similar condition. Both items should be exchanged via the Town Wide Computer Fund. Mike currently has possession of the laptop and computer. John will follow up with the Town Administrator to see about proper disposal of Town property, and to initiate getting a usable replacement.

New Business

Discussion regarding the maps of the Cate Davis/Davis Cate Cemetery; what is believed to be the original map was found. The map will be taken to Signature Press to make a mylar copy.

The Commission needs a lockable wall locker for storage of larger items at Town Hall such as the metal detector. John will look into this.

A unanimous vote to approve the landscaping and planting of flowers around the new sign at Martins Cemetery by the Hooksett Garden Club and Boy Scout Troop 292.

Record Keeping

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

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Monument Approvals: Sharron and John had met at Heads Cemetery on Saturday April 23rd and marked the location for the stone for Mrs. Converse.

Burials: Margery Burbank at Davis Cate; Mike will put in a call to Jodi Pinard at Hooksett DPW to follow up and check on any future internments.

The meeting adjourned at 9:05 pm; the next scheduled meeting will be June 16th, 2011 at 7:40pm. The Commission will meet at Martins Cemetery.

Respectfully Submitted,

John H. Danforth
Cemetery Commission Secretary