

Hooksett Cemetery Commission
Wednesday, October 23, 2013 at 5:00PM
Municipal Building in Room 204

1. Mike Horne called the meeting to order at 5:00pm. Attendance: Sharron Champagne and Mike Horne. (The third trustee position is vacant)

2. APPROVAL OF MINUTES: June 4, 2013 and July 24, 2013. Motion to approve by Sharron. Unanimous vote to approve. Mike will send the approved minutes to Evelyn to post.

3. PUBLIC INPUT: Mike Horne was contacted by Mark Johnson a few days prior to the meeting, notifying him that a monument in the Davis-Cate cemetery was tipping and looked like a safety hazard. He asked if the Town could fix the problem. Mike has explained headstone and monument maintenance are the responsibility of the families and Next of Kin but that he would check into getting the problem fixed. Sharron said that she would contact someone from the family (Sharron's relatives) to investigate and fix the problem

4. RECORD KEEPING:

Plot Sales: None since last meeting. Note: deed # 0652 form was voided and will never be issued.

Burials: 8/1/13 Josephine Enderson, Martins lot 434, std burial; 8/5/13 Mary J. Green, Head lot 256, std burial; 8/27/13 Evelyn Woodbury, Head lot 341, std burial; 10/9/13 Eugene V. Fraser, Martins lot 195A std burial.

Monuments: none

Documents/Records: Mike attended a CemeteryFind User Group training session in Framingham, MA on October 23. He will train Sharron on the use of the new cemetery database and issue user name/password for her to access. Mike said he plans to begin working to validate the imported Excel spreadsheets, link the scanned cemetery cards, and conduct site visits to the cemeteries to validate files with headstones and monuments and video the same for better record keeping.

5. OLD BUSINESS:

Budget for FY 2013-14: Mike said the annual subscription for the CemeteryFind account was \$420 and the contract was executed. There is a balance of \$430 in the budget.

Cemetery Trust Funds: Transfers of interest earned to the Dept of Public Works for routine cemetery maintenance and perpetual care was: \$3,261 for Town FY12 transferred on 7/2012; \$4,044 for Town FY13 transferred on 7/2013.

Maintenance:

Fence at Riverside Cemetery: Mike said the new fence was installed the latter part of September and the invoice processed for payment. The fence was added to the Town's insurance policy. Sharron said she thinks the new fence looks great.

Fence at Head Cemetery: Mike said that 90% of the wooden fence has been sealed. Employees from Hooksett General Electric donated community service time on Oct 9th (five employees for 2 hours) to help.

Trustee positions: there is still one vacant cemetery trustee position. Mike said that he will attend a Town Council meeting to highlight the problem, put together something to advertise the position (Banner, at Library and Town Hall, etc.) and try to get someone interested and appointed soon. Sharron will talk with Matt at the Library to see if Matt may know of a residence who the Commission might approach (the Library has a MyAncestry account and there may be some people with a passion for genealogy who might be willing to help with the cemeteries).

Cemetery Regulations: nothing further accomplished to update the regulations.

6. NEW BUSINESS:

New DPW Administrative Assistant: Mike said that he met with Leo Lessard, Doug Urquhart, and Jodi Pinard's replacement, Jessica Call, on September 13th to review the Hooksett cemetery process (processing grave opening requests, coordination with the cemetery trustees, signing off on Burial Transit Permits, need for accurate record keeping on interment log, etc.).

Budget:

2013/2014 budget: Mike presented two requests for reimbursement of expenses. \$35.70 for supplies to seal the Head cemetery fence and \$22.00 for reimbursement of gas to attend training in Framingham, MA. Sharron motioned to approve reimbursement of both. Unanimously approved.

Submission of 2014/2015 Budget Request: Requirements for the budget year 14/15 were reviewed. Mike and Sharron agreed it is impossible to perform what is required with the current budget and the commission is unable to provide effective and quality service while also trying to rectify poor documentation of many decades. Also discussed was to develop a 5-Year plan to bring the cemetery records, maps, and files to a level that is accurate and maintainable. Items required for budget year 14/15 are: CemeteryFind subscription = \$420; cost to update cemetery maps for Martins and Head cemeteries = \$? (Mike to get a quote); Dues for NH Cemetery Association = \$40; 4-drawer lockable file cabinet for files = \$125; getting one cemetery map into digital format to be able to print a clean master copy = \$? (Mike to get a quote); Misc. supplies = \$25. Mike said he would talk with Leo at DPW to determine how to budget for repairing the very bad areas of damaged pavement on the Martins cemetery road.

7. NEXT SCHEDULED MEETING: It was decided to schedule a meeting a month for the next two months and to spend some time to compare and transfer information as needed from the copies of the cemetery maps each trustee and DPW has, efforts to develop a master plan. Mike will have Evelyn post meetings for Nov 25th @ 6pm and Dec 23 @ 6:

8. ADJOURNMENT: Mike Horne closed the meeting at 5:58pm.

Respectfully Submitted,
Mike Horne