

Hooksett Cemetery Commission
Monday, November 25, 2013 at 6:00PM
Municipal Building in Room 204

1. Mike Horne called the meeting to order at 6:00pm. Attendance: Sharron Champagne and Mike Horne. (The third trustee position is vacant)

2. APPROVAL OF MINUTES: October 23, 2013. Motion to approve by Sharron. Unanimous vote to approve. Mike will send the approved minutes to Evelyn to post.

3. PUBLIC INPUT: The Commission was pleased to receive a note from Joan Holleran that read the new fence at Riverside Cemetery looks nice and she appreciating the efforts of the Commission to get it replaced.

4. RECORD KEEPING:

A. Plot Sales: None since last meeting.

B. Burials: 11/4/13 Frances M. Fraser, Martins lot 195A, std burial; 11/7/13 Gary S. Cate, Martins lot 221, urn burial; 11/15/13 Carl L. Harrison, Martins lot 168, urn burial.

C. Monuments: none.

D. Contacts: Alan Bond contacted Mike requesting a letter from the Commission to acknowledge documentation provided verifies graves 7 and 8 of Head Cemetery lot 143X are reserved for Rufus and Mabel Bond. The letter was reviewed and approved and will be mailed to Alan with a copy to Mabel.

E. Documents/Records: Mike said he has been spending time getting familiar with the CemeteryFind program and started making some entries. He said that he will build Sharron in as a User so she can review the data.

F. Develop a 5-Year plan to bring the cemetery records, maps, and files to a level that is accurate and maintainable: nothing new.

5. OLD BUSINESS:

A. Budget for FY 2013-14: Mike said that he was reimbursed for expenses approved at the last meeting. There is a current budget balance of \$372.30.

B. Maintenance: Sharron said she took a look at the Davis-Cate cemetery for the reported monument that was tipping but she could not find any monuments that looked precarious. She said that she will contact Mark Johnson to get a better description of the specific location of the monument.

C. Trustee positions: Mike and Sharron had not followed through with action agreed to at the 10/23 meeting. They will try to take action by mid-January.

D. Cemetery Regulations: nothing further accomplished to update the regulations.

E. Budget 2014/2015: The budget submission for \$850 was made, reflecting no increase of current budget year.

6. NEW BUSINESS:

A. 2013/2014 budget: Mike motioned, Sharron agreed, to have Boston Computer Scanning scan to PDF format maps for Heads (3 ea), Martins (1 ea), and

Davis-Cate (1 ea) and build a “map” tab within CemeteryFind for a total cost of \$100.00.

B. Comparing copies of cemetery maps: No work was done on this project at the meeting. Mike said that he will check the maps maintained by DPW so any notes on their maps can be captured and added to a master map for each cemetery.

C. Status of 2004 Master Plan, Cemetery: Mike was contacted by Carolyn from the Planning Dept. asking about the Cemetery chapter of the current 2004 Master Plan: “The Town-owned land at Martins Ferry Cemetery, located on the north side of Martin’s Ferry Road, needs to be developed within the next few years in order to have family, single, and crematory sites available in Hooksett. Eligibility guidelines and purchase costs need to be put into place to preserve space for current and former residents and their families.” Mike told her that no action had been taken to date because there are still many grave lots available for sale in Martins and Head cemetery. He told her that he would provide her an approximate number of those in the near future.

D. Review of materials in Cemetery Commission file cabinet in Town Hall 2nd floor storage room: Sharron and Mike looked through the contents of materials in the old 4-5 drawer file cabinet. There were two computer reports of cemetery lot and burial data, one on green & white lined computer printer paper dated Jan 4, 1980 and the other on blue & white lined computer printer paper date Mar 10, 1998. Also some cemetery maps, trust fund documents, and some non-cemetery related file. More investigation and inventory will happen at future meetings.

7. NEXT SCHEDULED MEETING: Dec 23 @ 6:00 pm

8. ADJOURNMENT: Mike Horne closed the meeting at 7:00 pm.

Respectfully Submitted,
Mike Horne