

**Hooksett Cemetery Commission  
Wednesday, July 24, 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:** May 29, 2013. Motion to approve by Sharron. Unanimous vote to approve. Mike will get the approved minutes to Evelyn to post. The minutes for the June 4, 2013 meeting will be reviewed at the next meeting.

**3. PUBLIC INPUT:** Nothing specific. Requests for information, talking with families and funeral homes, locating graves and selling lots accomplished between meetings with coordination between Trustees, DPW Cemetery Division, and Evelyn Horn in Code Enforcement – Building Division.

**4. RECORD KEEPING:**

Plot Sales: two in Head-new (Sandra Vandyne), deed #651 for lots #463 & 464; two in Head-new (Norman & Sheila Daneault), deed #653 for lot #524.

Burials: 6/5/13 - Blake Morris @ Cate-Davis/cremain; 6/5/13 – Dariel Morris @ Cate-Davis/cremain; 6/30/13 - Joanne Cline @ Martins/cremain; 7/13/13 – Hubert Topliff @ Head/cremain..

Monuments: none

**5. OLD BUSINESS:**

Budget for FY 2012-13: Mike said the entire budget of \$850 was expended in addition to an extra \$45 from other Town accounts. The cemetery cards were scanned and the Excel database was imported into a CemeteryFind account in preparation for contracting for an annual subscription.

Budget for FY 2013-14: Mike said that he met with the Town Administrator and Director of Finance on June 10, 2013 to discuss the impact of the default budget and the proposed software contract with Boston Computer Scanning for a CemeteryFind database. A solution to stay within the budget is to have an annual subscription which would cost \$35/month or \$420 annually. An advantage of the subscription vs. having a program and database on a Hooksett computer is the protection of the information. One problem the Commission has had over the years is the lack of continuity of data researched and put into electronic files (databases and spreadsheets) because it resided with trustees. Mike made a motion that the Commission contract with Boston Computer Scanning for an annual subscription of CemeteryFind for the period of July 1, 2013 to June 30, 2014 for the amount of \$420.00. Sharron 2<sup>nd</sup> the motion and it was unanimously approved. Mike said that he had been using CemeteryFind unofficially since documents were scanned in June so it would be appropriate to have the subscription include the month of July 2013.

Fence at Riverside Cemetery

Mike said that the contract with Blue Ribbon Fence & Landscaping, LLC to replace the existing rusty and damaged fence with new black vinyl coated chain link fencing was signed by the Town Administrator on June 6, 2013. The awarded price is \$6,814.80 with completion by October 1, 2013 stipulated. The amount of funds available is \$7,500 (warrant article). Mike said he forwarded a copy of the contract and statement of work to the DPW Cemetery Division to ensure the work was well coordinated.

**6. NEW BUSINESS:**

Meeting with DPW and Cemetery Division: Mike said that he met with Leo Lessard, Doug Urquhart, and Jodi Pinard the morning of June 7, 2013 to discuss the need for accurate documentation of burials on their Burial Request Log and what paperwork the Commission needed the Cemetery Division to get from families and funeral homes to schedule and at the interment. It was agreed that DPW/Cemetery Division would get a copy of the Transit/Burial permits and/or cremation certificate at the time of interment, sign and fill in the cemetery and gave lot information, and forward a copy to the Cemetery Commission.

Vacant Cemetery Commission Trustee position: Sharron said that she would make sure the Town Council knew there was a vacant trustee position, that it was listed on the Town website of vacancies, and that she would get some advertising (in the Hooksett Banner) of the vacancy. She would list the email address and phone number for both her and Mike for interested candidates to contact.

Town Report 2012-2013: Mike and Sharron discussed what should be included in the Commission's page of the Town report. Mike volunteered to draft it and get it submitted.

**7. NEXT SCHEDULED MEETING:** on call.

**8. ADJOURNMENT:** Mike Horne closed the meeting at 5:25pm.

Respectfully Submitted,  
Mike Horne