

**Hooksett Cemetery Commission  
Thursday, March 13, 2014 at 7:30PM  
Municipal Building in Council Chambers**

1. Mike Horne called the meeting to order at 7:35pm. Attendance: Sharron Champagne and Mike Horne. (The third trustee position is vacant)

**2. APPROVAL OF MINUTES:** November 25, 2013. Motion to approve by Sharron. Unanimous vote to approve. Mike will send the approved minutes to Evelyn to post. Mike noted the December 23, 2013 meeting had been cancelled.

**3. PUBLIC INPUT:** None

**4. RECORD KEEPING:**

A. Plot Sales: Four in Head-new (Leo Hebert) deed #0654 for lots 225, 226, 274, and 275.

B. Burials: 12/7/13 Rufus J. Bond, Head lot 143X/7, urn burial.

C. Monuments: none.

D. Contacts: A few people contacted both Mike and Sharron, one asking about purchasing lots, a couple people called for info about future interments.

E. Documents/Records: Mike said he has been entering the deed information available in the files (lot owners and addresses). Records in the main Cemetery Commission files in the Building Dept. only have information on deeds going back to June 1991 (copies of deeds to 1998, index only to 1991). He cannot locate any other source documents for deeds and sales prior to then.

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: There is a current budget balance of \$372.30. Mike has not got the maps to Boston Computer Scanning to scan (PDF format maps for Heads [3 ea], Martins [1 ea], and Davis-Cate [1 ea] for a "map" tab within CemeteryFind for a total cost of \$100.00.

B. Maintenance: No reported winter storm damage. Cemeteries are still snow covered with lots of frost – closed for interments as of December 10, 2013.

C. Trustee positions: The vacant position and the one Sharron holds are showing on the Town website as being on the Town election ballot in May. Mike said he will write a brief letter to the editor to the Banner to try and generate some interest.

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

E. Budget 2014/2015: The budget submission for \$850 made it through the review process and should be on the recommended Town budget.

F. Comparing copies of cemetery maps: No work was done on this project at the meeting. Mike said that he had not yet checked the maps maintained by DPW so any notes on their maps can be captured and added to a master map for each cemetery.

G. Status of 2004 Master Plan, Cemetery: Mike said he owes Carolyn from the Planning Dept. how many grave lots are available for sale in Martins and Head cemetery.

**6. NEW BUSINESS:**

A. It was agreed to become a member of the NH Cemetery Association for 2014. Mike said he would forward the application to Finance to pay the \$20.

B. Discussed updating the Grave Opening Request to add more information on the decedent. Mike said he will have more samples after the April 15<sup>th</sup> NH Cemetery Association Spring meeting.

C. Reviewed the request from Arnold Green to place a small granite bench on his wife's grave lot in Head-new. The Trustees will propose to him that the bench be placed in the public space where the American Legion monument is. Mike offered to write and send the letter.

D. The Commission was asked to contact a lot owner in Head-old by another lot owner to inquire if the second owner would be willing to sell back a lot. Mike offered to draft and send the letter.

**7. NEXT SCHEDULED MEETING:** April 22, 7:30 pm

**8. ADJOURNMENT:** Mike Horne closed the meeting at 8:15 pm.

Respectfully Submitted,  
Mike Horne