

**Hooksett Cemetery Commission  
Tuesday, April 22, 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. Others present: Denise Cascio Bolduc and Jessica Call.

**2. APPROVAL OF MINUTES:** March 13, 2014. Motion to approve by Sharron with one correction. Unanimous vote to approve. Mike will send the approved minutes to Jessica to post.

**3. PUBLIC INPUT:** None

**4. RECORD KEEPING:**

A. Plot Sales: Two in Head section A (new) to Roderick and Donna Twiss deed #0655, lots 223 and 224.

B. Burials: None – cemeteries only recently opened for 2014 interments..

C. Monuments: none.

D. Contacts: A few people contacted Mike, one about purchasing lots, a couple about future interments.

E. Documents/Records: Mike said he is continuing to enter the information of lots sales available in the files (lot owners, deed #s, and addresses).

F. Budget: Balance of \$372.30 in budget. Mike still has not sent 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.

G. 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. CemeteryFind database: Mike will build accounts for Denise and Jessica with read only permission so they can check out the software and the records loaded.

B. Maintenance: No reported winter storm damage. Cemeteries are now open for interments.

C. Trustee positions: Sharron signed up for the 3-year trustee position, Denise signed up for the vacant position (2 years left on term).

D. Cemetery Regulations: Mike said that he attended the Spring meeting of the NH Cemetery Association (Hooksett is now registered) and one of the presentations was on the importance of current and very specific regulations and forms. Mike said he would contact the speaker to get an estimate of his fee to help update Hooksett Cemetery rules, regulations, and forms.

E. 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.

F. Status of 2004 Master Plan, Cemetery: Still owe Carolyn from the Planning Dept. how many grave lots are available for sale in Martins and Head cemetery.

G. Request for a bench on a lot: Mike said that he met with Arnold Green and showed him where the bench could be placed on community space by the veterans monument in Head cemetery section A (new).

H. Mike said he sent a letter to Diana Fletcher about contacting the owner of an adjoining lot to inquire if any grave lots were available to be turned in to the Town and purchased by her.

**6. NEW BUSINESS:**

A. Annual cemetery trustee training by the Office of the NH Attorney General, Charitable Trusts Unit will be held in Concord at the Holiday Inn on June 4<sup>th</sup>, 8:00-11:30am. Everyone will try to attend (based on results of election). Jessica hopes to attend to better support the Commission from her role as the administrative assistance at Hooksett DPW.

B. There was brief discussion of how to improve the appearance of the Hooksett cemeteries (tipping and broken headstones, overgrown bushes and trees, etc.). The maintenance of headstones belongs to the descendants of those interred, how public notices would be required to advise that work would be performed, and possibilities of forming a volunteer group to perform such work.

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

**8. ADJOURNMENT:** Mike Horne closed the meeting at 8:27 pm.

Respectfully Submitted,  
Mike Horne