

**Hooksett Cemetery Commission
Thursday, May 29, 2014 at 7:30PM
Municipal Building, Rm 204**

1. Mike Horne called the meeting to order at 7:35pm. Attendance: Sharron Champagne and Mike Horne. Denise Cascio Bolduc was appointed on May 28, 2014 to fill the vacant trustee position through June 30 but had not been sworn in yet so did not participate in any votes.

2. APPROVAL OF MINUTES: April 22, 2014. Motion to approve by Sharron as written. Unanimous vote to approve. Mike will send the approved minutes to Jessica to post.

3. PUBLIC INPUT:

a. Robert Cate had contacted Mike about a headstone in Davis Cate cemetery that needed righting. Mike told him headstone maintenance was the owners' responsibility but to let him know if help was needed. Robert called back and said he had righted the headstone.

b. Sharron had met with Peggy Rollins at Davis Cate to determine if there were additional burial spaces at the Earl/ Mildred Burbank family lot for Robert Burbank. They sent the Commission a letter to be considered.

4. RECORD KEEPING:

- A. Plot Sales: One lot in Head cemetery. #656 to Mary Stankiewicz
- B. Burials: Head cemetery: Kathryn Topliff/ lot #198 or 199; Henry Stankiewicz/ lot #523; Theresa Chase/ lot #562. Martins cemetery: Elizabeth Antonucci/ lot #103.
- C. Monuments: none.
- D. Documents/Records: Mike said he is continuing to enter the information of lots sales available in the files (lot owners, deed #s, and addresses) into CemeteryFind..
- E. 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: still nothing done on this.

5. OLD BUSINESS:

A. Maintenance: Sharron asked about the Cemetery Division of DPW and would they make improvements at Davis Cate cemetery so grass grows better. Mike said he noticed some overgrown cedars at Head cemetery had been cut and removed and wasn't sure who did that.

B. Trustee positions: Sharron was re-elected for another 3-year trustee term. Denise was elected for a 2 year term and appointed by Town Council to fill the vacancy until June 30, 2014 when her 2 year term begins.

C. Comparing copies of cemetery maps: No work was done between meetings and none done at the meeting.

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 4th, 8:00-11:30am. Everyone is signed up to attend.

B. There was brief discussion of how to get better organized. The next meeting needs to allow time for that discussion. Efforts need to start filing paperwork as it is generated, brainstorm on what needs doing and prioritize them.

C. It was decided to list out duties of each trustee (chair, secretary, recorder, etc.) and have elections.

D. Denise volunteered to gather information to have another cemetery sign installed. Mike said he would email her historic information from the Martin cemetery sign.

7. NEXT SCHEDULED MEETING: Tentatively June 26th @ 6:00PM

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

Respectfully Submitted,
Mike Horne