

Official

Cemetery Commission Meeting

October 23, 2014

In attendance: Mike Horne chair, Sharron Champagne and Denise Cascio Bolduc

The meeting was called to order at 8:07 pm by Mike

The agenda was discussed and agreed to

Minute Approval Minutes for September 24, 2014. Motion was made by Denise, seconded by Mike, unanimously approved.

Public Input None

Record Keeping Three lots sold in Heads Cemetery 231,232,233

One burial William Diggins October 3 Martins Cemetery lot 56
Mike reported that all deeds are up to date and that he is working on interment records

Budget Much discussion was held about the new budget. Mike will get the new budget to Christine tomorrow. See attached

New The Grave opening request form was discussed and reworked
Denise will make changes and send to Jessica at DPW for review and immediate implementation.

Denise will work on getting the Town of Hooksett Burial Request Log redone and upload to Goggle docs. It will have edit and read only options.

At November meeting we will work on comparing the different maps of Heads Cemetery

Next meeting(s) Sunday October 26th 2pm Riverside Cemetery
Wednesday November 19th 6pm Town Hall

Meeting was adjourned at 9:13pm

Respectfully submitted,
Sharron Champagne

Cemetery Commission Budget Request Submission - FY 2015-16

10/23/2014

GL NUMBER	DESCRIPTION	2011-12 ACTIVITY	2012-13 ACTIVITY	2013-14 ACTIVITY	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 09/30/14	2015-16 DEPARTMENT BUDGET
Dept 660.4195-Cemetery Commission Expense							
001-660.4195-294.000	CEM Training & Dues	0	0	20	40	0	40
001-660.4195-330.000	CEM Professional Services	0	895	420	240	0	120
001-660.4195-342.000	CEM Software & Programs	0	0	0	420	0	420
001-660.4195-430.000	CEM Equipment Maintenance	184	0	0	0	0	3,700
001-660.4195-600.000	CEM Office Supplies	119	0	58	25	0	70
001-660.4195-751.000	CEM New Equipment	0	0	0	125	0	0
Totals for dept 660.4195-Cemetery Commission Expense		303	895	498	850	0	4,350

Cemetery Commission Budget - FY 2015-16

11/20/2014

Account	Description	Amount
001-660.4195-294.000	CEM Training & Dues	\$ 40.00
	Act 294: Dues for NH Cemetery Association - two trustees x \$20. Horne registers at his full-time work.	
001-660.4195-330.000	CEM Professional Services	\$ 120.00
	Act 330: \$120 for scanning additional cemetery documents and maps to be added to the CemeteryFind account	
001-660.4195-342.000	CEM Software & Programs	\$ 420.00
	Act 342: Twelve month subscription to on-line CemeteryFind database of Hooksett's cemeteries \$35 x 12 = \$420	
001-660.4195-430.000	CEM Equipment Maintenance	\$ 3,700.00
	Act 430: Work in cemeteries (430.000 or new account):	
	1. Purchase and install a sign at Riverside cemetery. Use the \$500 that was donated by Boy Scout Jacob Murphy. And then budget \$200 to make up the difference. (sign and bracket \$360, granite post \$320, installation to be done by volunteer labor - Cemetery Commission and/or DPW employees)	
	2. Davis-Cate Cemetery has some serious erosion problems and requires some top soil and seeding to maintain minimal appearance standards. Rough estimate \$3,500. Not sure if the cost can go in our budget and funds transferred to DPW to do the work.	
001-660.4195-600.000	CEM Office Supplies	\$ 70.00
	stakes to mark graves, flagging materials, etc.	
001-660.4195-751.000	CEM New Equipment	\$ -
	Nothing this budget year	
TOTAL		\$ 4,350.00