

**Minutes  
Cemetery Commission Meeting  
October 7, 2015  
Municipal Building Rm 204**

OFFICIAL

In Attendance: Mike Horne, Chair, Sharron Champagne, Denise Cascio Bolduc, Jessica Call, Denise Grafton.

The meeting was called to order at 3:30 by Sharron.

The agenda was reviewed and accepted.

Minutes from June 22 were approved after being motioned by Sharron and seconded by Denise.

Public Input: None.

Record Keeping: There were 2 standard interments at Heads Cemetery. In Martins Cemetery there was 1 standard and 4 cremains.

Budget: The report shows \$588 of \$651 spent. The \$168 for the new metal detector should have been last year's expense. Mike will look into why it is showing on this year's report.

Old Business:

The Annual Report was submitted on time by Mike.

Denise Cascio Bolduc will follow up with Jim Walsh about refinishing the sign at Heads Cemetery.

Mike had a new set of keys made for the filing cabinet. This set will be kept in Evelyn Horn's office. Motion was made by Sharron and second by Denise to approve reimbursement to Mike for \$20.

The new metal detector works much better than the old one. It was agreed that we dispose of the old metal detector.

Mike, Denise Cascio Bolduc, and Jessica attended the annual Cemetery Trustee meeting on June 4th in Concord.

New Business:

Mike will continue as Chair and Sharron will continue as Secretary of the Cemetery Commission.

Budget was discussed and approved for submittal by the October 23 due date. See attachment.

A short discussion was held concerning the receipt of the following via email. The receipt and acknowledgement needs to be signed by all commission members and returned by November 2<sup>nd</sup>.

1. Letter from Town Council Chair James A. Sullivan
2. Receipt and Acknowledgement Form
3. RSA 91-A Right-to-Know (RTK) packet from NH Attorney General
4. RSA 33-A Records Retention & Disposition

Jessica brought up concerns from the DPW workers about family expectations at burials. DPW employees do not think that placing an urn vault or urn in the grave should be the responsibility of the DPW staff, who are there to close the grave. We will add a question to the Grave Opening Request asking who will perform this duty, so that family can be aware that it is not a regular duty of the DPW employees.

Jessica also mentioned that it would be preferable for payment to be received in the office before the grave is opened as opposed to the DPW employees needing to collect payment at the time of the burial. The commission will look in to how to resolve this issue, perhaps by noting it on the Grave Opening Request form.

The Grave Opening Request form will also be changed to reflect the department's name change from "Hooksett Highway Department" to "Hooksett Parks, Recreation and Cemeteries Division."

Denise Grafton had seen the Banner article looking for volunteer help, and she expressed interest. She attended the meeting. Mike will seek clarification what provisions the commission needs to take to protect her and the town with relation to her ability to handle confidential information and/or tasks.

A discussion was held about putting the Annual Reports on Google Docs. Denise Cascio Bolduc will look into doing this.

Next meeting(s): October 24th 4:00PM

Meeting adjourned at 5:15PM

Minutes submitted by Secretary, Sharron Champagne

----- Forwarded message -----

From: **Mike Horne** <hornemw@gmail.com>

Date: Thu, Oct 8, 2015 at 10:16 PM

Subject: Re: Cemetery Commission Budget for 2016/17

To: Diane Boyce <DBoyce@hooksett.org>

Cc: Jessica Call <JCall@hooksett.org>, Christine Soucie <CSoucie@hooksett.org>, Denise Cascio Bolduc <denisecasciobolduc@comcast.net>, Sharron Champagne <slchampagne@comcast.net>

Hi Diane,

The Cemetery Commission met yesterday and came up with some round numbers for a proposed budget. We have some things that HAVE to get done which would significantly increase the budget from the one last or this year. That problem is because for years the Commission hasn't done what it should have been doing.

CEM Software and Programs: the annual subscription for CemeteryFind \$420.  
I'm going to check and see if there's any projected increase.

CEM Training & Dues: We haven't registered as members of the NH Cemetery Assoc. for a couple of years but we'd like to have at least \$1 as a space holder.

CEM Professional Services: We desperately need to have master maps for both Martins and Head, Section A (new) drawn up so we can make updates (sales, burials) to accurately portray what has and then will be happening. The master drawings probably need to be on CAD with a mylar printout for us to make updates on and then print paper copies for our working use. I don't know if you can provide a better estimate of cost. We SWAG'd \$500. Probably too conservative estimate.

CEM (not sure what account codes/description): We need a budget item to purchase 30-35 cast lot pins (approx. \$5 ea) to mark new lots we plan to make by subdividing some of the unsold lots (3 1/2 ft x 10 ft) into smaller lots for urn burials. \$200

CEM Office Supplies: Stakes to mark graves, and other small special needs. \$25

There is/should be funds in the current FY somewhere in DPW to cover the cost of loam & seeding Davis-Cate cemetery. If it doesn't happen this Town fiscal year then something should go into the requested budget for 16/17.

We just got a quote (\$250) to maintain/paint the sign and frame at Head Cemetery that's on the tomb. We're going to try and get that done this Fall under the current budget.

Please call me if you want to discuss this and emailing won't work.

Thanks,  
Mike

On Fri, Oct 9, 2015 at 9:38 AM, Christine Soucie <[CSoucie@hooksett.org](mailto:CSoucie@hooksett.org)> wrote:

-Mike Who do you see (the commission or DPW) marking the new lots with the pins? If you think it will be the Commission than this budget would be appropriate, if it's going to be DPW staff than we would want to move the request for pins to the DPW Cemetery subdivision.

-Diane Yes, there are funds for the Davis-Cate loam & seeding under the DPW Cemetery line 001-453-4195-438.000 in the current year's budget.

-Jim The CAD maps,(see highlighted in yellow below) I'm wondering if Community Development could assist with this?

Thanks

*Christine Soucie*

Finance Director  
Town of Hooksett, NH

----- message -----

From: **Mike Horne** <[hornemw@gmail.com](mailto:hornemw@gmail.com)>

Date: Mon, Oct 12, 2015 at 9:29 PM

Subject: Re: Cem

To: Christine Soucie <[CSoucie@hooksett.org](mailto:CSoucie@hooksett.org)>

Cc: Diane Boyce <[DBoyce@hooksett.org](mailto:DBoyce@hooksett.org)>, Jim Donison <[JDonison@hooksett.org](mailto:JDonison@hooksett.org)>, Jessica Call <[JCall@hooksett.org](mailto:JCall@hooksett.org)>

I hope you all had an enjoyable 3 day holiday weekend!

I plan to set the pins myself vs. having the P,R&C do it. I'm getting very familiar with the cemeteries and my engineering background/experience should make sure I do it correctly. We will probably put in for more pins next year to put in numbered pin markers in Head Section A (new) along the trees (west side) where it appears they never use numbered pin markers back in the 70's but instead used large nails with washers.

I know it's difficult to have our budget follow the guidance of growth % of current budget because we're such a small budget compared to most everyone. I believe these items should be in the Cemetery Commission budget lines.

Mike