

Official

**Minutes  
Cemetery Commission Meeting  
October 21 2015  
Municipal Building, Room 204**

In Attendance: Mike Horne, chair; Sharron Champagne Secretary; Denise Cascio Bolduc; Denise Grafton

The meeting was called to order at 4:10 by Sharron

The agenda was reviewed and accepted

Minutes from May 27 and October 7 were approved as amended

**Public Input:** Mrs Frawley expressed by phone that she was very pleased with DPW employees at Martin's

**Requests for cemetery information:** Bamford's request of available grave spots in Martins and Heads family lots. Mike is working the answer.

**Record Keeping:** 0 lots sold 0 burials since last meeting

**Budget:** We have expended \$587.98 of \$651. We have \$231 for the remainder of this year because the \$168 metal detector should have been put on last year's budget, the mistake was not found until an audit that happened after July 1.

**Old Business:**

- Budget Submission for 2016/2017 was turned in to Diane on time.
- Mike made a motion to spend \$250 to have the sign at Head Cemetery refurbished. It was seconded by Denise Cascio Bolduc. Parks, Rec, and Cemeteries Div will take the sign down and deliver it to Frank's Signs. Mike will email finance to advise of the \$20 that we will be over budget and need to cover the \$167.98 taken from this year's budget, not last year.
- No action was taken on the Operating Procedures for Town Employee on the opening and closing of graves.
- The new Grave Opening Request form was approved (see attached).
- We will formalize Denise Grafton's official volunteer status and will follow up with the Town Administrator.
- Denise Grafton will continue to work on organizing the file folders of deeds, now for Martins.

**New Business:**

Our Goals

- 1 To get current paperwork organized
- 2 To get interments since 2008 into Cemetery Find
- 3 For Mike to write instructions so that everyone can enter information on to Cemetery Find
- 4 To complete review of cemetery regulations
- 5 To update maps with new lot sales

Next meeting(s): November 18th 4:00PM

Meeting adjourned at 5:39PM

Sharron Champagne, Secretary