

Official

**Minutes  
Cemetery Commission Meeting  
January 20, 2016  
Municipal Building Rm 204**

In Attendance: Mike Horne, chair, Sharron Champagne, Denise Cascio Bolduc, Jim Donison, Town Engineer

The meeting was called to order at 4PM

The agenda was reviewed and accepted

Minutes from November 18, 2016 were motioned for approval by Mike, seconded by Denise

Public Input: None

Record Keeping: Request for burial in Martins in early January. Mike told them we are closed for the winter.

Budget: We have expended \$588 of \$651

Old Business: Sign for Head Cemetery. Jessica informed us by email 1/15/16 that the Parks, Recreation & Cemetery Division employees were taking the sign down and delivering it to Frank's Signs.

Our budget for 2016/2017 went through the Town Council as proposed

We discussed changing the Grave Opening Request to include information as to who is placing the urn in the vault

New Business:

1. Master Plan update with Jim Donison included updating the name of Martins Cemetery to exclude "Ferry" and changing Highway Department to Department of Public Works Parks, Recreation and Cemeteries Division. As well as adding the Hall MT and burial ground behind Judge Cate's house to the list as Burial Grounds and changing Austin and Clay Cemeteries to Burial Grounds.

2. The Town Clerk should get the original burial permit

3. Copies of interment records should be placed into the Town Hall fire proof file cabinets

4. Old Town reports have information on the sale of graves that can be entered into Cemetery Find.

5. Mike asked for a volunteer to get interment records of past few years from Holy Rosary, Denise C. said she would,

Next meeting(s): March 2, 5:00PM

Meeting adjourned at 5:25PM

Sharron Champagne  
Secretary