Cemetery Commission Meeting Minutes
July 14, 2020 7:30 AM
Remote meeting via Zoom with phone-in available (audio only)

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, the Hookset Cemetery Commission was held electronically via Zoom.

Present remotely: Mike Horne, Nancy Philbrick, and Laura Magargee

Public Input: None

Minutes review: June 25, 2020 were approved. Mike Horne was the only trustee who attended that meeting who is still a trustee.

Record keeping:

<table>
<thead>
<tr>
<th>Cemetery</th>
<th>Lots</th>
<th>Name</th>
<th>Burial type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale of cemetery lots:</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interments:</td>
<td>None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headstones/monuments:</td>
<td>None</td>
<td></td>
<td></td>
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</tbody>
</table>

Budget:

Current Budget (2020/2021):
- Funded $1,011
- Expended to Date: $420
- Uncommitted: $____
- DPW P,R &C Div related: $10,000

Old Business:
- Request to put a bench in Head, Sec A (new) – nothing new
- FY21/22 Budget submission to the Town – Discussed proposed budget for Town Budget Year (FY) 21/22 – attached.
- Approved the budget submission 3-0.
- FY19/20 Annual Report – Mike volunteered to finish the draft made by Sharron and submit it by July 31, 2020.
- Green burials – nothing new

New Business:
- Transfer FY19/20 interest from cemetery trust funds for maintenance – Approved 3-0 to request the Trustees of the Trust Funds to transfer $17,194.54 to DPW. Mike will compose a letter.
- CemeteryFind: Mike will build an account for Laura and will send out a Zoom connection to have an orientation session for Nancy and Laura on July 28th at 7:30am.

To-Do List:
- Meet with Phil to determine how to get work done for $2,500 (loam, paving, etc.):
- Update perpetual care list (low priority-start with actual records)
- Establish cremains lots – have this done before we published new rates/regs. Current lots are 3½ x 12. Our thought is to create cremains lots in each cemetery (Head and Martins only).
- Update regulations (including changing language of right to inter, etc.), Review cost of lots
- Have another work session in Head Cemetery, Sec A (new)
- Continue to update Cemetery Commission SOP

Next meeting(s): August 11, 2020 at 7:30 a.m.

Meeting adjourned: 8:25 a.m.

Respectfully submitted,
Mike Horne

Attachments
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Department Request</th>
</tr>
</thead>
</table>
| 001-660.4195-294.000 | CEM Training & Dues  
Dues & meeting registrations for NH Cemetery Association (NHCA); one dues for New England Cemetery Association. 2 x $20; 2 x $30 x 2 meetings; 1 x $50 | $ 210              |
| 001-660.4195-342.000 | CEM Software & Programs  
Yearly subscription to on-line CemeteryFind database of Hooksett’s cemeteries. | $ 450              |
| 001-660.4195-438.000 | CEM Grounds Maintenance  
Cemetery marking - granite corner posts for marking two areas of new cremain lots = $650; fifty 3" aluminum lot pins for marking cremain lots = $300  
Repair of headstones - $5,000 for the repair of headstones that have and are falling over in the cemeteries* | $ 1 $ 950 $ 5,000 perhaps a warrant article? |
| 001-660.4195-600.000 | CEM Office Supplies  
Stakes to mark graves, flagging materials, etc. | $ 50               |

**Total Cemetery Commission**  
$ 6,661

Note: *The regulations will be updated & amended in TFY20/21 to allow the Town to repair headstone where no NOK can be found.*
Town of Hooksett

FY 2021-22 Budget Development Timeline

Jul 17
Departments submit budgets to Finance

Aug 14
TA submits budget to Council

Sep 25
Council submits budget to Budget Committee

Jan 14
Budget Committee's first Public Hearing

Jan 25
Last day to post Warrant

Mar 9
Second Session AKA Voting by Ballot

Feb
Feb 6 First Session AKA Deliberative

Mar
Jan -21
Jan 21
Last day for Budget Committee to recommend Articles

July 22 to Aug 7
TA's review of budgets

Sep: 2 to Sep 23
Council's review of the budgets

Oct 4 to Jan 14
Budget Committee's review of budgets

January 19, 2021
Last day for petitioned warrant articles and union negotiations cost items.

Final date for submission of petitioned bond articles; Friday before the 2nd Tuesday in January
Last day to post notice of budget hearing; 2nd Tuesday in January
Last day to post notice of bond hearing; 2nd Tuesday in January
Final date for submission of petitioned articles; 2nd Tuesday in January
Last day for negotiated cost items to be finalized; 2nd Tuesday in January
Last day to hold at least one budget hearing; On or before the 3rd Tuesday in January
First day for bond hearing; at least 15 days but not more than 60 days prior to first session.
Last day for BC to deliver budget recommendations; Thursday before the last Monday in January
Last day to post warrant, budget and default; On or before the last Monday in January
First Session - Deliberative; between 1st and 2nd Saturdays following the last Monday in January
Second Session - Voting; Second Tuesday in March