

## Cemetery Trustees Minutes 7/21/16 Approved

Meeting called to order at 6:35p.m. followed by the Pledge of Allegiance

Present: Chair Mike Pouliot, Holly Haas, Carleton Robie, Dick Snow, Tom DiMaggio, & recording secretary Donna Del Rosso.

### **Regular Business:**

1. Carleton motioned to accept the minutes as presented, Dick second, no further discussion, motion passed unanimously.

2. Acting Sexton Carleton reported Mr. Pike did some mowing, cleaned up some brush, tree clearing and other maintenance in the Holbrook Cemetery. He also reported 1 cremation & 1 burial this month.

Carleton also received a veteran's memorial marker for Mrs. O'Toole. Holly will call Rock of Ages in Manchester to check on the corner markers "D".

A new deed has been created for the Young's. Holly will request the old deed and issue the new one.

3. Holly will work on getting the monthly budget to the members before the meetings. Members will also work on the budget next meeting. Sexton position discussion may have a stipend. If the sexton does the actual work, they should receive an hourly wage as well.

Holly will get all invoices and approve them for payment. In her absence Chair Mike will take over this duty.

4. Correspondence – Holly will work on Edna Brown's deed, there is no record of it on file.

The G-Mail account has been hacked so Holly changed the password. Mike and Holly are the only ones responsible for the account.

### **Old Business:**

1. Sexton position – Mike will put the position in the Hooksett Banner & put it up in the Post Office.

2. Mike passed out Cemeteries Usage Rule & Regulations – members will read, proofread and make any suggestions for corrections next monthly meeting, on Thursday 8/18/16.

3. Mike worked on a list of equipment in the shed, also added some shelves and now everything is off the floor. He will work on getting the manuals. Mike would also like to have a maintenance plan in place.

Mike also has a service ticket at Fair Point for the cables to be removed from East Candia cemetery tree(s).

4. Mike will meet with Fred Borman at the East Candia Cemetery to see which trees need to come down. Members also discussed contracting a local tree service (Bo Cooper-Accurate Tree) to get an estimate for tree removal.

### **New Business:**

1. Members discussed memorial sizes on lots. Agreement is only flush markers for cremation lots. One lot should be 12" x 24". Regular multiple lots: base no more than 6" and headstones should be 24" x 42". Four graves in one lot should be 8 sq. feet of monument/headstone base included. Monument/headstone will be at 48" height limit including the base. Public hearing will be announced.

2. Mike took pictures of all the broken/damaged markers/headstones. Members discussed how to fix these. Holly will forward Mike the information for restoring headstones. Some of the stones just need to be picked up and positioned into place. Suggestion was made to have a monument company to come and give us an estimate and document. Holly also stated that Chester has really nice cemeteries, and we need to figure out how to make ours look as good.

### **Other Business:**

1. Next meeting- Thursday, Aug. 18<sup>th</sup>, 2016 @ 6:30 p.m.

Agenda – budget, rules & regulations, pictures-estimates, stipend, ongoing projects, updated cemetery applications/forms (website) & software needs.

Members discussed applying/receiving the cemetery funds from Trustees of the Trust Fund.

2. No public to address the Cemetery Trustees.

3. Holly made a motion to adjourn at 8:25 p.m., Dick seconded, no further discussion, motion passed unanimously.

Minutes respectively submitted by Donna Del Rosso.