

Cemetery Trustee Minutes

June 6, 2024

- Meeting opened with Joyce Keegal, Albert “Skip” Belanger, Jim Hajjar, Jillian Benedix, and Caleb Labbe present.
- Motion by Jim, second by Jillian, to allow Skip to be a voting member for this meeting
- No deeds to be signed
- **Light bill** signed
- **Motion** by Jim, second by Jillian, to accept May 2, 2024 meeting minutes with correction of “Caleb to foll” with “Caleb to follow”
- **Budget** reviewed and discussed. Joyce gave update on perpetual care flower accounts.
- **CIP** – Brief discussion on requirements for future Town cemetery. Joyce and Jim will prepare a summary of information/data that can be used to better determine future needs for the Town including average burials per year, space required for each lot, paved road way, parking, etc. Joyce will share day/time for a “special meeting” on site at Tonry before July meeting to discuss this further.
- **Cemetery Activity**
 - **Scheduled Burials:** None
 - **Web Page:** Caleb will ask at Communications Committee if we can have two new accounts created on Town server – Cemetery_Chair and Cemetery_Sec. These will allow the trustees to access the cemetery website and update documents like meeting notices/agendas and minutes.
- **Any other business**
 - **Remains Update** - Joyce gave update which included
 - UNH completed their work and are done with this project
 - Joyce submitted a summary of the project for the June issue of the Brentwood Newsletter
 - Joyce will provide Jim and Skip dates/times when they can meet at the future Town Farm Cemetery to mark and delineate the boundaries
 - Jillian will check with RPC to verify that GPS coordinates can be used to properly update Town property maps with the location of the new cemetery (if not GPS coordinates, what is needed)
 - It is likely that the remains will be returned to Brentwood for a July burial
 - Brief discussion on how to bury the remains – since the State does not have an accurate count of how many people nor are the remains accurately separated into individual unique persons, we should probably utilize a single container for burial. Board will need to decide what type of container to use (plastic, pine, etc)
 - Brief discussion regarding bronze plaque identifying the Poor Farm Cemetery as well as some thoughtful words regarding the unidentified residents buried there
 - **Rules and Regulations** Briefly reviewed Skip’s updates to the 2024 draft Rules and Regulations Jim had sent to team. Each member will review, make notes, and

discuss at July meeting. Objective is to have documented finalized and placed on website after the July meeting. Brief discussion on format of document – whether we use standard double-sided 8.5” x 11” sheets of paper or small booklet format.

- **Future Planning, calendar**
- **Alternate Trustees** Jim submitted the statement of interest and select board approval forms for Caleb and Skip as the Cemetery Trustees’ nominees per RSA 289:6. He had discussion with Town Administrator and Chair of Select Board. They are delaying approvals until they can set a common date for all alternate appointments for all the different boards/committees. In meantime, we can hold a legal meeting so long as we have two (2) members present and we can utilize Skip as an alternate as needed. Caleb asked if he would have to be interviewed by the select board. Jim stated that neither the Town Administrator or Chair of Select Board mentioned an interview was needed. Joyce and Skip mentioned finalizing a “job description” for cemetery alternate that the Trustees could use if we need to publicly advertise for future alternates.
- **Tonry Cremation Lots** Joyce reviewed cremation only lots and suggested discussing this at the on site “special meeting” before July meeting. Joyce will share potential dates/times with trustees.
- **Gates** Joyce informed the Trustees that Brentwood Fence has some metal gates that they are willing to donate for use at cemeteries. Joyce will get some pictures and/or schedule a day/time to pick them up with Jim and store them for future use.

● Correspondence

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From: **Jim Hajjar** <jim.hajjar@gmail.com>
Date: Thu, May 9, 2024 at 8:23 AM
Subject: Recommendations of alternate members for cemetery trustees
To: Karen Clement <kclement@brentwoodnh.gov>
Cc: Joyce Keegal <bwoodnhcem@gmail.com>, Caleb Labbe <caleblabbe332@gmail.com>, albert belanger <skipandsandy@comcast.net>

Madam Administrator,

Per NH RSA Section 289:6, the cemetery trustees are pleased to recommend Caleb Labbe and Albert (Skip) Belanger as alternate members of the Brentwood Cemetery Trustees for this coming year.

I am attaching the following documents in support of our recommendations:

- The select board approval forms for both Caleb and Skip
- The Statement of Interest form for Skip

Caleb submitted his Statement of Interest form directly at Town Hall and we do not have an electronic copy of that. Perhaps you could send us back a copy for our records.

Please schedule the review and approval of these recommendations at a select board meeting at your earliest convenience.

Respectfully,

Jim Hajjar

Chair Brentwood Cemetery Trustees
978-302-6393

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Next meeting Thursday, July 11, 2024 at 5:00PM