

# Cemetery Trustee Meeting Minutes

## September 19, 2024

- Meeting opens with Joyce Keegal, Jim Hajjar, Albert “Skip” Belanger, Jillian Benedix present.
- **Motion:** Jillian, 2<sup>nd</sup> by Jim to have Skip as voting member
- **Motion** by Jillian, 2<sup>nd</sup> by Skip to accept the September 5<sup>th</sup> meeting minutes correction of “Sanborn” (not “Sandborn”). Jim will update the website.
- **Budget Discussion**
  - **Created preliminary 2024-2025 budget –**  
Please note the approved budget includes the following increases
    - 3% COLA increase to Superintendent's hourly rate
    - 1.76% Merit increase to Superintendent's hourly rate based on Superintendent's overall performance review rating
    - The Trustees also voted to move the \$650 Clerical Stipend into the superintendent's salary. The budget was updated to show \$1 for Stipend. There is a one-time addition of \$2.08 to the Superintendent's hourly wage to reflect the former \$650 stipend.
    - All other non-labor related line items remained the same as FY2024
  - The total FY2025 proposed cemetery budget is \$14,739.92 which is a \$371.92 (2.59%) increase from FY2024.
- **Future Planning, calendar**
  - **Poor Farm** – Joyce said that legal will define whether new cemetery is public or private. Joyce, Skip, and Jim will try to set metal pins and get GPS coordinates of new cemetery boundary off Deer Hill Road. Joyce, Letty, and Jillian will discuss with Sanborn’s regarding permission to set pins.
- **Performance Appraisal of Superintendent -**
  - **Trustees went into non-public session to perform performance appraisal of Superintendent**
  - **Joyce** presented her self-appraisal form to the trustees for review and then also left meeting
  - **Trustees completed the** Town of Brentwood, NH Employee Performance Review (Form B) for the Superintendent position.
  - **Joyce** returned to meeting and the Trustees shared the appraisal with her

- **Jim** gave the signed appraisal to Joyce who will forward to the Town Administrator
- **Motion** Jillian second by Jim to adjourn at 6:45PM.

Next Meeting is on Thursday October 3, 2024

## Brentwood Cemetery Fiscal Budget V3

### 2024-2025 Budget

Employee Salary	
Weeks at 2024 Rate	13
Weeks at 2025 Rate	39
Hours per week	6.0
Wages at 2024 Rate	\$ 2,247.96
Wages at 2025 Rate	\$ 7,552.39
<b>TOTAL Wages</b>	<b>\$ 9,800.35</b>
Stipend*	\$ 1.00
<b>Total Salary</b>	<b>\$ 9,801.35</b>

Wage increase	
2024 Hourly Rate	\$ 28.82
2025 Hourly Rate	\$ 32.28
Rate increase	\$ 3.46
% Rate increase	11.99%

Note: Rate increase includes	
COLA (3%)	\$ 0.86
Merit increase (1.76%)	\$ 0.51
One time stipend adjustment*	\$ 2.08

*\*Trustees voted to move \$650 stipend for clerical work and roll it into supervisor hourly rate*

Employee Benefits		
Benefit	Rate	Cost
FICA	6.20%	\$ 607.68
Medicare	1.45%	\$ 142.12
Retirement (Jan-Jun)	13.53%	\$ 662.99
Retirement (Jul-Dec)	12.75%	\$ 624.77
<b>Total Retirement</b>	<b>13.14%</b>	<b>\$ 1,287.77</b>
		\$ 2,037.57
<b>Total Employee</b>		<b>\$ 11,838.92</b>

Non-Labor	
Training	\$ 250.00
Electric	\$ 300.00
Fuel/Oil	\$ 350.00
Land Maintenance	\$ 2,000.00
Equipment	\$ 1.00
<b>Total non-labor</b>	<b>\$ 2,901.00</b>

		Change	% Change
<b>Total 2024-2025 Budget</b>	<b>\$ 14,739.92</b>	<b>\$ 371.92</b>	<b>2.59%</b>

<b>2023-2024 Total Budget</b>	<b>\$ 14,368.00</b>
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