

# Cemetery Trustee Meeting Minutes

## July 10, 2025

- The meeting opened at 5:02PM with Jim Hajjar, Joyce Keegal, Jillian Benedix, Skip Belanger, and Caleb Labbe present. Elaine Lynch, who has applied to be a future alternate, and Doug Finan were also present. This meeting was broadcast on the Town of Brentwood YouTube Channel
- **Signed light bill** – Jim, Jillian, and Skip signed electric bill.
- **No deeds to sign this month**
- **Motion** by Skip, 2nd by Jillian to accept the June 5, 2025 meeting minutes as presented. Jim will remove draft and update the website with approved minutes.
- **Financial Review**
  - **Cemetery Budget** – Reviewed the latest June YTD budget report (one half year). Cemetery budget looks good and expenditures to date are as planned.
- **Cemetery Activity**
  - **DAR Stone Cleaning** – Joyce and Skip reviewed the Daughters of the American Revolution (DAR) Stone Cleaning event that occurred on Saturday, June 21<sup>st</sup>. Approximately nine stones in the Veasey Cemetery were cleaned by the DAR, the Brentwood Historical Society, and volunteers who attended. There was a story in the July Brentwood Newsletter highlighting this event. Skip also shared that the large table stone was cleaned and he was able to decipher the inscription on the table stone.
- **Old Business**
  - **Financials review**
    - **Perpetual Care – Flowers** – Joyce stated that the worksheets have been completed and turned in to the Trustees of the Trust Funds for review. We are completely caught up in worksheets with the TTF. Joyce and Skip gave a brief review of the perpetual care accounts for Elaine. Skip and Joyce gave a brief explanation of the NH cy pres doctrine that allows for the reallocation of charitable trust funds for cemeteries.


○ **Poor Farm**

- **Tax maps & deed updates** – Joyce reviewed that she had spoken to surveyors (Cartographic Associates). They may be able to use our sketches and GPS coordinates to create boundaries on the GIS maps. She is investigating with NH Land Surveyors Association getting work done via grant or pro-bono as this is a historically significant site. There was brief discussion on ownership of cemetery, given the Town has declared the cemetery as abandoned, we need to investigate who the current landowner is (Town or current landowner). Joyce suggested possibly having town assessor attend our next meeting to assist.
  
- **Review Quote for Marker** – Skip discovered a typo in the original request we sent, and we corrected our request. Skip also suggested moving the Brentwood Poor Farm Cemetery 1841-1868 to top and a different font to make it stand out more. Motion by Jillian and 2<sup>nd</sup> by Skip to correct “abandoned” and move name to top with larger font.  
Doug Finan gave us an overview of the difference between surface install and recessed install. After evaluating the mounting options and Doug’s suggestion, the Trustees agreed to request recessed mounting of the plaque. We currently have a quote from Mortenson-DuFresne for the plaque and recessed installation. Joyce got no other responses to our requests for quote. Motion made by Skip and 2<sup>nd</sup> by Jillian to request that Town expend up to \$3095 for the purchase of a bronze plaque and recessed installation of the plaque at the Brentwood Poor Farm. Joyce will attempt to get at least two other quotes prior to next meeting from other vendors before the Trustees present the request to the Select Board. Doug Finan did state that it is best to do the install before we have colder weather, prior to October. We all appreciated Doug Finan attending and providing us guidance on this item!
  
- **Final clean up/plantings** – Agreed to wait until fall to have Wayne spread loam and do plantings.

- **Future Planning & calendar**
  - **Future New Town Cemetery**
    - **Update on transfer of property to Town** – Jim will follow up with Rob Wofchuk for status of transfer and estimated legal costs for the Town.
    - **Review letter to Town Planner** – Jim reviewed letter and that we can hold off further communications with the Town of Kingston until a later date and communicate via the Select Board.
    - **Discuss short term and long term planning with Town of Brentwood and Town of Kingston** – Discussion regarding initial discussion with Kingston and moving forward with the Town of Brentwood and Town of Kingston working together as Trustees and Superintendent.
  
- **Any other business**
  - **Review and update Superintendent Roles and Responsibilities document** – Jim presented the latest Superintendent Roles and Responsibilities document and make sure it is up to date. Joyce presented a copy of the job description of the Cemetery Clerk-Bookkeeper. Joyce is currently the Superintendent and the Clerk-Bookkeeper. Joyce shared with Jim the only copy of the Handbook of Cemetery Trustees. Joyce proposed a winter workshop to updated the ‘purple binder’. Jim said he will create a word document version of the Clerk-Bookkeeper job description so that we have it electronically. Jim and Joyce will try to find if there is a Cemetery Trustees Bylaws document. If there is, we can review and update. If there is not, we can create one.
  - **Possible cemetery on South Road** - Skip said he’s trying to contact landowner to determine if there is a Bean family cemetery on a property located on South Road.
  
- **Correspondence** – Motion by Jillian, 2<sup>nd</sup> by Skip to include the letter from DAR to Superintendent and Cemetery Trustees thanking Joyce for all her efforts at the cleaning event.
  
- **Motion** Jim second by Skip to adjourn at 6:24 PM.

Next Meeting is rescheduled to Thursday, August 7<sup>th</sup>, at 5PM at Town Office

## CORRESPONDENCE

 Outlook

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**Thank You**

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**From** Secretary BHS <secretary@brentwoodnhhistory.org>

**Date** Thu 7/10/2025 4:16 PM

**To** Joyce Keegal <bwoodnhcem@gmail.com>

**Cc** Jim Hajjar <jhajjar@brentwoodnh.gov>

Dear Joyce,

On behalf of the Exeter Chapter of the DAR and the Brentwood Historical Society I would like to thank you for all of your support on our grave cleaning project. Part of the work of the DAR is to maintain the headstones for Revolutionary War Soldiers and their daughters. Your organization of supplies on site and instruction was very appreciated. Everyone felt comfortable to tackle cleaning centuries old stones with your expertise to guide us. I look forward to working with you with you again to locate and maintain these important pieces of history.

Sincerely,  
Laura Hajjar

Sent from my iPhone

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