

Cemetery Trustee Meeting Minutes

August 7, 2025

- The meeting opened at 5:02PM with Jim Hajjar, Joyce Keegal, Jillian Benedix, and Skip Belanger present. Doug Finan was also present. This meeting was broadcast on the Town of Brentwood YouTube Channel
- **Signed light bill** – Jim, Jillian, and Skip signed electric bill.
- **Signed two deeds**
- **Motion** by Jillian, 2nd by Skip to accept the July 10th meeting minutes as presented. Jim will remove draft and update the website with approved minutes.
- **Financial Review**
 - **Cemetery Budget** – Reviewed the latest July YTD budget report. We should have 40% left and are right on track. Cemetery budget looks good and expenditures to date are as planned.

Review Quote for Marker - Brief discussion on funds to pay for the bronze plaque and installation at Brentwood Poor Farm Cemetery. Joyce explained that we can utilize the Cemetery Maintenance C/R funds to pay for this item. Motion by Jillian, 2nd by Skip to utilize \$3095 from the Cemetery Maintenance C/R funds to Mortenson DuFresne Monumental Works for a bronze plaque with recessed installation at the Brentwood Poor Farm Cemetery. This was the lowest bid that was received from several vendors. Joyce will notify Mortenson DuFresne to expedite this request and update the proof to utilize typical lower-case and upper-case letters (not all capitals).

- **Cemetery Activity**
 - **Perpetual Care flowers** – Joyce informed us that the new SunPatiens and geranium flowers did not do as well as hoped. The petunias fared much better. It was a learning experience that we tried a new flower this year!
- **Old Business**
 - **Financials (Trustee of Trust) review**
 - **General Fund transfer and flower account update** – Joyce provided an overview of the Operating Budget Funds, the Perpetual Care Funds, and the Capital Reserve Funds including how the funds are raised, utilized, and how they are tracked. She also reviewed the Trust Fund report from the TTF

showing the Principal and Income on all our cemetery trust funds. Joyce also gave a summary of the "cy pres" doctrine for Tonry cemetery funds.

- **Poor Farm**

- **Tax maps & deed updates** – Joyce spoke to NH Land Surveyors Association, and they believe we need to talk to legal regarding who gets the survey and how the survey is recorded. Jim will seek guidance from NHMA and then Jim and Joyce will proceed based on the guidance (if any) they provide. Joyce will check with Registry of Deeds to see if they can provide any guidance. The survey will be easy, it's the deed that will be complicated. Jim and Joyce suspect that there will need to be a new deed for the town owned Brentwood Poor Farm and an amendment to the current deed at 59 Deer Hill Road referencing the cemetery. Once this is done, GIS should be updated with the new cemetery.
- **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 stated that he had heard from Rob Wofchuck and that he has started discussions with the Select board regarding getting the properties gifted to the town by end of year. The land will be donated with language stating the land is to be used as a future cemetery and in the event, it is not, it will be kept in conservation.
- **Discuss short term and long term planning with Town of Brentwood and Town of Kingston** – Once the town owns the new properties, we will work with Select Board to initiate discussions with Kingston regarding our intent to utilize the land for a public cemetery.
- **Wreaths Across America** – Joyce stated that it is scheduled for Saturday December 13th, theme is "Keep Moving Forward". Joyce will move up the fundraising activities to early this year – before Halloween.

- **Any other business**


- **2026 Budget Prep** – Jim hasn't heard from the select board on an official date. Should be in early September. Our budget is not that difficult, but for this year, we will probably go back to \$2000 on Land Maintenance. The NH Retirement line will be reduced to \$1. Joyce discussed possibly retiring in 2027 and would be

willing to train a replacement who will be hired as an assistant. The Trustees are very thankful that Joyce is willing to train the replacement superintendent. At this time, Joyce feels she would like to stay until 2027. The Trustees will plan to include funding in the FY2027 cemetery budget for training a replacement superintendent. On the electricity line, we will check next months bill to see how much the rates have gone up. If it's large, we may slightly increase the budgeted amount for electricity.

- **Reviewed and update Superintendent Roles and Responsibilities document** – Skip asked to add “Brentwood Poor Farm” to the list of public cemeteries on first page. Jim will update the document and create an official draft version that can be approved by the trustees at next meeting.
- **Reviewed and update Clerk/Bookkeeper Roles and Responsibilities document** – Joyce asked to update the bullet regarding mowing. The cemeteries are mowed by a town contractor. Jim will update and create an official draft that can be approved at next meeting.
- **Other** – Jillian stated that at our September 11th meeting, a resident will attend who is interested in volunteering his stone mason skills in repairing the wall on the South Road cemetery.
- **Motion** - Jillian second by Skip to adjourn at 6:26 PM.

Next Meeting is rescheduled to Thursday, September 11th, at 5PM at Town Office. Jillian will reserve room

CORRESPONDENCE

 Outlook

Thank You

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
