

## Cemetery Trustee Meeting Minutes October 9, 2025

- The meeting opened at 5:00PM with Jim Hajjar, Joyce Keegal, Skip Belanger, Jillian Benedix, and Caleb Labbe present. Liz Faria and Doug Finan were public members present. This meeting was broadcast on the Town of Brentwood YouTube Channel
- **Public Comment** – Liz Faria of South Road requested that we take public comments first and the chair was agreeable with that suggestion. Liz asked some questions regarding availability of plots in Tonry cemetery. Joyce explained there are roughly eighty (80) plots remaining. Liz also asked for clarification on different types of burials and ash scattering. The chair and superintendent referred her to the approved Cemetery Rules and Regulations which documents all the types of burials available. Joyce said she is always available to discuss burial needs with all our residents. Liz also stated she is against utilizing more town land for cemeteries, the chair reminded her that per NH RSA 289:2 ***Municipality to Provide.*** – *Every municipality shall provide, or may enter into agreements with adjacent municipalities or nonprofit entities to provide, one or more suitable cemeteries for the interment of deceased persons, which shall be subject to such regulations as the municipality may establish.*

Doug Finan Gove Road informed the trustees and the superintendent regarding the possibility of installing the bronze plaque at the Brentwood Poor Farm Cemetery. Rick will notify Gary (installer) to contact Joyce directly to coordinate with the land owner to allow access for installation.

- **Signed light bill** – Jim, Jillian, and Skip signed electric bill. Reviewed rates from previous bills to verify that our FY2026 budget request for electricity is valid.
- **No deeds to sign**
- **Financial Review**
  - **Cemetery Budget** – Reviewed the latest YTD budget report. Cemetery budget looks good and expenditures to date are as planned. Reviewed the FY2026 cemetery budget request to be submitted to select board. Electricity went from \$300 to \$350 based on rate increase in delivery charge. Set land maintenance back to \$2000 (select board reduced this line by \$1000 last year) based on maintenance work and additional effort required to maintain the new Brentwood Poor Farm Cemetery. Jim and Joyce will present to select board for approval on Tuesday October 14<sup>th</sup>.

- **Motion** by Jillian, 2nd by Skip to accept the September 11 meeting minutes as written. Jim will remove draft and update the website with approved minutes.
- **Cemetery Activity**
  - **Bundzinski Funeral** – Joyce informed us the funeral was held on Saturday September 13 at 1PM.
  - **Fall Projects** – Joyce will schedule blowing out the water lines for winter. If she needs help, she will notify the trustees of the exact day and time.
  - **NHCA meeting** – Joyce informed us about the possibility of utilizing a columbarium in section 5 of Tonry. This could possibly extend the usable life of the Tonry cemetery. Investigate possibility of utilizing cy pres funds to fund implementing a columbarium at Tonry.
  - **QR Code** – Joyce requested creating a QR code that points to the approved Cemetery Rules and Regulations. Put that QR code on a full size sheet of paper and place it in the kiosk at Tonry so that visitors can view the current R&Rs on their phones/devices. Possibly utilize QR codes to identify/inform visitors for other features in our cemeteries.
- **Old Business**
  - **Poor Farm**
    - **Marker Installation** – Joyce will coordinate with land owners and Rick and Gary to install the bronze plaque
    - **Final clean up/plantings** – Agreed to wait until fall to have Wayne spread loam and do plantings. Joyce will verify with Wayne regarding availability of loam.
- **Future Planning & calendar**
  - **Future New Town Cemetery**
    - **Wreaths Across America** – Joyce stated that it is scheduled for Saturday December 13<sup>th</sup>, theme is “Keep Moving Forward”. Joyce will present at Three Ponds to try to increase awareness. Joyce placed a display at the Historic Society; it will be present for the Harvest Luncheon.
- **Any other business**
  - **Reviewed, updated, and approved Superintendent Roles and Responsibilities document** –Motion Jillian, second Skip to approve the document as presented with Brentwood Poor Farm Cemetery moved to first sentence (owned by town). Jim will update to V1.1 and put the approved date as 10/9/2025.

- **Reviewed, updated and approved Clerk/Bookkeeper Roles and Responsibilities document** Motion Jillian, second Skip to approve the document with one additional bullet covering the possibility of paying a stipend per Cemetery Trustees. Jim will update to V1.2 and put the approved date as 10/9/2025.
  
- **Other** – no other items discussed
  
- **Motion** - Jillian second by Skip to adjourn at 6:08 PM.

Next Meeting is rescheduled to Thursday, November 6<sup>th</sup>, at 5PM at Town Office. Jillian will reserve room