

# Cemetery Trustee Meeting Minutes

## November 6, 2025

- The meeting opened at 5:03PM with Jim Hajjar, Joyce Keegal, Skip Belanger, Jillian Benedix, and Caleb Labbe present. Paul Kleinman was also a public member present. This meeting was broadcast on the Town of Brentwood YouTube Channel
- **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.
- **Signed deed:** St. Hilaire
- **Financial Review**
  - **Cemetery Budget** – Updated cemetery budget based on Select Board updated FY2026 wage increase policy. Select Board voted to have a maximum 2.8% salary increase based on COLA and merit. Motion Jillian and second by Skip to set the superintendent performance appraisal at 5 out of 5 and set the wage increase to 2.8% (from the original 3% placeholder recommended by select board). Motion passes. Budget updated with 2.8% wage increase which reduced the salary appropriation by \$15. Total budget was reduced (due to FICA) by \$16.26  
Joyce will do inventory of flags and order replacements before end of year and utilize FY2025 appropriation as planned.
- **Motion** by Skip, 2nd by Jillian to accept the October 9, 2025 meeting minutes as written. Jim will remove draft and update the website with approved minutes.
- **Cemetery Activity**
  - **QR Code** – Jim created QR code and Joyce placed it in the kiosk at Tonry so that visitors can view the current R&Rs on their phones/devices. Joyce will verify that the QR code works through the glass cover of the kiosk.
  - **Fall Projects** – Joyce and Skip completed blowing out the water lines for winter. (Thank you Skip and Joyce!)
  - **Veterans' Day Cards** – Cards are at library for residents to sign. Joyce will take them to the nursing home on Veterans' day.
  - **Welfare Burials** – Joyce reviewed process for Brentwood families who need financial assistance on burials. Combination of working with local funeral homes, the cemetery superintendent and the town's welfare director.

- **Old Business**

- **Poor Farm**

- **Marker Installation** – Marker was installed and looks amazing! Joyce will draft a story and submit with a photo to the Brentwood Newsletter for the December issue. Jim spoke to Trustee of Trust Funds to assure that cemetery maintenance trust fund dollars would be approved for purchase and installation of the bronze marker. Approval will be on or before the next ToTF meeting in December.
    - **Survey** – Joyce will forward all information from Lavalle Surveyors in Hampsted. Jim will determine what is required to have the survey completed and create an official Town request with Select Board.
    - **Fencing** – Will determine fence requirements in spring and work with local businesses to see if we can get donations.
    - **Final clean up/plantings** – Jim and Skip will get leaves blown and try to coordinate having Wayne spread 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 presented at Three Ponds on 11/5 (15-20 residents were present) to increase awareness. They also showed a lot of interest in stone cleaning (especially at Cram cemetery). Seacoast FFA students will be present again to assist with wreaths.

- **Any other business**

- **Private Cemeteries** – Joyce explained that a family in town had requested interest in having a private cemetery located on their property could possible be transferred to Town of Brentwood. She will further investigate if there is a process of transfer that is different than having the cemetery declared abandoned since in this case, the family is maintaining the cemetery but feels that as they age, they will no longer be able to maintain it.
  - **NHMA Cemetery Accounting** – Joyce will be giving an overview of NH cemetery accounting and will provide us a copy of the presentation.

- **Public Comment** – none

- **Motion** - Jillian second by Skip to adjourn at 5:40 PM. Next Meeting is rescheduled to Thursday, December 11, 2025 at 5PM at Town Office. Jillian will reserve room