

Cemetery Trustee Meeting Minutes

December 11, 2025

- The meeting opened at 5:10PM with Jim Hajjar, Joyce Keegal, Skip Belanger, Jillian Benedix present. Alternate member Caleb Labbe had an excused absence. This meeting was not broadcast on the Town of Brentwood YouTube Channel as the A/V system was not working.
- **Signed light bill** – Jim, Jillian, and Skip signed electric bill.
- **Signed deed:** There were three new deeds that were signed
- **Financial Review**
 - **Cemetery Budget** – Reviewed the current YTD actual expenditure report. Jillian and Jim will request that all remaining cemetery funds be encumbered to pay towards the poor farm cemetery surveying contract that was approved by select board on 12/9.
 - **Perpetual Care** – Joyce stated the current balance for Tonry perpetual care account is approximately \$112,000. The current MS-9 report shows expenditures from FY2024 mowing, FY2025 mowing, and FY2024 flowers.
 - **Cy Pres** – Skip asked Joyce for an update on cy pres process. Joyce stated that for towns that have really good accounting history (like Brentwood) and if towns have valid quotes for maintenance/infrastructure work on municipal cemeteries (Tonry), then the courts will review and approve the release of funds. Not sure who will oversee this process Trustee of Trust Funds or Charitable Trust under NH Dept. of Justice.
 - **C/R Fund** – Joyce reported that the current balance is \$36,000 with \$1600 of income generated in FY2025.
- **Motion** by Jillian, 2nd by Skip to accept the November 6, 2025 meeting minutes as written. Jim will remove draft and update the website with approved minutes.
- **Cemetery Activity**
 - **Veterans Day** – Joyce reported that she delivered cards to nursing home and assisted living facility.
 - **Buyback of Lots** – Discussed a request from a family to sell back two of four lots that was purchased in the past. The cemetery trustee rules do allow the buyback of lots at the price they were purchased. In this case, the lots were purchased by a trust. Joyce will request a letter signed and notarized by all trustees listed on the trust. Once we have proof that all trustee approve the sell back, the Cemetery Trustee will approve the refund of the purchase price with proceeds from the general cemetery C/R fund.
 - **Gates-** Joyce will close the gates for the winter season on 12/31. She will readjust the gates with highway department in the spring when the gates are opened.

- **Old Business**

- **Poor Farm**

- **Marker** – Jillian reported the invoice was paid by the Town and the ToTF will reimburse the Town from the cemetery C/R fund.
 - **Survey** – Jim reported that the select board approve the expenditure of \$1350 for the survey of the Poor Farm Cemetery by Lavelle Associates. Motion by Skip, second Jillian to proceed with the survey quote received on 11/14. Motion by Jillian, second by Skip to encumber all remaining FY2025 cemetery unexpended cemetery appropriation towards this contract. This will cover any possible overruns that may be incurred above the SB approved \$1350. Jim will contact Lavelle Associates to proceed with survey and keep trustees and superintendent up to date on progress.

- **Future Planning & calendar**

- **Wreaths Across America** – Joyce stated that it is scheduled for Saturday December 13th at noon, theme is “Keep Moving Forward”. Wreaths were delivered today (12/11) and the highway department moved the wreaths to Tonry cemetery (THANK YOU WAYNE AND CREW!) Seacoast FFA students will be present again to assist with wreaths. Joyce will let us know if she needs any help.
 - **Funerals** – There are funerals planned for 12/19 and 12/27. Both are cremation burials and the sites have already been prepared.

- **Any other business**

- **Monuments** – Joyce explained that she has had a suggestion from a resident regarding a possible monument to honor loved ones who are not buried in the cemetery. We discussed possibly creating a reflecting area with stone pavers that could be personalized with a memorial message. This would allow residents to purchase a stone and have the name of a loved one, or a pet, or an appropriate message. We will discuss further at our January meeting.

- **Public Comment** – none

- **Motion** - Jillian second by Skip to adjourn at 6:10 PM. Next Meeting is scheduled to Thursday, January 8, 2026 at 4PM at Town Office. Jillian will reserve room. Jim will put on town calendar