

Cemetery Trustee Meeting Minutes

January 8, 2026

- The meeting opened at 5:02PM with Jim Hajjar, Joyce Keegal, Skip Belanger, Jillian Benedix present. Alternate member Caleb Labbe 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 deed:** There were no deeds to sign this month
- **Financial Review**
 - **Cemetery Budget** – Reviewed the current YTD actual expenditure report. Jim will request to select board on 1/13 that all remaining cemetery funds be encumbered to pay towards the poor farm cemetery surveying contract (\$1350) that was approved by select board on 12/9.
 - **Perpetual Care and C/R Fund** – Joyce stated we are up to date on all cemetery trust fund transactions for FY2025. Special thanks to the Trustee of Trust Funds for working with Joyce to get this accomplished! For FY2025, we sold 16 lots totaling \$6400. \$2600 was expended for flowers in FY2025. Current fund balance is approximately \$20,000.
 - **Cy Pres** – Joyce reported that the ending balance of \$112,236 is what she is investigating to see if we can access via the cy pres process.
- **Motion** by Skip, 2nd by Jillian to accept the December 11, 2025 meeting minutes as written. Jim will remove draft and update the website with approved minutes.
- **Cemetery Activity**
 - **Buyback of Lots** – Joyce wrote buyback document showing town by back of \$320 per lot (original purchase price) of a total of \$640. Joyce will request the letter be signed and notarized by all trustees listed on the trust. The Cemetery Trustees voted to approve the refund of the purchase price with proceeds from the general cemetery C/R fund. Joyce will proceed with the buyback. Family requested that their monument be moved to be centered over the remaining two lots they own. Joyce is supervising that work at the expense of the family.
 - **Gates-** Joyce closed the gates for the winter season. She will readjust and straighten the posts and gates with highway department in the spring when the gates are opened.
 - **Funerals** – There were two funerals in December. None currently scheduled for January.

- **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** – Survey of the Poor Farm Cemetery was completed by Lavelle Associates. Town Planner will document next steps that need to be taken to complete the documentation of the new town cemetery. This will involve meeting with the town attorney to establish a new “subdivision” at 59 Deer Hill that deeds the new town cemetery as Brentwood owned property. This also will require an update of the existing property to show the adjacent new cemetery. Jim and Joyce will meet with the town administrator, select board chair, and town attorney.
 - **Pauper Records** – Skip reported that he is gathering the records of all the paupers in Brentwood in the 1841-1869 time frame and seeking documents that show who died at the town farm and add those records to the blue book.

- **Future Planning & calendar**

- **Wreaths Across America** – Joyce stated that the wreath pickup will be scheduled shortly.
 - **Private Land Burials** – Joyce will investigate current NH RSA and Primex (town liability insurance company) regarding private land burials and see if we need any local ordinances to assure that private burials/cemeteries locations are properly recorded for future use.
 - **Columbarium** – To be discussed at next meeting

- **Any other business**

- **Quincentennial Celebration**– Skip said requested that the Cemetery Trustees work with Historic Society to celebrate the 250th anniversary of the signing of the Declaration of Independence. He is updating the blue book (anyone who was buried in a Brentwood cemetery) as part of the program. We also discussed possibly having tours at Veasey highlighting revolutionary war gravesites.

- **Public Comment** – none

- **Motion** - Jillian second by Skip to adjourn at 5:10 PM. Next Meeting is scheduled to Thursday, February 12, 2026 at 4PM at Town Office. Jillian will reserve room. Jim will put on town calendar