

Cemetery Trustee Meeting Minutes

February 12, 2026

- The meeting opened at 4:02PM with Jim Hajjar, Joyce Keegal, Skip Belanger, Jillian Benedix present. Alternate member Caleb Labbe had an excused absence. Town administrator Julie Stevens 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. Jillian reported that there was \$259.58 unexpended appropriation left from FY2025 that was encumbered towards the Poor Farm Cemetery survey purchase order received in December. The select board had already approved expending up to \$1350 for the survey and this will help offset those costs.
 - **Poor Farm Survey Update** – Jim reviewed the proposal from Select Board Chair Paul Kleinman and Town Administrator Julie Stevens. The latest approach is to utilize an easement with access rights for the cemetery trustees in order to maintain the newly defined cemetery. Lavelle Associates will update the survey to remove the approval endorsement for the Planning Board who does not have jurisdiction for this, and it should also have an added note that the demarcation of the cemetery is to show the Town's easement interest. Once we have an easement letter created, Joyce will bring it to the landowner for their review and approval. Once the easement is approved, the town attorney can officially add the easement to the property deed and the town can update the GIS map with the new cemetery easement. The Cemetery Rules and Regulations will also be updated to reflect the new Poor Farm Cemetery and stating that anyone who wishes to access the cemetery needs to contact the Superintendent.
- **Motion** by Jillian, 2nd by Skip to accept the January 8, 2026 meeting minutes with one correction to change “2025” to “2026” in date. Jim will make correction, remove draft, and update the website with approved minutes.
- **Cemetery Activity**
 - **Buyback of Lots** – Joyce reported that the buyback deed has been recorded. She has the refund check available and will deliver it to the family when they return from their trip. The family will move the monument to center it on their two lots in the spring (that is between family and monument company, Joyce will confirm monument is properly positioned)

- **Old Business**

- **New Cemetery** – Jim reported that we are still waiting for town to take ownership of the donated property off South Road. Once the town owns the property, we can proceed with initiating discussions with Kingston on the future cemetery.

- **Map and Inventory of Cemeteries** – Joyce has added two more cemeteries, Lyford off South Road and Smith which is off RT27. She plans on visiting all the cemeteries in the spring. There is also another possible cemetery off Deer Hill Road that needs to be investigated. Skip had a copy of an old map that showed Hanson cemetery.

- **Future Planning & calendar**

- **Columbarium** – Joyce reported some costs from other cemeteries. Exeter had a 24-niche columbarium. She reports that they are very expensive. Laconia charges \$900 for 1 urn and \$1800 for double urn. Concord charges \$2700. Mount Calvary in Manchester was \$4900 for a double urn. These high costs may be due to recovering the costs of building the columbarium. Joyce feels that perhaps this might be outside of the price range of Brentwood. It also may not be in keeping with what the Brentwood Cemetery Trustees have laid out as cemetery guidelines/strategy.

- **Any other business**

- **Notice for Maintenance, Repair, and Preservation of Cemeteries** – Joyce will send in the spring notice to the Brentwood Newsletter. This is a good time as the March issue is being assembled now and input due by 2/15. Joyce will use the May 5th as the final day to contact the Superintendent.
- **GIS Review** – Jillian requested at our next meeting to review all town cemeteries and see if they are shown on the town GIS map. If they are not, the trustees will develop a strategy/plan to get the cemeteries shown on the GIS. We will have a workshop session at our March meeting to review all the cemeteries.

- **Public Comment** – none

- **Motion** - Jillian second by Skip to adjourn at 4:50 PM. Next Meeting is scheduled to Thursday, March 5, 2026 at 4PM at Town Office. Jillian will reserve room. Jim will put on town calendar