

# Cemetery Trustee Meeting Minutes

## April 9, 2026

- The meeting opened at 5:03PM with Jim Hajjar, Joyce Keegal, Skip Belanger and alternate member Caleb Labbe present. Jillian Benedix was absent. This meeting was not broadcast on the Town of Brentwood YouTube Channel because the A/V system was not working.
- **Voting Member** – Motion by Skip, second Jim to allow Caleb as voting member for April 9 meeting.
- **Elect Chair and Secretary** – Since this is our first meeting after March election, per NH RSA 289:6 “Trustees shall organize by electing one of their number chairperson and another bookkeeper, who shall keep the records and books of the trustees, and shall issue vouchers as necessary for funds to be expended. The chairperson and the bookkeeper may be the same member.”  
Motion Caleb and second by Skip to elect Jim Hajjar as Chair. Unanimous vote approval.  
Motion Skip and second by Caleb to elect Jim Hajjar as Bookkeeper. Unanimous vote approval.
- **Signed light bill** – Jim, Caleb, 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. Need to ask Jillian about the \$680 in the 25-700 C/M Land Maintenance account as none of us can recollect what that expenditure was used for.  
The Trustees also shall ask Jillian to explain why it appears that the 25-230 C/M NH Retirement account is seeing expenditures each pay period (there is one manual correction posted on 2/24 for \$91.39). The superintendent is not currently eligible for NH retirement benefits and our FY2026 budget in this account was \$0.00.
- **Motion** by Caleb, 2nd by Skip to accept the March 5, 2026 meeting minutes as presented with correction to “size” from “sizw”. Jim will make correction, remove draft, and update the website with approved minutes.
- **Cemetery Activity**
  - **Gates** – Joyce opened gates at Tonry Cemetery and reported there is no snow, ice, or mud so the cemetery is fully open to visitors. The gates are currently resting on pipes until they can be better repaired.

- **Monuments** – Two moves have been completed. Two more moves are scheduled.
- **NHCA** – Joyce gave us an update on the 4/6 meeting held at the Derryfield in Manchester NH.

- **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. He will get an update from Rob Wofchuk for next meeting.
- **Poor Farm Survey Update** – Awaiting update from Select Board member Paul Kleinman, Jim will follow up and provide update at next meeting . 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.  
Will schedule a work day on a Saturday or Sunday to perform Spring clean up and possibly request more loam be spread by Highway Department.

- **Future Planning & calendar**

- **Burial Ground(s)** Spring/Summer focus
  - **Deer Hill** – Try to identify location and any stones
  - **South Rd** – Bertie and Fellows stone. There are also two stones that say “Butch 8/7/1940” and “Liz 1953-1958”. Will try to identify whether or not these were pet burials.
  - **Lyford** – Near Rt 125
  - **Smith** – Rt 27 across from dragway. May have to check with Dave Mentor for exact location.
- **Tonry Strategic Planning** – Joyce will meet with Randy Daily from Exeter to seek suggestions on possible spring time improvements to the back part of Tonry.
- **Memorial Day** – Monday May 25, 2026 at 8:00AM. Joyce informed us that she has invited a descendent (from Ohio) of a Revolutionary War patriot buried in the Cram family cemetery to be recognized at the ceremony. She also has scheduled the color guard.

- **Any other business**

- **Policy Review** – Joyce presented and reviewed with Trustees a draft “Waiver of Right of Disposition” (see attached). This would need to be completed if a family requested to bury cremains with an open bottom container. Since rules state that cremains must be in “non-biodegradable container”, using a plastic urn with open bottom should meet our rules and the requests of family to have cremains be in contact with the earth. Once finalized, we should make this a standard form for similar requests in future.

Motion Skip, second Caleb to approve the proposed “Waiver of Right to Disinter”. Unanimously approved by Trustees.

- **Rules and Regulations Review** – Motion Caleb, second Skip to update Rules and Regulations with new language under Burial Site Details that states “*The Cemetery Trustees have determined that the purchase of burial sites in the Town Cemetery typically be restricted to Brentwood residents and their families.*” Unanimously approved by Trustees. Jim updated the current rules and regulations and posted the new April 9, 2026 version to the town website.

- **Work Session** – Skip made correction to the GIS list of town cemeteries. Update #15 Thyng/Brown to show as “across from no.75 Rt 27”. If we have time, we will continue with the completing the list at our next meeting.

- **Public Comment** – none

- **Motion** - Caleb second by Skip to adjourn at 6:21PM. Next Meeting is scheduled to Thursday, May 7, 2026 at 5PM at Town Office. Jim will put on town calendar

ATTACHMENT – A

TOWN OF BRENTWOOD CEMETERY TRUSTEES  
WAIVER OF RIGHT OF DISPOSITION

1. PARTIES: Town of Brentwood, NH - Cemetery Dept,  
REPRESENTATIVE: ( \_\_\_\_\_ )  
DECEDENT: ( \_\_\_\_\_ )

2. RELATIONSHIP OF REPRESENTATIVE: ( \_\_\_\_\_ ) warrants and represents to the Town of Brentwood, NH - Cemetery Dept that the relationship between the REPRESENTATIVE and the DECEDENT is as follows:

\_\_\_\_ Spouse

\_\_\_\_ Next-of-Kin (Closest Living Relative - Daughter)

\_\_\_\_ Personal Representative of the Next-of-Kin with written authorization of Next-of-Kin to act on his or her behalf.

\_\_\_\_ Other:

3. AUTHORITY OF REPRESENTATIVE: ( \_\_\_\_\_ ) I warrants and represents to Town of Brentwood, NH - Cemetery Dept, that ( \_\_\_\_\_ ) I is the person or the appointed agent of the person who by law has the paramount right to arrange and direct the disposition of the remains of the ( \_\_\_\_\_ ) and that no other person(s) has a superior right over the right of the ( \_\_\_\_\_ ).

4. WAIVER OF DISPOSITION: ( \_\_\_\_\_ ) waives and relinquishes the right to make and/or approve all arrangements concerning the recovery, possession, relocation or disinterment of ( \_\_\_\_\_ ) remains, including cremated remains.

By signing this waiver, ( \_\_\_\_\_ ) is simply giving up any rights to direct the disposition concerning the recovery, possession, relocation or disinterment of ( \_\_\_\_\_ ) remains, including cremated remains. ( \_\_\_\_\_ ) hereby voluntarily relinquishes the right to have the urn moved or disinterred. ( \_\_\_\_\_ ) is giving up their authority to have the urn exhumed from its current location (e.g., a cemetery plot) in Tonry Cemetery, Brentwood, NH.

SIGNATURE OF REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

Notary Public: \_\_\_\_\_ Expiration: \_\_\_\_\_