

Cemetery Trustee Meeting Minutes

July 9, 2026

- The meeting opened at 5:03PM with Jim Hajjar, Jillian Benedix, Joyce Keegal, and Skip Belanger. Alternate member Caleb Labbe had an excused absence. This meeting was broadcast on the Town of Brentwood YouTube Channel.
- **Signed light bill** – Jim and Skip signed electric bill.
- **Signed deed:** There no deeds to be signed
- **Financial Review**
 - **Cemetery Budget** – Reviewed the current YTD actual expenditure report. No questions were raised and we are in very good shape. We have expended 45% of budget and we are 50% through the year. Jim expended \$36 for stakes and marking tape 4195-25-700 maintenance line. Motion Jillian, 2nd Skip to reimburse Jim the \$36 out of the maintenance budget.
- **Motion** by Skip, 2nd by Jillian to accept the June 4, 2026 meeting minutes as presented. Jim will remove draft, and update the website with approved minutes.
- **Quaker Cemetery Update** – Laura Hajjar and Dexter Swasey were present from the Brentwood Historic Society. Jim Hajjar read the letter received on May 27 from the New England Quakers granting the Brentwood Cemetery Trustees “*to respectfully attend to the maintenance of the Brentwood Cemetery, in whatever way you deem appropriate*”. Jim also received a quote to survey the Quaker Cemetery and the easement access to South Road and have the town property clearly marked. Motion Skip second Jillian to expend up to \$1200 to survey the town owned cemetery utilizing the Cemetery Maintenance trust fund. The Cemetery Trustees will discuss the long term clean-up and maintenance of the Quaker Cemetery at a future meeting.

Laura Hajjar informed the Trustees that Brentwood Historic Society (BHS) will be highlighting the Quaker Cemetery as part of the NH Humanities Scavenger Hunt. She is requesting that volunteers be allowed to clean up the Town easement from South Road as well as a small area to allow visitors to walk into Cemetery and view some of the stones. The BHS will create a sign with a QR code that links to the historic story of the Brentwood Quakers and the Association Test of 1776. The BHS and Trustees decided to do a cleanup on Saturday, June 20 at 9AM. Jim will check with Wayne to see if the Highway department can assist with removing the debris.

- **Cemetery Activity**

- **Funeral** – Joyce stated there was a funeral on July 10, 2026.

- **Old Business**

- **New Cemetery** – New name was suggested by Brentwood Historic Society and approved by Bruce Stevens. The new cemetery name will be “Stevens Fields Cemetery”. Paul Kleinman will update the deed with the official name and have it signed at next select board meeting. Jim requested that there be a cemetery subcommittee established to address the design and construction of a new town cemetery. Motion Skip and second by Jillian to establish an official subcommittee

The New Cemetery Design and Construction Advisory Subcommittee (the "Subcommittee") is hereby established by a formal vote of the Brentwood Board of Cemetery Trustees on July 9, 2026. The primary purpose of the Subcommittee is to research, plan, and design the infrastructure for the town's newly acquired cemetery land, and to formulate recommendations for its physical construction. The Subcommittee functions strictly as a non-binding advisory body to the Cemetery Trustees. Ultimate legal, financial, and regulatory authority over Brentwood's municipal cemeteries remains solely with the elected Cemetery Trustees pursuant to NH RSA 289:7.

We will finalize the subcommittee membership and purpose of subcommittee at the August meeting.

- **Poor Farm Easement Update** – Jillian said the landowners have some concerns over the easement. She will follow up and recommend that they speak to Paul Kleinman regarding any questions and concerns they have. They can also ask Mark and Glenn from the planning office if that would help. Joyce sent a detailed letter to the owners explaining the easement.

Once the easement is signed, 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.

- **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.
 - **Quaker Cemetery** – Cleanup was performed on Saturday, June 20, 2026. Jim and Skip were present from Cemetery Trustees and Laura Hajjar and Robin Wrighton were present from the Brentwood Historical Society. Bruce Stevens also did a wonderful job with his chainsaw! The Highway Department also removed all the debris that the cleanup crew left on the side of South Road. Historical Society was very happy with the results. The team also discovered all the granite markers that delineate the town cemetery and the town access from South Road. Jim placed wooden stakes with orange marking tape on all the markers so they can easily be found. The Historic Society (Nick and Robin Wrighton) purchased and installed a sign on South Road marking the entrance to the Quaker Cemetery including a QR code that links to the story of the Brentwood Quakers and the Association Test given in 1776. They placed this site on the NH Historical Society “603 History Hunt” that runs through the end of July.

- **Any other business**

- **Tonry Walkways** – Joyce informed us that the cobblestone walkways in Tonry need attention. Many of the stones have been compacted down into the ground. Joyce will get some estimates to have the stones lifted up, new pea stone applied, and stones reset. The trustees agreed to have Joyce get quotes and then will probably utilize the Tonry Cemetery Ethel M. Lyford Bequest CRF if possible.

- **Work Session** – We did not have time to work on this item. If we have time, we will continue completing the list at our next meeting.
- **Public Comment** – There was no public comment.
- **Motion** - Jillian second by Skip to adjourn at 5:44 PM. Next Meeting is scheduled to Thursday, August 6, 2026 at 5PM at Town Office. Jim will put on town calendar

Attachment A – Cemetery Design and Construction Advisory Subcommittee



Brentwood Cemetery Trustees

Town of Brentwood, New Hampshire

Cemetery Design and Construction Advisory Subcommittee Charter

I. Purpose and Authority

The New Cemetery Design and Construction Advisory Subcommittee (the "Subcommittee") is hereby established by a formal vote of the Brentwood Board of Cemetery Trustees on July 9, 2026. The primary purpose of the Subcommittee is to research, plan, and design the infrastructure for the town's newly acquired cemetery land, and to formulate recommendations for its physical construction.

The Subcommittee functions strictly as a non-binding advisory body to the Cemetery Trustees. Ultimate legal, financial, and regulatory authority over Brentwood's municipal cemeteries remains solely with the elected Cemetery Trustees pursuant to NH RSA 289:7.

II. Membership and Composition

The Subcommittee shall consist of seven (7) voting members, appointed by the Board of Cemetery Trustees, representing a cross-functional mix of town leadership, operational staff, and community expertise:

1. **Cemetery Trustee Representative (Chair):** Serves as the primary liaison to the full Cemetery Trustees and guides the subcommittee's vision.
2. **Superintendent of Cemeteries:** Provides critical input on day-to-day operational needs, maintenance requirements, equipment clearance, and burial logistics.
3. **Select Board Representative:** Facilitates communication regarding municipal procurement, town bidding processes, warrants, and capital project funding.
4. **Town Land Use Coordinator:** Ensures compliance with Brentwood zoning ordinances, environmental regulations, and state-mandated setbacks (NH RSA 289:3).
5. **Public Member #1:** Ideally a Brentwood resident with a background in civil engineering, land surveying, or heavy construction.
6. **Public Member #2:** Ideally a Brentwood resident with a background in landscape architecture, local history, or project management.
7. **Public Member #3:** Ideally a Brentwood resident with an interest in getting involved in an important town project

III. Scope of Duties and Responsibilities

The Subcommittee is charged with investigating and delivering actionable recommendations to the Board of Cemetery Trustees on the following items:

- **Site Evaluation & Compliance:** Confirming property boundaries, evaluating soil suitability, and mapping out the mandatory statutory setbacks from highways and water sources.
- **Layout and Design:** Developing a conceptual master plan that includes burial plots (standard, cremation, other options), internal access roadways, walkways, fencing, and maintenance staging areas.
- **Contractor & Vendor Liaison:** Drafting requests for proposals (RFPs) for professional surveyors, landscape architects, or civil engineers, and conducting initial interviews with bidders.
- **Phasing & Budgeting:** Estimating overall capital costs and breaking the construction down into manageable phases (e.g., Phase 1: walls/fences and roads; Phase 2: plotting and landscaping).



- **Funding Strategy:** Working with the Select Board representative to draft Warrant Articles for Town Meeting, including establishment of New Cemetery Capital Trust Fund.

IV. Compliance with NH RSA 91-A (Right-to-Know)

As a subcommittee established by an elected board, the Subcommittee is legally recognized as a public body and must operate in strict compliance with the New Hampshire Right-to-Know Law:

- **Public Notice:** All meetings must be posted at least twenty-four (24) hours in advance (excluding Sundays and holidays) in two public places (e.g., the Brentwood Town Office and the town website).
- **Public Access:** All meetings must be open to the public.
- **Meeting Minutes:** Written minutes recording attendance, topics discussed, and actions taken must be kept. Minutes must be made available for public inspection within five (5) business days of the meeting.
- **Quorum:** A quorum shall consist of four (4) members present to conduct official business or vote on recommendations.

V. Term and Dissolution

The Subcommittee shall convene its first meeting within 30 days of member appointments. It shall dissolve automatically upon the completion of its scope of work and the submission of its final Phase 1 construction recommendations to the Board of Cemetery Trustees, unless extended by a vote of the Trustees.

Approved by the Brentwood Board of Cemetery Trustees on this ____ day of _____, 2026.

James Hajjar
Chair, Brentwood Board of Cemetery Trustees