

Cemetery Trustee Meeting Minutes

August 6, 2026

- The meeting opened at 5:13PM with Jim Hajjar, Jillian Benedix, Joyce Keegal, Skip Belanger and alternate member Caleb Labbe 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 be signed
- **Financial Review**
 - **Cemetery Budget** – Reviewed the current YTD actual expenditure report. No questions were raised and we are in very good shape. The maintenance expenditures only show \$48. Joyce submitted invoice for flags for \$600, and we still have not ordered corner markers because the vendor we used is no longer available. Joyce is working with Exeter cemetery association to see if we can get a discount with a bulk order.
- **Motion** by Skip, 2nd by Jillian to accept the July 9, 2026 meeting minutes as presented. Jim will remove draft, and update the website with approved minutes.
- **Cemetery Activity** – No funerals this past month
- **Old Business**
 - **New Cemetery** – Finalized the New Cemetery Design and Construction Advisory Subcommittee membership. Joyce recommended advertising on the town website and in Brentwood Newsletter and see how many people respond. The seven-member subcommittee consisting of three public members is the goal but if more people want to be members, the Trustees could amend the subcommittee membership to include more public members or add them as alternate members. Jim highlighted that there is no town funding available for a new cemetery and a major goal of this committee is developing a cost estimate and then perhaps establishing a CRF for the new cemetery. Jim and Jillian will post the ad for members with a deadline of 9/25 in the BNL and on town website.
 - **Poor Farm Easement Update** – Joyce brought the easement to the planning department and Jillian spoke to the Registry of Deeds. They asked if we want to record the plan first and then update deed or do both at the same time. Jillian and Joyce will take the easement to landowners with this explanation. If owners have any questions we can have them speak to Paul Kleinman.

- **Future Planning & calendar**

- **Burial Ground(s)** – will revisit in fall

- **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.

- **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. Joyce has sent out requests for quotes to do the work. Will report back in September.
 - **FY2027 Budget** – Joyce asked if there was any information on this year’s budget. Jim stated that he had not heard anything specific from select board and that the budget committee meets on September 14. Joyce shared that we may want to have a plan to fund an intern that could be trained to replace the superintendent if she decides to leave (this is not planned at this time!). Joyce mentioned office space, computer with access to printer, and phone for superintendent. Jim will ask if there is shared office space available at either town office or at highway shed. Regarding phone, Jillian will see if there is a way to establish a phone extension for cemetery department that could forward to a cell phone. There is voice mail on the town phones that allow users to remotely access their voice mail box. Regarding a computer, Jim asked that Joyce document specifically what the superintendent uses a computer for – creation of documents, forms, etc. Then the trustees can address the best way to accommodate those needs. Jillian will also inquire about what happens with the older computers that get replaced.

- **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 6:20 PM. Next Meeting is scheduled to Thursday, September 10, 2026 at 5PM at Town Office. Jim will put on town calendar