

Cemetery Trustee Meeting Minutes

September 10, 2026

- The meeting opened at 5:01PM with Jim Hajjar, Jillian Benedix, Joyce Keegal, Skip Belanger and alternate member Caleb Labbe present. Doug Finan and Treasurer Linda Lambert were 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 was one deed (Frank) to sign.
- **New Business**
 - **Cram Cemetery (Three Ponds)** – Town was notified that a tree was leaning at Cram Cemetery which is a private cemetery (not marked on GIS but located within Parcel Number 207.022.000) surrounded by Three Ponds HOA property. The deed that was provided by planning board Book:6014 Page: 2308 does not contain language about Cram Cemetery. Joyce shared that maintaining private cemeteries is a problem statewide. Joyce said she does have connection to a descendant of Cram Cemetery family and will share concern about tree to see if they would like to get involved. Joyce asked about using public funds for private cemeteries and the Treasurer felt that was only if the cemetery had been declared abandoned per RSA 289:19-21. Jim is concerned about the Town taking over more private cemeteries with the abandoned process. He suggested using the provisions of RSA 289:14-a where cemetery trustees give permission to any person or organization interested in caring for a burial ground at their own expense. Joyce mentioned that some towns have decided to take on care of private cemeteries for preservation purposes. Jim wants to understand legally how this is done and how it would be funded. The Treasurer recommended being a liaison more than taking ownership of the problem. Doug Finan mentioned that perhaps the Three Ponds HOA can ask the descendants if they would address the tree problem. The trustees reviewed pictures of the cemetery and trees trying to determine what specific tree is the problem. It was not clear based on the photos which exact tree was the one that raised the complaint/concern from the resident. Doug Finan raised a concern that there may be a liability if the tree fell on someone walking. Would the Town be liable. Jim believes that since there is no town property anywhere near the Cram Cemetery that the town would not be liable for any incidents in or around the cemetery. Joyce said she will reach out to descendant, and she will seek an arborist from UNH to evaluate the trees in Cram Cemetery. Jim recommended that if the superintendent is going to go to site with arborist that she also have the resident who complained and a Three Ponds HOA representative present. Jillian said she

would find out who the resident was who initiated the complaint and she would ask Primex about potential town liability at Cram Cemetery.

- **Cemetery Budget** – Joyce received the latest Cemetery Maintenance CRF snapshot that shows the deposits from sale of lots were properly transacted and our balance is accurate. There was a brief update from Joyce on cy pres and that she will try to petition for funds this fall. These funds can be used for maintenance and improvements in Tonry Cemetery only. Reviewed the current YTD actual expenditure report. Joyce asked if her credit card purchases show up in this report, Jillian said they have not yet been posted to the land maintenance account. Flag expenditure did get posted. Joyce needs to purchase more corner markers and will make sure we have enough funds left. Jim asked about the variations in the weekly payroll. The account accurately reflects Joyce’s weekly timesheet based on how many hours she worked each week. Jim mentioned the results of the Town’s FY2024 audit and the lack of internal controls. While the cemetery trustees and superintendent are not a Town problem, he feels that we could do better at assuring we have proper controls on all expenditures. Jillian shared that she wanted to make sure that we don’t implement a process that slows down the accounts payable process. Joyce recommended that she would create a simple spreadsheet showing the purchases that were made in the prior month. Jillian said she will talk to the town treasurer and see if there’s a report that can be presented that details to the trustees all the expenditures that were transacted in the prior month. Doug Finan asked if the Cemetery Trustees were mentioned in the Town FY2024 audit and Jim stated “absolutely not”. Jillian also said she would get back to the trustees on the best way to review and have oversight on all cemetery budget expenditures.
- **Motion** by Jillian, 2nd by Skip to accept the August 6, 2026 meeting minutes as presented. Jim will remove draft, and update the website with approved minutes.
- **Cemetery Activity** – There is one small private funeral on September 11.
- **Old Business**
 - **New Cemetery** – We had one resident, Steve Woods, submit a statement of interest. The advertisement stated we would accept applicants until September 25. We will review all applicants at our next meeting.
 - **Poor Farm Easement Update** – Joyce and Jillian are working on this with landowner and will update us at next meeting. If owners have any questions we can have them speak to Paul Kleinman.

- **Future Planning & calendar**

- **Burial Ground(s)** – will revisit in fall. Joyce asked which days worked best, it appears that Saturdays or Sunday afternoons work best.
 - **Deer Hill** – Try to identify location and any stones. Joyce sent email to landowner.
 - **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**

- **Dudley Cemetery** - Eversource removed a tree and there is caution tape there.
- **Tonry Walkways** – Joyce reported she receive one quote. She plans to have course stone dust delivered instead of pea stone. She will see if the vendor wants to update quote.
- **FY2027 Budget** – Trustees entered their cemetery FY2027 budget request into the MTS system. Level funded all accounts. Cannot budget for wages and FICA as the select board has not voted raises for FY2027.
- **Wreaths Across America:** Sat, Dec 19, 2026 @ noon, Tonry Cemetery

- **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** - Skip second by Jillian to adjourn at 6:23 PM. Next Meeting is scheduled to Thursday, October 1, 2026 at 5PM at Town Office. Jim will put on town calendar