



**Town of Brentwood, New Hampshire
Cemetery Trustees**

Memorandum of Record

To: Glenn Greenwood, Town Planner, Town of Brentwood, NH

From: Jim Hajjar, Chair, Brentwood Cemetery Trustees

Date: June 6, 2025

Subject: Letter of Intent to Town of Kingston Regarding New Cemetery

Dear Glenn,

At last evening's Cemetery Trustee meeting, the Superintendent of Cemeteries shared that she had had conversations with yourself and the Cemetery Sextant in Kingston regarding our desire to have a future Brentwood town cemetery on properties off South Road.

The parcels under consideration are identified as:

- Kingston Tax Map R38 Lot 000013 (approximately 2.8 acres), and
- Brentwood Tax Map 221 Lot 054 (approximately 0.64 acres)

At this time, those properties are both privately owned. The owner is working with the town to have those properties donated to the Town of Brentwood by the end of this calendar year. I also spoke to Rob Wofchuck who is working on behalf of the Town with the property owner on the transfer of properties. He confirmed that the transfer is in progress and set to be completed before the end of this year.

The Superintendent shared that you suggested that the Select Board of Brentwood send an official letter of intent to the Kingston Select board regarding the future cemetery. Since the properties are not yet owned by the Town, Rob and I feel that it is premature to engage the Select Board at this time. We also feel that it is not necessary to officially communicate any further with the Town of Kingston until next year. If you would like to share with Kingston that we will bring this matter to them next year, that would be acceptable.

This memorandum is simply for internal planning and coordination purposes only. The actual Letter of Intent to the Town of Kingston will be developed in coordination with the Brentwood Select Board and legal counsel once the properties are transferred to the Town of Brentwood.

Please retain this memorandum in the town's planning records. I am available to discuss this matter further as needed. Thank you for your assistance in this matter.

Sincerely,
Jim Hajjar
Chair, Brentwood Cemetery Trustees
jhajjar@brentwoodnh.gov
(978) 302-6393

Copy to:
Brentwood Cemetery Trustees
Brentwood Superintendent of Cemeteries
Brentwood Land Use Administrator
Rob Wofchuck