



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

Role and Responsibilities of Superintendent of Cemeteries

The principal duties of the Superintendent relate to the TONRY and VEASEY cemeteries because of their outright ownership by the town. However, certain responsibilities related to the care of burial sites associated with Perpetual Care Trusts, Maintenance Fund Accounts or Veteran Status come within the purview of the Superintendent in the following other Brentwood Cemeteries: LADD/FELLOWS, THYNG, TUCK, DUDLEY, SHEPARD, WIGHT & SANBORN.

Cemetery Trustees and/or Superintendent may act in an advisory or supervisory role as needed in any/all other private cemeteries located in Brentwood NH.

Specific Responsibilities of Superintendent

1. Carry out the tasks associated with the opening and closing of cemeteries in the care of the trustees.
 - a. Provide for removal each spring of winter debris and general pre-opening clean-up.
 - b. Open and secure gates in the Tonry Cemetery at the start and end of the posted burial season
 - c. Activate the watering system in Tonry Cemetery in the spring and at the end of the season, schedule for the flush-out of the system and secure pipes, hoses and spigots. Perform water tests annually in the spring.
2. Oversee the mowing and trimming of the grass and general appearance of the cemeteries. This includes the discarding of all faded and/or otherwise unsightly flowers, plants, decorations, shrubs and trees.
3. Monitor the condition of the American flag, provide for its replacement as appropriate and each season execute its display and retirement. Raise and lower the flag as deemed necessary.
4. Monitor and adjust as necessary the flagpole lights to be sure they are operational and properly illuminate the flag.
5. Order, set out, and care for annual plantings at the Common Flower Garden at the flagpole area. This will include, but not limited to weeding and watering as needed.
6. Order and plant geraniums at selected gravesites, as provided for in the old Perpetual Care accounts.
7. Prune and/or remove bushes and/or trees as needed.
8. Order and set out flag holders, American flags, Police flags and Firefighter flags for display on veterans, and service member's graves for Memorial Day, 4th of July, Veterans Day, and Wreaths Across America. At the end of the season, remove and appropriately dispose of flags.
9. Spray periodically for control of poison ivy and for weeds. Monitor, spray and/or weed stone walkways in the flagpole area.
10. Periodically check trash and compost bins. Empty compost bins to the compost area, trash to a town dumpster (located at the town shed.)
11. Assist individuals desiring to purchase a Lot via an on-site visit to review the available burial sites.
12. Survey and mark with round boundary markers the perimeter/corners of sold Lots.
13. Add new Lot sales to Master Map and update appropriate lists of Lots sold.



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

14. Oversee all burials, following the established Rules and Regulations:
 - a. Meet with the individual planning the burial.
 - b. Verify the Right of Interment.
 - c. Locate and identify the Lot using documents on file and the Master Map.
 - d. Supervise the opening and closing of graves.
15. Add to the Master Map names of new burials and specified Lots where interred.
16. Supervise removal of remains, following appropriate procedures as required in Rules and Regulations.
17. Supervise installations and/or removals of foundations and monuments following the Rules and Regulations.
 - a. Locate with the monument company the specific location for the foundation and review the permits for conformity to the Rules and Regulations.
 - b. Review inscription prior to and after lettering has been completed.
 - c. Report to the Trustees any deviations from the established requirements.
18. Oversee all Additions of Changes in working on existing monuments in Tonry and Veasey cemeteries.
19. Maintain an orderly file of cemetery maps, deeds, permits, and other documents related to activities in the cemeteries, including, but limited to the following: (*indicates Superintendent shall approve details and sign document)
 - a. Right of Interment Deed
 - b. Alternative Burial Rights claim
 - c. Authorization of Burial Rights claim
 - d. Order for Interment (Green Card)
 - e. *Order for removal of remains
 - f. *Fountain and monument permit
 - g. *Additions of changes in wording on existing monument
 - h. Notice of burial of remains in private cemeteries. (All burials in Brentwood shall be reported to the cemetery trustees and registered at the town office.)
20. Oversee any/all burials for those with need, including, but not limited to opening the grave, facilitating interment, and closing the grave. Said interment will be properly recorded and marked with metal "B" marker.
21. Report any damage to monuments or cemetery property and arrange for repairs as directed by the trustees.
22. Facilitate and schedule the maintenance of gates and wooden structures in any/all cemeteries.
23. Monitor continually the Tonry cemetery roadway conditions for deterioration and potential safety problems and oversee repairs, as directed by the trustees.
24. Supervise general, unanticipated repairs such as arranging for the removal of fallen trees, repair of tipped or toppled stones, etc.
25. Post annually in the spring a public notice for work to be done that year in each/any of the cemeteries. Coordinate and train volunteers for stone cleaning. Follow up at the end of the year with an application of D2 to cleaned stones.
26. Provide labor for additional activities related to the care and maintenance of cemeteries as directed by the trustees.



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

Additional Expectations of Superintendent

1. Attend and participate in the monthly meetings of the Cemetery Trustees.
2. Assist and participate in the Memorial Day services, Police Week Memorial Ceremony (including Officer Arkell event), Veterans Day, and Wreaths Across America.
3. Attend the annual Cemetery Trustee seminar by the NH Dept of Attorney General Charitable Trust
4. Maintain membership in NH Old Graveyard Association and NH Cemetery Association, and attend meetings.
5. Accompany trustees on annual cemetery inspection tour.
6. Assume and carry out the duties and responsibilities of the Cemetery Clerk as needed. (See Clerk's job description.)