



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

Role and Responsibilities of Cemetery Clerk-Bookkeeper

Specific Responsibilities of Clerk-Bookkeeper

1. Publish Trustee meeting dates, attend monthly Trustee meetings, take notes, and file the minutes as specified in Freedom of Information statutes.
2. Process applications for purchase of Right of Interment contracts.
 - a. Provide a Right of Interment contract and assist with completing required information, as needed.
 - b. Assist in choosing a burial plot/lot using the map prepared for that purpose.
 - c. Process payment according to municipal procedures.
 - d. Provide a copy of the "Rules and Regulations of Brentwood Cemeteries" to purchaser.
 - e. Arrange for Trustees to sign the contract.
 - f. Attach any pertinent notes and file together with a copy of the contract.
3. Arrange contact between the Superintendent and purchaser for on-site inspection and location of burial sites
4. Keep the burial site map up to date.
5. Assist the Superintendent in filing all related forms associated with the contract, the burial, and any grave monument.
6. Register contracts at Registry of Deeds
7. Assist with records related to the maintenance of cemeteries for the purpose of assessing reimbursement from Perpetual Care accounts. This requires coordination with the contracted mowing company and review of time sheets of said mowing company.
8. Assist with the preparation of the annual budget.
9. Assist with the official correspondence as needed.
10. Assist with the processing of documents related to the Superintendent's hourly wage and mileage payments.
11. Assist with the payments of bills related to the budgeted maintenance of the cemeteries.
12. May be paid an annual stipend as approved in operating budget by Cemetery Trustees.