



Town of Brentwood, New Hampshire Cemetery Design and Construction Advisory Subcommittee Charter

I. Purpose and Authority

The New Cemetery Design and Construction Advisory Subcommittee (the "Subcommittee") is hereby established by a formal vote of the Brentwood Board of Cemetery Trustees on July 9, 2026. The primary purpose of the Subcommittee is to research, plan, and design the infrastructure for the town's newly acquired cemetery land, and to formulate recommendations for its physical construction.

The Subcommittee functions strictly as a non-binding advisory body to the Cemetery Trustees. Ultimate legal, financial, and regulatory authority over Brentwood's municipal cemeteries remains solely with the elected Cemetery Trustees pursuant to NH RSA 289:7.

II. Membership and Composition

The Subcommittee shall consist of seven (7) voting members, appointed by the Board of Cemetery Trustees, representing a cross-functional mix of town leadership, operational staff, and community expertise:

1. **Cemetery Trustee Representative (Chair):** Serves as the primary liaison to the full Cemetery Trustees and guides the subcommittee's vision.
2. **Superintendent of Cemeteries:** Provides critical input on day-to-day operational needs, maintenance requirements, equipment clearance, and burial logistics.
3. **Select Board Representative:** Facilitates communication regarding municipal procurement, town bidding processes, warrants, and capital project funding.
4. **Town Land Use Coordinator:** Ensures compliance with Brentwood zoning ordinances, environmental regulations, and state-mandated setbacks (NH RSA 289:3).
5. **Public Member #1:** Ideally a Brentwood resident with a background in civil engineering, land surveying, or heavy construction.
6. **Public Member #2:** Ideally a Brentwood resident with a background in landscape architecture, local history, or project management.
7. **Public Member #3:** Ideally a Brentwood resident with an interest in getting involved in an important town project

III. Scope of Duties and Responsibilities

The Subcommittee is charged with investigating and delivering actionable recommendations to the Board of Cemetery Trustees on the following items:

- **Site Evaluation & Compliance:** Confirming property boundaries, evaluating soil suitability, and mapping out the mandatory statutory setbacks from highways and water sources.
- **Layout and Design:** Developing a conceptual master plan that includes burial plots (standard, cremation, other options), internal access roadways, walkways, fencing, and maintenance staging areas.
- **Contractor & Vendor Liaison:** Drafting requests for proposals (RFPs) for professional surveyors, landscape architects, or civil engineers, and conducting initial interviews with bidders.
- **Phasing & Budgeting:** Estimating overall capital costs and breaking the construction down into manageable phases (e.g., Phase 1: walls/fences and roads; Phase 2: plotting and landscaping).



- **Funding Strategy:** Working with the Select Board representative to draft Warrant Articles for Town Meeting, including establishment of New Cemetery Capital Trust Fund.

IV. Compliance with NH RSA 91-A (Right-to-Know)

As a subcommittee established by an elected board, the Subcommittee is legally recognized as a public body and must operate in strict compliance with the New Hampshire Right-to-Know Law:

- **Public Notice:** All meetings must be posted at least twenty-four (24) hours in advance (excluding Sundays and holidays) in two public places (e.g., the Brentwood Town Office and the town website).
- **Public Access:** All meetings must be open to the public.
- **Meeting Minutes:** Written minutes recording attendance, topics discussed, and actions taken must be kept. Minutes must be made available for public inspection within five (5) business days of the meeting.
- **Quorum:** A quorum shall consist of four (4) members present to conduct official business or vote on recommendations.

V. Term and Dissolution

The Subcommittee shall convene its first meeting within 30 days of member appointments. It shall dissolve automatically upon the completion of its scope of work and the submission of its final Phase 1 construction recommendations to the Board of Cemetery Trustees, unless extended by a vote of the Trustees.

Approved by the Brentwood Board of Cemetery Trustees on this _____ day of _____, 2026.

James Hajjar
Chair, Brentwood Board of Cemetery Trustees