



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
CEMETERY TRUSTEES**

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**Minutes
Cemetery Trustees
Tuesday, July 8, 2014**

Attendees

Keith Thompson (Chair), Brian Rater (Vice Chair), Gale Taylor (Secretary), Tad Putney (Town Administrator), Clarence Farwell (Sexton). Also present was David Fessenden and Brendan Denehy.

Public Hearing

Pursuant to New Hampshire RSA 289 and 290, a Public Hearing was held at 7:00pm on Tuesday, July 8th in the Town Hall. The purpose of the public hearing was to adopt the *Cemetery Rules and Procedures* document and to discuss discontinuing the collection of Perpetual Care Funds.

Public Input

David Fessenden asked when the *Cemetery Rules and Procedures* go into effect. Keith replied that they will go into effect immediately after adoption. David also asked for clarification regarding Cemetery Lot Transfers. Keith explained that the lot owner cannot sell the lot to another owner; however the owner may will it to another as part of the owner's will.

David also inquired about Section VI – Landscaping/Decoration. The Trustees discussed and decided to change the wording to make sure the document states minimal restrictions. The Trustees are not interested in changing the way landscaping and decoration is monitored by the Sexton now.

Perpetual Care Maintenance Policy

The town is required to take care of both public and deserted burial grounds and cemeteries. Yearly care includes mowing before Memorial Day, and raking, mowing and seeding lots, including reasonable and practical care of unsold areas of the cemetery. The town must raise the money to cover the maintenance costs and must include funds in the budget.

In order to ease recordkeeping and management of ongoing cemetery costs, the trustees considered changing the cemetery maintenance policy from Perpetual Care (designated care per lot) to General Maintenance Care. Such a change would not impact Perpetual Care Funds that have been received to this point. This is strictly a bookkeeping change; the actual dollars don't change.

The Trustees also discussed Section II of the *Cemetery Rules and Procedures*, "Regular Maintenance." The town is not responsible to maintain, repair, or replace any memorial, tomb or mausoleum erected or placed upon a lot. Brian moved to change "and, other small objects" and to remove the word "and" then add "subject to change at any time." The motion was seconded by Keith to approve the changes. Voted yes 3-0.

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A draft of the *Cemetery Rules and Procedures* has been posted on the town website (www.brookline.nh.us) as well as available at the Brookline Town Hall during normal business hours.

Changes to the *Right to Inter Human Remains* document

Hollis collects \$300 per lot, however \$150 goes to Town General Fund and the other \$150 goes to General Maintenance Care. The Brookline Cemetery Trustees agreed to allocate the entire \$300 to General Care. The Trustees also decided to make 2 changes to the *Right to Inter Human Remains* document. 1) Take out quotes and word "Lot" in section 3, and 2) Delete the last page beginning with "In witness whereof..." Brian moved to adopt these 3 changes to the *Right to Inter Human Remains* document, seconded by Keith to approve the changes. Voted yes 3-0. Adopted.

Meeting Minutes

Brian moved to accept the minutes with changes, seconded by Keith to approve the minutes of April 23, 2014 and June 5th, 2014. Voted yes 3-0. Adopted.

Letter to Board of Trustees

The Trustees received a letter about a concern from resident Jane Dwyer. Her husband Tom died in February when both Clarence and Jerry were out of town. This was an issue because her husband chose not to be embalmed and put in a waiting vault. Jane suggested a substitute person be appointed at all times to eliminate any delays or worries. Clarence will talk with Jerry to see what he thinks. Keith will send her a letter telling her we are addressing the issue.

Regulation of Cemeteries on Private Property

RSA 289:3 says that burials on private property shall comply with local zoning regulations and must be recorded in the deed. Clarence said this has never been an issue and said there was no need for writing a regulation.

Vacation Homes

The Cemetery Rules and Regulations states that in order to qualify for a Right to Inter, an individual must either have lived in Brookline or be a child of an individual who lived in Brookline. The Trustees discussed adding a rule dealing with people who own vacation homes in Brookline. At the last meeting the Trustees decided to discuss with Clarence to get his feedback. Clarence said this has never been an issue so he doesn't feel this needs to be addressed.

Cemetery History Project

Loring Quimby of the Brookline Historical Society assembled 2 binders of photos of cemetery monuments and biographical information regarding the Brookline Lakeside and Pine Grove Cemeteries. This project was also done in 1945 and given to the historical society. The trustees discussed encouraging this as an ongoing project for an Eagle Scout or College-level work project. The books will continue to reside at the Historical Society.

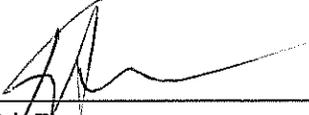
Next Steps/Action Items

The next meeting will be on October 6th at 7pm. This meeting will include a budget discussion of the \$16,000 currently appropriated for annual expenses for the cemeteries

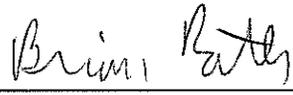
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Meeting Adjourned

Meeting adjourned at 8:27. Motion to adjourn by Brian Rater, Keith Thompson seconded.
Minutes submitted by Gale Toale Taylor.



Keith Thompson



Brian Rater



Gale Taylor