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## TOWN OF BROOKLINE, NEW HAMPSHIRE CEMETERY TRUSTEES

P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360

<http://www.brookline.nh.us>

### Cemetery Trustees Meeting Minutes for Wednesday, April 23, 2014 7:00pm at the Town Hall Meeting Room.

#### Attendees

Keith Thompson, Brian Rater, Gale Taylor, Tad Putney, Clarence Farwell

#### Election of Officers for 2014-2015

This meeting was the first meeting of the cemetery trustees following the annual town meeting. The trustees elected the following officers:

- Chair and Bookkeeper – Keith Thompson
- Vice Chair – Brian Rater
- Secretary – Gale Taylor

Clarence Farwell is the cemetery sexton.

Meeting dates - According to the bylaws, meetings will be on an as-needed basis, but no less than once every three months. The meetings are open to the public. Next meeting: June 5<sup>th</sup>, 2014

#### Brookline Cemeteries Today

There are 4 cemeteries in town:

- 2 cemeteries are *active*:
  - Lakeside Cemetery (Mason Road) called "West Side Cemetery," or "Pond Cemetery."  
Ashes interment only, no grave lots
  - Pine Grove Cemetery (South Main)
- 2 cemeteries are *inactive*:
  - North Cemetery – on the west side of Route 13
  - Cemetery in the Woods - Located south of the intersection of Rocky Pond Road and Hobart Hill Road, and south of Louis Drive
- Other areas: Indian bones were discovered when they were building the ice house. The bones were reburied at Camp Tevya.

#### Records

The sexton maintains a record of burials. Sources for Brookline include:

- Booklets – these records have been kept since 1937 – lists the purchaser of the grave, who paid and who is buried. 1936 was the last year they printed the perpetual care funds.
- The records for Pine Grove – See Patty for these records
- See Clarence's ring-bound book

- Every year the “Annual Report of the Officers and Town Committees” lists the deaths that occurred in the past year, the place of burial and the funds received for the purchased plots. The report also lists the cemetery funds. Every year the town votes to accept the legacies funds for perpetual care. Every lot has perpetual care.

The Trustee of the Trust Funds annually files Form MS-9 “Report of Trust and Capital Reserve Funds.” This form tracks the year; lot and amount paid and must be filed by March 1<sup>st</sup>.

### **Sources of Funding**

- Perpetual Care Trust Funds – these were required at about 1980. The \$153,000 is currently at Citizens Bank. Cemetery Trustees do not hold the perpetual care trust funds. This responsibility is given to the Trustee of Trust Funds. Cemetery perpetual care income may not be used for *general cemetery maintenance* or improvement. Cemetery perpetual care funds are restricted for use on the lot or lots upon which the fund has been placed.
- \$16,000 from the town Cemetery Fund is appropriated for maintenance (such as mowing, seeding fresh graves, fence repair). However, the maintenance costs are more than \$16,000 so the balance is taken out of the Perpetual Care income.

Do 10-12 per year. Some others are closed for business December through April, but we don’t close. Today the funeral director stores the body. (The body used to be stored in the cement block building.)

### **The Interment Process:**

- The sexton is contacted by the family or the undertaker to start the process and to discuss prices. The prices (including perpetual care) are:
  - \$300.00 for a grave designed for one casket or urn burial.
  - Grave lots - 5 graves for \$1500.00 plus a fee charged for opening (through undertaker).
- Meet purchaser at the cemetery to show them the area available at Pine Grove – About 50-plus years are still available
- Vault company provides grass, lowering device.
- Make a copy of map and check then send back to purchaser.

### **Review of Bylaws document and Rules and Procedures document**

RSA 289:7 explicitly directs Cemetery Trustees to adopt bylaws and regulations pertaining to their municipal cemeteries. The Selectboard already adopted the Bylaws. The cemetery trustees will adopt the rules and procedures.

We need to think about having a “Right to Inter” document that lays out the issues involved in the sale of interment rights rather than issuing a deed.

We don’t want to deed the lots because it is town property.

### **Review Draft of Cemetery Rules and Procedures**

Tad will incorporate the following edits to the Cemetery Rules and Procedures document and the cemetery trustees will adopt at the next meeting.

- Lay out the process in the “Right to Inter” document. (Rather than the issuance of a cemetery deed since the town cannot sell a deed).
- The lot size allows “One burial or up to 4 cremations.” - There is no need to specify this.
- Boundary markers - 4 by 4 granite block corner markers – Clarence does this. Comes from maintenance fund (One dollar). We will continue with these markers.

- Selling – The money received by law can only go back to town.
- Lost Deeds – not applicable
- IV Interments – Times of interment shall be at the discretion of the sexton.
- Strike dates.

#### **Code of Ethics**

Keith moved to adopt the code of Ethics as adopted by Select Board on March 17, 2014. Gale seconded. Passed unanimously.

#### **Public Input**

No public input.

#### **Rules of Interment**

Tad will review/edit the Rules of Interment then send to Keith to have ready for the next cemetery trustees meeting.

#### **Future Discussion**


The trustees would like to discuss the preservation of the Brookline cemeteries to determine if this is a role for the Historic Society or the Town, or if preservation is part of Perpetual Care.

#### **Next Steps/Action Items**


- Clarence will verify that Patti Howard-Barnett has a copy of the Pine Grove cemetery records book and will make a copy of Pine Grove cemetery records book.
- Tad will provide a "Right to Information" document.
- Tad to incorporate edits of the "Rules of Interment" and the "Town Cemetery Rules and Procedures." The cemetery trustees will review these documents at the next meeting.

#### **Next Meeting**

The next cemetery trustee meeting will take place on June 5<sup>th</sup>, 2014 at 7:00 PM at the Town Hall meeting room.

  
Keith F. Thompson

  
Gale Taylor

  
BRIAN KATER