



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

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

Telephone (603) 673-8855, ext. .

Fax (603) 673-8136

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

Minutes
Cemetery Trustees
Thursday, June 5, 2014

Attendees

Keith Thompson (Chair), Brian Rater (Vice Chair), Gale Taylor (Secretary), Tad Putney (Town Administrator)

Meeting Minutes

The Trustees could not approve the minutes from the last meeting because the minutes are not on the town letterhead. Tad will send Gale the letterhead template so she can re-submit for approval at the next meeting.

Review of "Cemetery Rules and Procedures" Document

The Cemetery Trustees approved the Cemetery Rules and Procedures. Tad will post on the town website.

Review of "Right to Inter Human Remains" Document

Tad presented a sample "Right to Interment" document. Tad will research the costs written on the first line of the document to be reviewed at the next meeting.

Trustees Training

All 3 Trustees attended the State of New Hampshire Cemetery Trustees training in Concord, NH on June 4, 2014. Several topics were added to the meeting discussion as a result of this training.

Perpetual Care

In order to ease recordkeeping and management of ongoing cemetery costs, we should consider changing from Perpetual Care to General Maintenance Care as the new cemetery policy. Tad will post this on the website. The town is required to take care of both public and deserted burial grounds and cemeteries. Care includes mowing before Memorial Day, and a clean-up in the Fall. The town must raise the money to cover the maintenance costs and must include funds in the budget.

Zoning Ordinance to Comply with the Setback Requirement

The Trustees discussed adding a setback requirement to the town zoning laws. RSA 485-A:29 requires the Department of Environmental Services to include known burial sites or cemeteries in plans for sewage disposal systems and prohibits the department from approving a plan that does not meet the setback requirements. Any new septic systems at the camps at Lakeside could potentially be an issue if the new septic is proposed within 25 feet of the cemetery. RSA 485-A:29 also requires a setback of 50 feet from the right of way of any classification of state highway. This could, in the future be an

issue on Cross Road at Pine Grove and something to keep in mind when it is time to get approval from the Department of Transportation.

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.

Green Burials

There is a trend toward environmentally green burials and cemeteries are offering green burials within existing grounds. The trustees discussed putting procedures in place to handle green burials in the town cemeteries. Bodies may be buried without a coffin, but NH requires a burial vault that must be placed upside down over the body to prevent moguls. The Trustees will talk to Ann Webb about putting a procedure in place for proper green burials.

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. The Trustees decided to discuss with Clarence to get his feedback.

Preservation of the Cemeteries

Preservation of the cemeteries is not a duty of the Cemetery Trustees. Instead, the town could form a "Friends of Brookline Cemeteries" to prepare for the town's 250th celebration (in 5 years). Capital improvements have to be a separate town warrant, but donations can be expended as unanticipated funds, and accepted by the Selectboard. The town does not maintain, but with approval from the Selectboard, could raise funding and get volunteers.

Budgeting for Cemetery Maintenance

Tad has the historical maintenance budgets. Dee Sinclair manages the books. The town funds remain separate from the Perpetual Care funds. The town fronts the money for maintenance for the upcoming year. The maintenance bills are sent to the Trustees. The Cemetery Trustees submit the invoices to the Trustee of the Trust Funds. A check is written from the Cemetery Funds to reimburse approximately 6 invoices per year. Immediately after the town meeting Rena cuts a check to the Trustee of the Trust Funds.

Public Hearing

Pursuant to New Hampshire RSA 289 and 290, a Public Hearing will be held at 7:00pm on Tuesday, July 8th in the conference room adjacent to the Town Hall meeting room. The purpose of the public hearing will be to adopt the Cemetery Rules and Procedures and to discontinue the collection of Perpetual Care Funds.

A draft of the Rules and Procedures is available on the town website (www.brookline.nh.us) or at the town hall during normal business hours.

The Trustees plan to discontinue the future collection of Perpetual Care Funds, or designated care per lot, and the policy moving forward will be the collection of General Maintenance Funds. Such a change would not impact Perpetual Care Funds that have been received to this point.

Keith will post 2 public notices in 2 appropriate locations places including the municipal website or in paper of general circulation in the town 7 days before the hearing.

Public Input

No public input.

Next Steps/Action Items

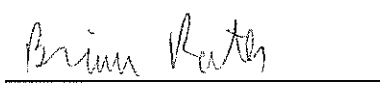
- Tad will email the town letterhead template to Gale
- Gale will send the draft minutes to Tad within 5 days of the Trustees meeting, and then send the final draft of minutes to Tad.
- Tad will post the notice for the Public Hearing to Adopt Cemetery Rules and Procedures to take place on Tues July 8th at 7pm. The Trustees will begin their meeting after the public hearing.
- Tad will put the Cemetery Rules and Procedures on the website.
- The Trustees will speak to Ann Webb about putting a procedure in place for proper green burial.

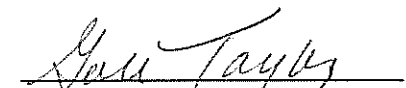
Meeting Adjourned

Motion to adjourn by Brian Rater, Keith Thompson seconded.

Minutes submitted by Gale Toale Taylor.



Keith Thompson

Brian Rater

Gale Taylor