



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

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***Minutes  
Cemetery Trustees  
December 1, 2014***

**Attendees**

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

**Meeting Minutes**

Brian moved to accept the minutes with changes, seconded by Keith, of the October 6<sup>th</sup>, 2014 meeting. Voted yes 3-0.

**Budget Discussion**

Tad distributed copies of the 2013 cemetery funds. There are 2 buckets: Cemetery Funds and Perpetual Care Funds (aka Cemetery Trust Funds). There were 4 lots sold in 2014. The funds from lot sales went into to the Cemetery Funds. When a lot was purchased, the check was deposited at TD Bank. Near the end of the year, the money for lot sales was moved into the Perpetual Care Funds. Since we no longer have Perpetual Care, the proceeds from lot sales will automatically go to People's Bank to invest the funds. We now have a one-step approach instead of a two-step approach.

The Cemetery Funds beginning balance in 2013 was \$4058.73. \$16,000 was deposited after approval at the town meeting. We accrued \$16,564.89 in expenses. Dividends and interest from the Perpetual Care Funds for 2010 through 2012 were \$8,841.02. These funds were not moved to the Cemetery Funds at the conclusion of each year and were therefore all moved to the Cemetery Funds in 2013. During 2013, lot sales totaled \$5,900. As a result, the 2013 beginning balance of \$4,058.73 in the Cemetery Funds was \$18,234.86 at the end of 2013.

Painting of the fences used to be part of fence maintenance and cleanup, however, the fences have been replaced by plastic fences and no longer need to be painted. Next year expenses will remain \$16,000. The long term goal is to build up the fund over 5 or more years to move away from requesting \$16,000 from the taxpayers every year. Tad will make tweaks in the format of the cemetery financials for next year to address any anticipated questions. It was mentioned that Hollis asked taxpayers for a 46% increase due to grubs and fertilizer.

**Lot Transfer**

Bill and Diane Quigley transferred their lot to Chief Quigley. The cemetery trustees must respond in writing to acknowledge the transfer of the lot. Patti Barnett should receive a copy of this letter. Tad drafted a letter and Keith signed. Brian moved to approve the letter as written, seconded by Gale. Voted yes 3-0.

**Cemetery Tree Maintenance**

Clarence said that the North Brookline Cemetery has one hard pine tree he would like to take down. The Historical Society could use the wood for the new barn. Two trees in the South Cemetery should be cut before the leaves grow on the trees this spring. The trustees had no objections to having the work completed.

**Walk-throughs**

The trustees discussed scheduling the spring walk-throughs for either late April or early May. The actual date will be determined by the snow cover at that time.

**Town Report**

Keith will draft a Cemetery Trustees report for the upcoming Town meeting and send via email for review and approval. The report will include the creation of the cemetery trustee committee, the move away from Perpetual Care, the adoption of the new cemetery rules and procedures with a pointer to the rules document on the website, and a brief history of our cemeteries. Keith will take a look at the Bicentennial 1969 report as background for his draft. The draft is due 6 weeks from now. Tad will send an email to notify every one of the exact due date.

**Sexton Absence**

When Clarence is in Florida Jerry will take over Sexton duties. The Sexton decides whether or not to bury in winter.

**Cemetery History Project**

Keith will look at the pamphlet about stones at the south end of the lake.

**Public Input**

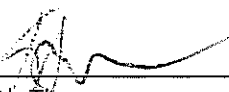
None.

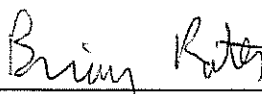
**Next Steps/Action Items**

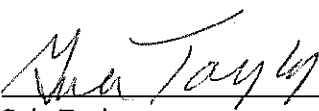
The next meeting will be on March 23, 2015 at 7pm. This date was chosen so as to occur after the elections on the 10<sup>th</sup>, and town meeting on the 11<sup>th</sup>.

**Meeting Adjourned**

Meeting adjourned at 7:30pm. Motion to adjourn by Brian Rater, Keith Thompson seconded. Minutes submitted by Gale Toale Taylor.

  
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Keith Thompson

  
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Brian Rater

  
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Gale Taylor