



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

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**Minutes  
Cemetery Trustees  
October 6, 2014**

**Attendees**

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

**Budget Discussion**

Tad discussed the receipts in the Year End 2013 Cemetery Funds, specifically inquiring if the town appropriation of \$16,000 is a sufficient amount moving forward. If Clarence needs more than the \$16,000 to meet expenses, he takes from the trust fund. Clarence stated that the amount of \$16,000 is adequate.

Clarence suggested a buildup of the trust fund so the cemetery fund can be self-sufficient. We have spent \$9,000 to date. Four families have purchased lots, and the \$5900 goes to perpetual care. The bookkeeper is paid \$1,000 to do the MS9 and MS10.

We are entering into the most expensive time of year cleaning up pine needles, leaves, and snow. We lost a lot of trees and will buy 6-foot white pines for \$110.00 for a total of \$550.00. Clarence added that he will be straightening up some monuments. The white fence will be washed next year.

Tad will get together with Dee Sinclair to review the *Summary of Cemetery Funds and Expenses* document. The income for Perpetual Care should go to the cemetery trust fund, but it doesn't seem to be there. Each one should be listed on the MS9 and MS10. New amounts should go to the trust fund, not the cemetery trust fund. The General fund, plus the Trust fund added together totals \$177,539.60.

A donation of \$200.00 on behalf of Constance Clark Gagnebin will start the new "General Cemetery Maintenance Fund" where all money from lot purchases will go moving forward.

**Issue**

The Dupont Lucy family signed and notarized the authorization to move a grave. The mother was buried this weekend. The baby will be moved.

**Cemetery History Project**

Keith said we are waiting for manpower to do further research on the cemetery history project.

**Transfer the Right to Inter to Family Member**

A resident purchased a 20-by-20- foot lot 15 years ago, and now would like to transfer the right-to-inter to his son. The trustees discussed whether or not the purchaser will have to sell the lot back to the town (per the current Cemetery Rules and Procedures) or if he can make the transfer directly to his son. Since this rarely occurs, Keith Thompson motioned that the trustees modify the Rules and Procedures to allow the trustees to make exceptions and to grant an exception in this case. Brian seconded. Voted yes 3-0.

**Sexton Absence**

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

**Public Input**

None.

**Meeting Minutes**

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

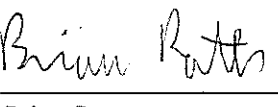
**Next Steps/Action Items**

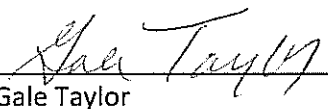
The next meeting will be on December 1<sup>st</sup>, 2014 at 7pm. This meeting will include a budget discussion as well as a plan for walk-throughs in the spring.

**Meeting Adjourned**

Meeting adjourned at 8:01. Motion to adjourn by Brian Rater, Keith Thompson seconded. Minutes submitted by Gale Toale Taylor.

  
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Keith Thompson

  
\_\_\_\_\_  
Brian Rater

  
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Gale Taylor