



TOWN OF
BROOKLINE, NEW HAMPSHIRE

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CEMETERY TRUSTEES

Minutes

Friday, June 26, 2020

Present:

Brian Rater, Chair
Ann Somers, Secretary
Not present: Ann Webb, member

Also present:

Michael Wenrich, Sexton
Jerry Farwell, emeritus Sexton
Tad Putney, Town Administrator

The meeting opened at 2:00 p.m. at the Town Hall meeting room. The focus of the meeting was the formal transition of materials and processes from departing Sexton Jerry Farwell to new Sexton Mike Wenrich.

Jerry brought with him the ledger entitled *Records of Pine Grove Cemetery*, which contains drawings of its plots and gravesites along with the names of those interred there. These are arranged one per page, in sequence by grave number. This ledger is the entry point for determining a location and recording a burial. Tad has previously provided photocopies of all the pages to Town Clerk Patti Howard-Barnett for archiving.

Jerry also brought two of a series of spiral binders in which are recorded sequentially the data required as burials take place. These two binders date from 1994-2014 and 2015-present, and will be working documents for Mike. **Jerry will retrieve from his father, former Sexton Clarence Farwell, the older ones which go back to the 1930s, and will pass them on to Patti for archiving.**

Jerry also brought **two recent death/cremation certificates, which Mike will forward to Patti.**

We discussed the pricing of burials and of gravesites. Historically burial fees have gone to the Sexton, who performed that service privately; now that the Sexton is under the Department of Public Works, those fees will come to the town. Rights-to-inter fees go to the Cemetery Trustees; burial fees go to the town's general fund.

We discussed updating our fee structure. **Jerry** had brought fee tables from several other towns for comparison. Following discussion among all present, **Ann S moved, Brian seconded that the charge for a cremation burial will be \$200, both voting Yes. Brian moved, Ann S seconded that the charge for a full burial will be \$700 *subject to postponement or adjustment by the sexton depending on seasonal conditions*; both voted Yes.** All present agreed that **burials will be available only up to 4:00 p.m. on weekdays and 12 noon on Saturdays.**

The cost of gravesites remains at \$300 each. A full plot measures 20' x 20', and offers 12 gravesites. Each gravesite can contain one full burial or four cremation burials. Monuments planned must meet the guidelines provided by the Sexton to allow for maintenance.

Gravesites will be purchased and burials arranged through the Sexton, who can be reached through the town web site. A death certificate is required for a full burial, and requested for cremations; these will be provided by either the funeral home (full) or the family (cremation).

At Tad's request, Ann S will put this information in a format suitable for the town web site.

Jerry also passed on to Mike his map of Pine Grove Cemetery, which is available on a JPEG file which will be made available to Mike. This can be updated and printed periodically.

Ann S will contact Kim to get the balance of the electronic files, will update the formatting, and will pass it on to Mike, ideally in Excel format.

Ann S spoke of the photographic records she is compiling, their storage and numbering. **Brian** will research what others have done, and has the skills to oversee the storage of large files.

Jerry and Mike will try to restore the fallen vault stone at Lakeside Cemetery; the narrow granite gate creates a problem for the access of equipment suitable for managing the heavy stone.

Our next meeting is Friday, July10 at 11:00 a.m. at Pine Grove Cemetery on South Main Street, where we will use a garden hose to evaluate the optimal location for adjusting the entrance for Nissitissit Lane, in order to provide direction for the engineers of the sidewalk project.

The meeting adjourned at 3:00 p.m.

Minutes submitted by Ann Somers

Approved 9/15/20