



Telephone (603) 673-8855
Fax (603) 673-8136

**TOWN OF
BROOKLINE, NEW HAMPSHIRE
Cemetery Trustees**

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

<http://www.brooklinenh.us>

***Brookline Cemetery Trustees
Minutes - Approved
December 15, 2020***

Meeting held via Zoom per Executive Order 2020-04 and Emergency Orders #12 and #23

Attending:

Brian Rater, chair
Ann Somers, secretary

Also attending:

Mike Wenrich, sexton
Judy Cook, resident volunteer

The meeting opened virtually at 6:35 pm. COVID-19 protocols were observed. Ann Webb had provided some comments via email, as she was unable to attend.

There was no public input. The minutes from October 8th were approved as written. Some items on the agenda were dropped as not of current concern.

Cemetery maintenance updates

Mike reported that there was no leaf blowing done this year. Next maintenance scheduled is in spring.

Pine Grove fence completion

Ann Webb reported via email that she is waiting to hear from Tad, who was planning to speak with Jerry this afternoon about the amount of materials left for finishing the fence at Pine Grove. **She will forward the details when available.**

Veterans' flags project

Ann Webb reported via email that Greg d'Arbonne is working on a pamphlet to be given to veteran's families as part of a funeral packet. **She will stay in contact with Greg.** She also reported that **she has contacted Medlyn Monument and given them photos of what we would like for the plaque in North cemetery,** has not yet received a quote from them.

Cemetery records

The trustees are deeply indebted to Judy Cook for an astounding amount of excellent work she has put into curating the records of Brookline's cemeteries, and for the results of that effort, which will enable further current work and will carry long into the future. She combined the Word files that were converted from Marcia Farwell's Lotus files, added in all the details from the hand-typed inscriptions compilation held by the Historical Society covering all the 1766-1941 gravestones, culled information from old Town Reports, and has done a lot of cross-checking toward accuracy. Her work lays an excellent foundation for moving forward, including eventually archiving all materials, including a photo inventory, on line.

Work continues toward streamlining the process for new burials. **Ann S and Judy will meet with Mike next week toward designing a "packet"** for use by the sexton and those seeking services.

Adopt policy requiring trustee approval of all expense payments

While we have been following this policy for months, formal adoption apparently slipped by. **Ann S moved, Brian seconded, and both voted in favor of adopting the following update to By-Law V. B.), which Ann will forward to Tad** for publication:

Funds raised and appropriated by the Town, and any income derived therefrom, shall be kept in the General Cemetery Fund for the purpose of general cemetery maintenance and may be withdrawn by the Cemetery Trustees from time to time to be applied toward maintenance and improvement of any municipal cemetery within the Town of Brookline. Use of available General Cemetery Funds shall be made by voucher authorized by at least two Cemetery Trustees and presented to the Trustees of the Trust Funds for payment. The voucher will be generated by the Town Administrator. A copy of an email from a cemetery trustee authorizing the payment will suffice as "authorization" and a copy of such email will be printed and attached to the voucher for bookkeeping purposes.

Inverted vaults

Brian noted that some religious practices require that the buried body be in touch with earth. This is typically accomplished by burying it with the vault installed inverted from the usual position, with no cover used, thus maintaining stability of the soil above. **This is a commonly accepted practice, which we will note somewhere on our documentation as we develop it.** Mike asked whether there might be other religious practices of which he ought to be aware; none were noted.

Minimum salable lot sizes

As Mike is working with currently laid-out gravesites, generally people are comfortable buying a quarter of a family lot for up to three burials. **As we lay out the southwest segment of Pine Grove, he wants to include provision for single-lot sales, and also for cremains.** We have talked previously about columbaria and a potential "memory garden"; Judy mentioned that she has seen a combination of flagstones and cremains that works nicely.

Cemetery Trustees report for annual Town Report

Brian will draft a report, and Ann Somers and Ann Webb will review/comment; to be completed by or at next meeting in January.

Offer to refurbish frame of Lakeside map

Judy and Peter Cook have offered to clean the frame of the old “Lakeside” map (1917 Clarence Russell map of “West” Cemetery). This map currently resides for protection behind a cabinet in the Town Clerk’s office; we expect to find a safe place to make it visible to residents. Some years ago Judy and Peter did the same for the frames of all the pictures currently hanging in the Town Hall meeting room, with Doug and Elizabeth Russell cleaning the matte of the (motherless!) town fathers collection. Judy and Peter gave to the town recently a large black-and-white copy of West/Lakeside and one of North to hang in the empty frame of the maps collection in the Town Hall meeting room.

The meeting was adjourned at 7:15 p.m. The next meeting is scheduled for Thursday, January 21, 2021, 6:30 p.m. via Zoom.

Minutes submitted by Ann C. Somers
Draft 12/16/2020