



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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

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

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

CEMETERY TRUSTEES

Minutes

Thursday, April 2, 2020

This meeting was conducted electronically due to the social distancing required during the Covid-19 pandemic, per Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, adopting the waiver of a physically present quorum allowed under RSA 91-A:12, III(b) providing public access is preserved. Voice votes were taken and recorded on all motions.

Participants:

Brian Rater, Chair – by phone from his car, no one else present
Ann Somers, Secretary – by phone from home, family member present in home
Ann Webb, Member – by phone, family member present in home

Tad Putney, Town Administrator – by phone

The meeting was opened at 6:34. There was no public input.

Minutes

The March 24th minutes were approved as written. Brian-Y, Ann S.-Y, Ann W.-Y

Job Description for the Sexton Position

Tad had provided a draft job description for the position of Sexton for Brookline. It was very well thought out, and approved with minor agreed-upon amendments. Brian-Y, Ann S.-Y, Ann W.-Y

Deadline for Applications for the Sexton Position

Tad raised the question of whether we want to post the job at this point. Recently retired sexton Jerry Farwell is currently mentoring DPW Director Mike Wenrich toward transition, and according to Tad, Jerry is willing to spend a few months doing so, and has expressed concerns about the qualifications of potential applicants.

There was extensive discussion regarding the variety of responsibilities that may fall under a sexton's purview, which in Brookline include working with families, opening and closing graves, arranging for and installing monuments, managing records and maintaining the grounds; and about how comfortable Mike might or might not be in taking them on. **Ann Webb will talk with Mike** to get a sense of how comfortable he anticipates being with assuming the various aspects of the job from both interpersonal and time perspectives. He is currently the DPW's sole employee, with one new employee soon to be hired, and had not anticipated this addition to his responsibilities. **We will ask Mike to attend our next meeting.**

Possibilities exist for outsourcing some of the sexton's current responsibilities if that seems eventually to be desirable. Brian is concerned that the Selectboard is uneasy about not having the position formally filled. **We agreed not to post the job at this time, but to update the Selectboard on our progress at their April 20th meeting** unless there is a greater urgency expressed. Brian-Y, Ann S.-Y, Ann W.-Y

While the Selectboard recommended officially that the Cemetery Trustees appoint the sexton, we anticipate seeking their concurrence before doing so.

Trees on South Main Street where the sidewalk is going in

Tad reported that we are likely to be provided three trees, not a one-for-one replacement for the dozen coming down, which simplifies decisions about where to place them. **Ann S. will seek professional suggestions with detailed specifications** (with one offered from Brian) **and provide them to Tad as soon as feasible,** as the sidewalk project is now approved to move to the final phase.

The meeting was adjourned at 7:17 p.m.

Next meeting TBD, at 6:30 p.m.

Minutes submitted by Ann Somers