



TOWN OF
BROOKLINE, NEW HAMPSHIRE

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CEMETERY TRUSTEES

Minutes

Wednesday, December 18, 2019

Present:

Brian Rater, Chair
Ann Somers, Secretary
Ann Webb, Member

Not present:

Jerry Farwell, Sexton
Tad Putney, Town Administrator

The meeting was opened at 6:35. There was no public input.

Minutes

October 1st minutes were approved with one minor correction (Ann W moved, Brian 2nd, all approved).
November 5th minutes were approved as amended (Ann W moved, Brian 2nd, all approved).

Update bylaws to reflect new check-signing policy

Postponed pending availability of Town Administrator. **Brian** will ask **Tad** to bring a draft of a proposed policy to the next meeting in March.

Maintenance of cemetery roads in winter

The Town Administrator received a request for plowing to provide access to graves. Currently we do not plow in winter except for interments. Since there would be a considerable expense involved for routine plowing, all trustees concur that current practice will remain in effect.

Gravel in roads at Pine Grove

Ann S noted that some of the roads have had fresh gravel added, while others still puddle after a light rain. She has pictures that may be useful for review when the sexton is available.

Bill payment process

Postponed awaiting the availability of the Town Administrator. We have yet to see an invoice.

Record-keeping upgrade from Lotus software

As of today all burial records recorded on computer files at the sexton's place of business (Farwell Real Estate) have been moved to a single file, the Lotus Notes files having been transferred into a Word 2003 table which can be searched and sorted (and likely can be moved to Excel if desired). Three styles of data entry remain to be consolidated into the updated table by those who handle it (most are done). **Ann S** will follow up to learn where and how often backups are filed at Town Hall.

Old well pump at Pine Grove

Brian will speak with Public Works Director **Mike Wenrich** to determine whether the planned filling of the well hole for safety has been accomplished.

Trees on South Main Street where the sidewalk is going in

About a dozen pine trees outside the fence on South Main Street will be removed in the course of the sidewalk project due to be completed in the near future. We will be provided some trees in "exchange," and have been asked to choose our preferred types. In an effort to avoid root and other problems, Ann S will contact a caretaker she has met at another cemetery, who has offered some general suggestions and might be helpful in identifying which tree types would be most suitable for our particular needs.

Stone fence at North Cemetery

We agreed that we need a realistic estimate for planning purposes of the cost for the simple stone fence we would like to have there to replace the plastic picket one. **Brian** will ask **Tad** to secure an estimate from **Jerry** soon.

We also agreed that we need to prioritize completing the Pine Grove fencing following the completion of the sidewalk project (currently anticipated in 2020), before moving forward on the North Cemetery stone fence.

Gridlines for southwest section of Pine Grove

The planned gridding (surveying) of the balance of Pine Grove Cemetery was not achieved this year; it is critical that it be done, and we want it prioritized as early as feasible in 2020.

The meeting was adjourned at 7:05 p.m.

Next meeting is March 22, 2020, at 6:30 p.m.

Minutes submitted by Ann Somers