

# TOWN OF

## BROOKLINE, NEW HAMPSHIRE

**Cemetery Trustees**

**P.O. BOX 360 – 1 Main Street**

**BROOKLINE, NH 03033-0360**

[***http://www.brooklinenh.us***](http://www.brooklinenh.us)

**Telephone (603) 673-8855**

###  Fax (603) 673-8136

***Brookline Cemetery Trustees Minutes***

***December 8, 2023***

Brookline Public Works Building and via Zoom

**Attending**:

Brian Rater, chair

Judy Cook, member

Ann Somers, secretary, via Zoom

The meeting opened at 11:00 a.m. at the Public Works Building with Brian and Judy present. There was no public input, and no agenda adjustments. Ann joined via Zoom at approximately 11:15.

**Sexton resignation/responsibilities**

**Mike Wenrich** has resigned from his position of Public Works Director and thus from his position as Sexton. Until his replacement has been found and installed, **Kyle Smith** is handling interments and **Judy** is handling the paperwork involved. Both Kyle Smith and Tyler Picard have been trained by Mike to work smoothly with funeral homes.

**Sidewalk project**

The sidewalk project on South Main Street has been completed.

**Pine Grove service building**

The metal roof has been completed. The masonry repair will be done in the spring.

**Update By-Laws**

A minor update to the By-Laws was approved unanimously. **Brian moved, Judy seconded, all Yes**.

**Budget status and spending to date**

We reviewed the YTD budget and spending in conjunction with the planned Cemetery Trustees budget and activities for 2024. We increased the tree budget from $5K to $8K and removed the ground penetrating radar line item, leaving a net total budget of $41,300, with the tax appropriation remaining $27,500. We agreed that some items may require additional expenditures from Cemetery funds in the course of the year, particularly around fencing and mapping.

**Annual Report to the town**

**Brian will draft, Judy will provide cemeteries data, Ann will provide primary review**.

**Gravel for roads**

This will be freshened in the spring, with particular attention paid to clarify the boundaries of the west portion of Potanipo Way. Posts will be set a minimum of 14’ apart at each entrance.

**Post-and-chain fencing**

This will begin in Spring 2024 along South Main Street. Posts will be set at a minimum of 14’ apart at each Way entrance, and interim posts will be spaced optimally for appearance, along South Main with a minimum of 10’ between them. The plan is to complete the Cross Road segment in 2025, Pepperell Road/Route 130 in 2026, and the northern edge of the cemetery in 2027. Old fencing that is removed is to be offered for free to any interested parties.

**Monument maintenance**

The 2023 efforts are complete. We anticipate further maintenance beginning in the spring of 2024.

**Design of southwest corner of Pine Grove**

We have scheduled two January 2024 work meetings to develop the design for the corner and to prepare for Dennis LaBombard’s execution of an updated map. Judy has identified perhaps 10 stones from the pile that might serve nicely as benches. She and Ann will consider locations.

**Species of grass to use for cemeteries**

We discussed again setting out a few small plots to test different options in varying conditions. We discussed trying Zoysia; a New England assortment; and an existing attractive, low-growing and easily managed weed that Ann has planted around some excavated flat markers.

**Digitizing our records for public use**

**Brian** raised the question of making our records available to the public through the town web site. **Judy’s** **records will serve this purpose well**. They include links to pictures on Find-A-Grave. Once set in place maintenance will be straightforward. We do not need a commercial service for this purpose.

The meeting was adjourned at 12:02 p.m. The next meetings are scheduled for January 5th, 12th and 26th, at 11:00 a.m -*Minutes submitted by Ann C. Somers*