

Town of Brookfield Cemetery Trustees

Minutes – 05 May 2015

Attendance: Craig Evans, Judy Lewis, Rick Surette, Trustees
Tom Hill, Rich Zacher, Bill Nelson,

- Noticed meeting convened at 7 pm in the Town Office building meeting room with the Pledge of Allegiance.
- Craig was elected chair and book keeper (a combined position) for the next year;
- Minutes of September 25, 2014 meeting of the Cemetery Trustees were reviewed and accepted by Judith and Craig;
- Craig and Rich Zacher reviewed the status of the progress on the subdivision survey of the proposed new cemetery acreage, and the process to be followed with the Planning Board, and how that will hopefully be simplified. An involved discussion focused on how much might be accomplished this calendar year, and whether fund-raising to finish the excavation and lay-out might be worthwhile.
ACTION: Craig will draft a brief status report and request for donations to complete the project to be published in the May town newsletter which will go out with the tax bills towards the end of May.
ACTION: Rich Zacher will meet with the planning board to request an expedited process for the subdivision of this town owned property.
- A brief discussion was had with Tom regarding some specific projects, and the possible use of an outside contractor – probably Roy Monuments from Rochester, to accomplish the repair of several grave markers in endowed graveyards.
- Craig failed to bring to the meeting the draft of the proposed new policy for the historic town cemetery. He attempted to summarize the main points of the new policy, and will send the draft via email after the meeting.
ACTION: Proposed policy to be discussed at the next meeting.
- Following up on a discussion at the last meeting, the discussion continued regarding installing signage on the graveyards that have trusts, and seeking funding and/or donations on an annual basis to purchase signage for the non-

entrusted graveyards. The pros and cons of size and lettering were briefly discussed.

ACTION: Rick agreed to come up with some tangible ideas of prototypes for various sizes, shapes and lettering.

- Craig reported briefly on his attendance at the spring meeting of the NH Cemetery Association, and the variety of resources available to the trustees for planning the new cemetery, developing prices and policies, and on-going maintenance. The State Attorney general's office is offering a Trustee training in Concord on 04 June – all three trustees expressed an interest in attending... Rick and Judith will confirm the date once they have been able to check their schedules and Craig will make the reservation.
- Following up on the brief discussion from last September Craig explored the idea of updating the graveyard volunteer list and possibly providing some basic training, what to do and what not to do, and a more formalized volunteer program over all.

ACTION: Judith agreed to take on the responsibility for updating the list of graveyard volunteers, and the trustees will formulate some policies and procedures for all volunteers, similar to the volunteer program used in Wakefield. Craig to provide Judith with all the available information from the Cemetery Trustee files on volunteers in past years.

Respectfully submitted,

Craig F. Evans