

Town of Brookfield Cemetery Trustees

Minutes – 14 April 2016

Attendance: Craig Evans, Judy Lewis, Trustees; Rick Surette - absent
Rich Zacher, Selectman
Tom Hill

- Noticed meeting convened at 7:10 pm in the town office building.
- Minutes of 10 March were reviewed and accepted with no corrections;
- First item of business was the re-organization of the trustees. After some discussion, Craig agreed to remain the Chair and recorder until at least the completion of the new cemetery project.
- After multiple revisions and reviews of the proposed Policies and Procedures for the new cemetery, the trustees accepted the most recent draft as ready for publication on the town website. Three documents that will be used – Interment Order, Application for “Right to Inter” and “Right to Inter” Certificate still need some final editing before they will be posted. Thanks to Judith for all her work on this draft document which has been a focus for many months.
- Craig provided the three proposals received to all in attendance, and a lengthy discussion focused on the pros and cons of each proposal. It is clear that to accomplish the completion of the project as anticipated, the amount budgeted falls short. This was discussed and two efforts to expedite proceeding were decided upon – a letter to the Selectmen asking for permission to go over budget this early in the year, and Craig to approach the selected contractor regarding what adjustments might be made to the scope of the project to eliminate some costs.
- Craig indicated that he has found a young man who is willing to take on the care of the town cemetery and the trust funded graveyards in Town. Craig will work with him over the summer introducing him to the various graveyards and the usual care and maintenance performed in past years on the yards. Craig will keep the other trustees filled in on how this new person works out.

- Trustees decided on the following names for the two municipal cemeteries in Brookfield, effective immediately. The names will be introduced in the May town newsletter. The new cemetery will be known as The Brookfield Town Cemetery and the old cemetery will be known as The Brookfield Historic Burial Ground - 1819
- Next meeting on 12 May 2016 in the town office building.

Respectfully Submitted,

Craig F. Evans