

# Town of Brookfield Cemetery Trustees

## Minutes – 09 June 2016

**Attendance:** Craig Evans, Judith Lewis, Trustees;  
Bill Nelson, Selectmen's Rep; Tom Hill

- Noticed meeting convened at 7:00 pm in the town office building.
- Minutes of 12 May 2016 were reviewed and accepted with no corrections;
- Craig and Brian Michalowski visited nine of the endowed graveyards located in the southern part of the town, and the Town Cemetery and discussed the care for each of them. Brian will start with the Town Cemetery and work his way through each graveyard. Mid-July, Craig will show him the endowed graveyards in the northern part of town.
- Craig will be out of town from the evening of June 22<sup>nd</sup> through June 27<sup>th</sup>. He will need a back-up trustee to meet with Phil Kilkelly from Gillum Excavating should he be ready to begin excavation during that time period.
- The remainder of the meeting was devoted to working with the drafts of the following documents:
  - Right to Inter Certificate
  - Request for Interment Order
  - Application for Right to Inter

Appropriate changes were made to make these documents applicable to the Town of Brookfield's policies and procedures. Final drafts will be prepared for review at the July meeting.

- Next meeting on Thursday, 14 July 2016, in the town office building at 7:00 pm.

Respectfully Submitted,

Craig F. Evans