

Cemetery Committee Meeting Minutes

February 14th, 2022

Present: Andy Tolman, Grace Keene, Marianne Perry, Warren Norris, Ben Rodriguez, Tom Molokie, Brenda Lake, Karen Peterson, Pam Osborn

Meeting Minutes for Prior Meeting: Minutes for December were reviewed. Andy moved to have minutes accepted. This was seconded by Tom. Discussion included some minor changes to wording by Ben. No further discussion. Tom made motion to accept minutes with approved changes, Brenda seconded, no further discussion and there was unanimous approval of December minutes as amended. Approved minutes will be submitted to Town Clerk.

Sexton's Report by Ben Rodriguez

Ben began his report with a list of projects gleaned from our prior meetings and aligned with his objectives for the coming season when the cemeteries are accessible by workers and the public. These are:

- Working with Wreaths Across America to spot wreaths on veterans' gravesites
- More Veterans Research – identifying other Veterans buried in our cemeteries and finding more information about those that are already known
- Additional Planting
- Working with Readfield Historical Society for historical signage to include a walkthrough in the spring
- Continue ArcGIS work on the cemetery mapping including use of Spectra Mobile Mapper 60 for uploading geospatial data and vital statistics
- Stone Cleaning including the possibility of community cleaning events or tours

Ben asked if there is any committee interest in pursuing these items and, if so, then providing assistance or resources for their implementation or completion.

Committee members responded that there is interest and these can be prioritized and discussed at the next meetings this spring.

Items Ben detailed include:

- Replacement will be necessary for tree damaged on Readfield Corner Cemetery
- His contact with a local Veteran who is interested in helping committee with research on individual veterans buried and locating any unmarked veterans in our cemeteries
- Spreading of spring flower seeds along Case Cemetery hillside
- Gravesite flag order has been confirmed

Budget items remaining in last fiscal years budget that need to be addressed are:

- Wood and brush removal budget item has \$3750 remaining which can be used to address spring deadwood, low hanging branches and tree removal in the Readfield corner Cemetery.
- Veterans' Memorial budget item has \$1,269.22 remaining which can be used to address damaged Markers and rods and replacement of Jacobs stone

- Computer software line item has \$6,417.50 remaining. With the determination that a vendor-supplied software program is not needed these funds can be earmarked for other projects, per committee and town direction. Earmark options may include hiring of intern for completion of data entry, stone wall repair, water supply or other priority.
- Grounds budget items has \$1,500 remaining which can be applied to spring mulching, new trees and flowers
- Contract Service has \$3,000.00 remaining which is intended for rock wall repair at Readfield Corner or East Readfield or for removal of excess dirt at East Readfield. Contractors have been contacted but there has been limited response possibly due to seasonality.
 - There is a possibility that an unspecified repair of Church Road surface may require adjustment of ditch drainage. This possible road and drainage repair may occur along the west side of the Readfield Corner Cemetery where the 2015 Limited Engineering Study identified that drainage would have to be addressed prior to rock wall repair.

Old Business

Matt Seems and Ben are working with Eric Dyer to align responsibilities. Eric is in the process of hiring $\frac{3}{4}$ time employee for coverage assistance.

Andy remarked that the budget review process is beginning. Initial review of Cemetery Committee's budget by Budget Committee looks good for acceptance.

Tom reported that his neighbor, Lee, attempted to provide an online application to the town. Unfortunately, the town's email system was down and Lee's application wasn't received. Lee will submit a paper application. The committee appreciated the news and encouraged Tom to express to Lee our sincere appreciation and anticipation of Lee's joining the committee.

New Business

Ben will begin checking for winter damage. Early review of accessible cemeteries includes low hanging branches, windfall and loss of one tree. Brenda remarked that Huntoon appears to have escaped any damage from the winter weather so far.

Tom requested that Ben provide a report of the number of veterans buried in our cemeteries. Ben said that this is possible with the data capture performed to date. He will also breakdown the count per cemetery. Currently, he has identified a total of 308 veterans. This number is approximate as some will require verification. Others have yet to be identified and this is a project on which Ben and the Readfield Historical Society will be working.

Chair declared adjournment. Next meeting is March 21, 2022 at 10:30 am.

Respectfully submitted,

Warren Norris
Cemetery Committee