

Cemetery Committee Meeting Minutes

November 20th, 2019

Present: Andy Tolman, Grace Keene, Brenda Lake, Deb Doten, Pam Osborn, Marianne Perry, Warren Norris, Ben Rodriguez

Meeting Minutes for October 16th, and November 1st (ancillary) 2019: Motion made to accept minutes with proposed changes and seconded, discussion pursuant and minutes were approved unanimously.

Sexton's Report by Ben Rodriguez

- Fall clean-up completed at the following cemeteries
 - Readfield Corner
 - Dudley
 - Kents Hill
 - Case
 - East Readfield
 - Seasonally inappropriate matter removed and flags taken down where appropriate.
- Fall clean-up will be completed in the next two weeks for Whittier and Huntoon.
- Snow fence to be put up at Dudley; gates to be closed at Dudley. Muddy conditions at East Readfield may require its gate be closed.
- Case Tree Work Bid let by Select Committee at November 5th meeting to Stevenson Tree Solutions per Cemetery Committee recommendation.

Old Business

As a long-standing interest of the committee and as a benefit to the community the committee is investigating cemetery burial site recordation and search software applications available commercially. Ben brought up progress made on contacting software suppliers. By way of example, Ben mentioned Cemsites (www.cemsites.com) which has cloud-based applications including:

- Gravesite mapping
- Searching functions
- Available lot viewers

Deb Doten remarked that the committee needs a process for evaluating the benefits, features and costs in order to make responsible recommendations that reflect items important to the committee, namely:

- Customization through add-on modules
- Ease of data entry
- User-friendly interface
- Work order tracking
- Cost effectiveness
- Historical preservation
- Involvement of town resources, such as the town clerk's office and the sexton
- Good customer service throughout implementation and yearly support

Deb moved that a subcommittee be created to review the various software options and develop a process of evaluation for the full committee.

The motion was seconded by Grace. Some discussion followed to ensure that a committee of four be established to begin this process. Deb revised the motion and it was seconded and passed unanimously. Volunteers for the committee include:

- Andy Tolman
- Deb Doten
- Warren Norris
- Ben Rodriguez

Ben will send out an email to coordinate subcommittee meeting dates.

Old business discussions continued with a status of the wreath laying at the various cemeteries. Deb who has led the way on the wreath investigation has determined that Longfellow's of Manchester offers a discount to municipalities. The wreath costs are \$12.95 each and are the best size for presentation on the various gates, posts and signs at the cemeteries. A ribbon can be added for a few more dollars.

Deb moved and recommended that Ben purchase the wreaths from Longfellow's. Grace seconded and voted for unanimously.

The downed tree limb at Whittier impinging on the neighbor's fence was discussed. The large tree limb that fell represents only a portion of the tree. Ben perceives the remainder of the tree as a hazard to the Whittier grave markers. Ben will get estimates of the limb removal and the removal of the entire tree, but there is issue of local sensitivity which will have to be broached. Ben will discuss a course of action with Eric Dyer, Town Manager, and report to the committee prior to taking any physical action. The committee reminded Ben that the committee's charter and the Town's responsibility is to protect the cemetery.

Brenda Lake inquired about the trees downed recently near Huntoon. Andy Tolman asked Ben if the tree removal there was critical or could it go with the next round of expenses. Ben indicated that their removal was not pressing, but that he would review the trees once more, make a recommendation for handling and for the source of funding.

New Business:

Andy reminded everyone that the budget process for the Town is beginning. He provided documentation to everyone for a preliminary budget based on last years' experience. We will have one more meeting in December to discuss any additions or deletions for the Cemetery Committee budget.

Grace provided a spreadsheet entitled "Distribution of Income in Trust Fund Accounts". This reflects funds available for perpetual care and maintenance for certain cemeteries.

Motion made to close meeting (M/S/V). Adjourned 2:25 pm.

Next scheduled full committee meeting is scheduled for December 18th, 2019.

Software subcommittee has agreed to meet on December 11th, 2019 at 1:00 pm.

Respectfully Submitted,

Warren Norris
Cemetery Committee