

Readfield Cemetery Committee Meeting Minutes
February 23, 2015
Approved March 23, 2015

Committee Members Present: Grace Keene, Marianne Perry, Deb Doten, Lydia Adelson, Pam Osborn, Brenda Lake, Sandra Rourke

Committee Members Excused: Evelyn Potter, Lorraine Wagner

Select Board Liaison: Excused

Staff: Karen Peterson, Sexton

The meeting began at 9:35 am at the Readfield Town Office.

The purpose of this meeting is to review the Mission Statement and Cemetery Rules. If the Cemetery Committee commits to changes, they would need to be presented to the voters, and an article would need to be written in March.

Meeting Minutes:

Deb Doten reviewed the draft recommendations for changes and circulated revisions to the January 15, 2015 minutes. Lydia Adelson made a motion to accept the meeting minutes. The motion was seconded by Marianne Perry. Motion carried unanimously.

Grace asked that the most recent version of the Cemetery Rules be posted on the Town's WEB site.

Mission Statement

What is now #1 of the Cemetery Rules will become the mission statement. The recommended wording is as follows:

The Select Board of the Town of Readfield will appoint a Cemetery Committee for the Town Cemeteries. The Cemetery Committee will facilitate communication and make recommendations to the Town Manager, Town Clerk, the Cemetery Sexton, the Select Board and the Readfield Community. The Cemetery Committee will monitor the application of cemetery rules and act as an advisory board for all cemetery issues and will monitor the care of all Readfield Cemeteries. The Town Manager is responsible for the oversight of the work, including expenditures of the Sexton. The Select Board has the power to appoint and remove the Sexton.

Cemetery Rules

Recommended wording is as follows:

1. Burial plots/graves will be sold through the Town Office, and a *Certificate of Burial Rights* will be issued for each lot or group of lots sold.
2. All plots will be sold as double lots (one unit) except all single plot sales will be reserved for a specific location in the Cemetery as approved by the Sexton.

3. The sale of a maximum number of grave plots is limited to sixteen (16) [eight (8) units] unless otherwise approved by the Sexton and the Cemetery Committee.
4. Grave plots may not be sold by an owner, split or transferred without first notifying the Town Clerk or the Sexton of the new owner's name, address and telephone and evidence of sale or transfer.
5. No burial will be made without the approval of the Sexton.
6. All burials will be in accordance with Maine State law.
7. The placement of all monuments or grave markers will be set under the direction of the Sexton.
8. The length of the family monument will not exceed 60% of the lot. All monument foundations will be set flush with the ground.
9. The grading of new lots in town cemeteries will be of the kind known as "Level Surface". All lots will be accordingly graded before they are offered for sale and no lot owner will be allowed to alter said grade, nor erect corner markers or retaining walls that will come above the surface fixed by said grading.
10. All burials will have a minimum grave liner. A minimum grave liner is four concrete slabs with no ends.
11. Artificial flowers, plants, other plastic arrangements and fixtures will be removed seasonally.
12. Pre-arranged trust funds for Memorial Day floral displays may be established with the Town Office.
13. NO trees, large shrubs, or other large or fast growing plantings that might hinder mowing and trimming are to be planted without permission of the Sexton. Landscaping will be the responsibility of the Town or its agents.
14. Placement of cremains must have approval of the Cemetery Sexton beforehand.
15. All controversies between lot owner(s) and the Sexton will first be presented for resolution to the Cemetery Committee, in consultation with the lot owner(s), Sexton and Town Manager. The Cemetery Committee will make recommendations to the Select Board if necessary.

16. Seventy-five percent of all monies received from the sale of burial plots will be placed in the Perpetual Care Fund. The remaining twenty-five percent will be placed in a perpetual care account. The interest earned on the perpetual care fund may be used only for additional land and/or capital improvements of all Town owned cemeteries. The amount of funds on hand will be public knowledge and are to be included in the Town's Annual Report.
17. Opening or closing of a Town cemetery will be determined by a vote at Town Meeting and/or Secret Ballot Town Meeting, unless all lots in said cemetery are sold.
18. NO DOGS ALLOWED IN THE CEMETERIES.
19. All cemetery access roads will be closed to vehicle traffic from December 1 through May 1, or at the discretion of the Sexton. Special arrangements for access can be made through the Sexton.
20. The graves of veterans of the Armed Forces of the United States will be decorated with flags and appropriate flag holders from Memorial Day through Veterans Day. Any flags damaged during this period will be replaced under the direction of the Sexton.

Two Committee Members and the Sexton had to leave the meeting before the meeting was completed.

Sandra Rourke made the motion to accept the Cemetery Rules with recommended changes. Marianne Perry seconded the motion. Motion approved 5-0.

Next Meeting: March 23,2015 at 10:00

Attachment to the February 23, 2015 Meeting Minutes

The will be discussed at the 3/23/2015 Cemetery Meeting

TO: The Cemetery Committee

FR: Grace Keene

DATE: March 23, 2015

RE: Vote on February 23, 2015

At our February 23 meeting, 5 Cemetery Committee voted to approve our work on the Cemetery Rules for this year's warrant. Upon adjournment of the meeting, some of the remaining members, felt rushed and concerned that we needed more work on these rules before presenting them to the Select Board for the warrant. Many expressed that they wanted a full committee vote.

I called Lydia, Marianne, Deb, and Sandra, who were members able to stay for the whole meeting and vote on the final draft around 1pm on February 23. I asked these four members if they thought we should reconsider submitting the rules to the Select Board, as only 5 of us were there to vote. Everyone I talked with agreed we should wait and go over some of the rules again and not be hurried. Since any changes have to be presented and voted by the town voters, we wanted to make sure we covered all items necessary.

At our today's meeting, I recommend that we develop a plan and timeline for submitting these rule to the Select Board for the 2017 Town Meeting warrant.

Thank you!