

*Cemetery Committee Meeting
March 28, 2016
Approved May 2, 2016*

Members Present: Grace Keene, John Moran, Pam Osborn, Deb Doten, Andy Tolman, Marianne Perry, Lydia Adelson, Sandra Rourke

Members Excused: Brenda Lake

Staff: Eric Dyer

The meeting came to order at 9:35 am at the Town Office.

The January 4, 2016 meeting minutes were approved. Motion made by Andy Tolman and second by Marianne Perry to approve the minutes. Approved 6 Abstain 2

Update on the Sexton Position

The Cemetery Committee has been asked to develop a list of qualities and skills needed for a qualified candidate for the Sexton position. The list is as follows:

- Sensitivity to the needs of people who are in deep grief.
- The ability to develop a strong knowledge of Statutes and Rules for cemeteries.
- Ability to work well independently.
- Ability to work cooperatively with a wide variety of people including funeral home directors, Town Office staff, elected officials and Readfield residents.
- Demonstrates skill with grounds maintenance.
- Demonstrates a willingness to learn the history of Readfield cemeteries, how historical stones are cared for and for maintaining old grave sites.
- Demonstrates skill in administrative record keeping.

The Town Manager explained that the first phase of hiring has been completed. He has positive discussions with the labor union. There is a willingness to negotiate the duties of this entire job description if needed. It is the Town Manager's expectation that this position will be filled in May. There are contingencies built in for for clean up and mowing should this position remain unfilled.

Spring Clean-up & Other Related Tasks:

The primary tasks needed are:

- Removal of holiday decorations in all cemeteries.
- Finish raking at Readfield Corner and Case cemeteries.
- Care and fertilization of the plantings at East Readfield cemetery.
- Removal of a tree limb at the East Readfield Cemetery.
- Cable the tree at the Whittier Cemetery.

- Remove fallen branches and other debris in all cemeteries.
- Remove snow plow reflectors at Dudley Plains and East Readfield.
- An ad needs to be placed in the Readfield Messenger and the Winthrop Advertiser to remind people to remove their holiday decorations prior to the Town's spring clean up.
- Order flags and place them on Veteran's graves prior to Memorial Day.

Committee Appointments

There are four committee members who are welcome to complete paperwork for reappointment. This paperwork needs to be submitted to the Town Office by 5/31/2016.

Meeting Adjourned at 11:00 am

Next Meeting: May 2, 2016 at 9:30 in the Town Office