

*Cemetery Committee Meeting  
November 16, 2015  
Approved December 7, 2015*

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

**Members Excused:** John Moran, Brenda Lake

**Staff:** Karen Peterson, Eric Dyer

**Select Board Liaison:**

The meeting came to order at 9:00.

Minutes of November 16, 2015 meeting were approved with minor corrections. Motion by Marianne Perry, Second by Andy Tolman. Approved 6 Abstain 1.

The Cemetery Rules

To be in compliance with state laws committee approved adding wording for:

- ATV's and snowmobiles are not allowed in cemeteries.
- Cemeteries are closed to the public ½ hour after sunset and open ½ hour before sunrise.
- In addition to these rules, the all State laws apply and will be enforced.

Motion by Deb Doten. Second by Andy Tolman. Motion passed 6-1

Veteran's Day

There is a state law about recognizing Veterans by ringing a bell at 11:00 on 11/11 each year.

The laws have wording for how to spend trust on.

Future work will be to look into "green burials". Karen Peterson will look into this type of burial as there is more interest.

Cemetery Mapping Update:

All information is recorded and kept on an EXCEL data base maintained by the Town Clerk.

A map is needed of the "very old section" of the Readfield Corner Cemetery.

The Goals of Mapping would be to (a) map what is not mapped and (b) document repairs needed to monuments and stones.

There are GIS maps available through the state of some of the Readfield Cemeteries. The town will be looking at GIS for other aspects of management. The Town Manager will keep the cemeteries in mind as the GIS work progresses.

Grace, Andy, Lydia and Deb will meet to begin mapping the "very old section" at Readfield Corner on 12/1/2015 at 10:00.

Fall Clean-up

Progress is being made with clean up and raking. Flags have been removed.

The new mower is ordered and will be here in December.

Can students help with volunteering?

The Town Manager asked for the Committee's thoughts on replacing the maple trees as they come down. Generally the committee would like to see a planting of some sort when a tree is removed. The cost to remove a large maple tree is approximately \$1500.

There is an arborist who will be doing tree work in East Readfield and Kent's Hill cemeteries. The arborist will be asked to look at the Whittier Cemetery tree that has a loose, hanging branch.

#### Budget

No numbers planning through December. January and February will be active budget planning.

The Road Committee has not met to look at the run off issue at the Readfield Corner Cemetery.

#### Other

The Liaison Policy discussion will be on the Select Board's agenda. Remember to reach out to the Select Board to be sure they are aware of the issues.

The Town Manager suggested "actions items" be listed at the end of the minutes.

#### Mission Statement & Committee Structure

Two committee members are recommending that the Cemetery Committee be better defined as a committee. This definition should be separate from the rules and might include the mission statement, number of committee members, positions in the committee (for example Chair and Vice Chair), and tasks that are routinely accomplished. It is recommended that this definition be consistent with other advisory committees. It is hoped that the Ad Hoc Committee on Committee Roles and Responsibilities will develop guidelines for advisory committees to define their structure.

The draft mission statement for our committee should be approved by the Select Board.

#### Other

Veteran's Day Celebration. Is this something that the Cemetery Committee could oversee? The statute for bell ringing could be implemented. The recommendation for the committee is that the planning of Memorial Day and Veterans Day activities be planned and delegated by the Select Board.

There has been an offer to donate T posts for snow plow reflectors for the Dudley Plains fence and the berms.

Next meeting will be 12/7 at 9:00 to work on budget goals.

Meeting adjourned at 11:40