

## **Cemetery Committee RFP Ancillary Meeting Minutes November 1, 2019**

**Present:** Andy Tolman, Grace Keene, Deb Doten, Pam Osborn, Sandra Rourke, Warren Norris, Ben Rodriguez. Eric Dyer, Town Manager, was present also.

A quorum was met.

This meeting was called specifically to review the results of Sexton's meeting with interested parties and the responsive bids for an RFP for tree work at Case Cemetery.

### **Sexton's Report by Ben Rodriguez**

- Ben met with interested vendors at the Case Cemetery to review the work scope. Vendors were asked to bid based on their professional opinion and identify action taken to treat each tree identified.
- Attending bidders included:
  - Seabreeze Property of Portland
  - Stevenson Solutions
- Ben provided the committee with copies of the two responsive bidders' proposals and a tree map of Case Cemetery.
- Grace recommended that Ben prepare tree maps of all of the cemeteries like the map he made of the Case Cemetery. Ben agreed to make up some sketches.

### **Committee's Response**

- Asked if Case Cemetery's neighbor had been contacted about noise and access, Ben said he had contacted the neighbor, got her cooperation and agreed to keep her informed.
- Asked about other bidders, Ben stated that some did not respond, one politely declined due to busy work schedule.
- Other bidder was within range but did not provide details on other options.
- Deb Doten made motion that we accept the Stevenson bid. Seconded by Grace. Committee noted thoroughness of the Stevenson proposal and lower cost.
- Vote taken with unanimous acceptance of the Stevenson bid. Ben will provide recommendation to the Select Board at Monday's meeting (November 4<sup>th</sup>).

### **Old Business**

Grace Keene brought forward a concern about the year-end report for the 2018/19 cemetery budget. She pointed out that there is a \$5,800 carry forward balance which is significantly higher than the near zero balance projected by the Cemetery Committee (see May 2019 Cemetery Meeting Minutes).

The Sexton explained that the expense for the crypt at Readfield Corner was charged to the Capitol Expense Account rather than the 2018/19 cemetery budget.

Discussion ensued about status of the budget item from last year's budget for stonework performed by Gary Mann. According to Ben who met with Teresa this was rectified. Eric noted to committee that this will require a journal entry – removing the expense from capital expenditure applying to the proper expense item in the prior year's budget. Ben will henceforth provide Teresa with a written (email) notice of how the committee wants the expenditure applied.

Eric thanked the committee for its high level of interest in the accounting detail and their work on jumping onto the budget process early.

Discussion continued with stonework considerations for next year. Current vendors are limited and require advance notice for scheduling. Committee noted that with the Maine Bicentennial approaching it is a good time to get things in order.

Deb Doten mentioned that there is a website that can be found to access possible grant money for public activities for the Bicentennial.

[www.mainearts.maine.gov/Pages/Funding/Bicentennial-Grants-Home](http://www.mainearts.maine.gov/Pages/Funding/Bicentennial-Grants-Home)

Committee discussed wreath laying. Deb Doten noted that some wreaths if placed on cemetery signage would block the sign and that others had no convenient place to hang a wreath. Eric volunteered that tripod like stands are available. Deb indicated that ten wreaths would be needed. Costs are around \$40 for a 20-inch diameter wreath with an objective for laying now sometime after Thanksgiving. Ben stated that Anna's grandmother makes wreaths. Other sources include a Kents Hill fundraiser that sells wreaths and the Torsey Methodist Church sells them, too.

Discussion turned to identifying/mapping of the cemeteries. Ben discussed cemetery software to help with the process. Specifically, he mentioned Pontem Cemetery Management Software. He said that its expensive as it is meant for much larger cemeteries. He will investigate whether a cemetery-lite version is available. Committee comments centered around the fact that most software vendors provide only an application but no support services, which we would need.

#### **New Business:**

Overnight there were some significant winds which knocked down trees in Whittier and Huntoon cemeteries. There was no damage but the trees were large. Committee discussed whether or not to use the cemetery trust funds for this type of use. Committee agreed that the current budget should be used and that trust fund money should be used only as a last resort.

Adjournment (M/S/V)

Next meeting scheduled for November 20<sup>th</sup>, 2019 at 1:00 pm.

Respectfully Submitted,

Warren Norris  
Cemetery Committee