

Town of Chebeague Island
Cemetery Committee Meeting

Monday, March 24, 2008, 3 pm @ Library

MONTHLY MEETING 3RD MONDAY OF EACH MONTH
at the Chebeague Library 3 pm
Next meeting Monday, April 21st, 2008

Minutes

Call to order by Deb Bowman @ 3:10 pm.
Present: Dianne Calder, Dick Calder, Lynne Priest, Deb Bowman

Action Items: Presentation of Budget by Lynne Priest

Call to order: by Deb Bowman

Approval of Minutes: Moved by Lynne Priest to accept minutes as written, 2nd by Dianne Calder, motion passed.

Communications: None

Treasurer: Lynne reports that the checkbook has a signatory (Town Clerk). Lynne feels there is no clear consensus from the selectmen on whether or not to have a treasurer. Moved by Dianne Calder to nominate Lynne Priest as treasurer, 2nd Deb Bowman, motion passed.

Brief discussion on the need to separate administrative fees & a portion of the sale of lots to place in the account. Moved by Deb Bowman to put 50% of sale of lot fees into the Perpetual Care fund, 2nd Dianne Calder. Discussion on the motion to hold off on this motion until TOCI (Town of Chebeague Island) budget is settled. Dianne Calder would like to see TOCI fund cemetery at \$5,000. for the 08/09 year. Deb Bowman revises the motion to be decided after budget is decided.

Lynne Priest reports the balances of expenses and income are correct (see Exhibits A-D attached). The report is accepted.

Lynne advises it is ok (with TOCI) to have an account set up with Hall's equipment so Dick and Dianne can continue to order materials for the cemetery (a continuation of what they were doing under CCA). Dianne Calder will go ahead and order Memorial Day flags.

Lynne Priest presented committee with a sales form that can be used to record sale of lots, etc. Working with TOCI on deed forms.

Brief discussion about monies coming back out of PP (perpetual care) funds and where it should go. One suggestion was to start up a separate checkbook to be used for operating and capital expense funds.

Meeting adjourned 4:30 pm

Respectfully submitted,

Deborah A. Bowman

Action Items for next meeting:

- Ask new TOCI administrator if committee needs bylaws ^{yes - done} and if we need to post notice of our meetings.
- Discuss deed forms to be adopted by TOCI
- Ask TOCI about use of town equipment for cemetery ie water line repair, loam deliveries, tree work
- Develop policy for buying back cemetery lots
- Metal cemetery sign to be repaired
- Church/Healy family volunteers to help clean up cemetery