

Town of Chebeague

Cemetery Committee Meeting

April 25, 2016

Present :

Gail Miller, Donna Damon, Jane Frizzell, Beth Wiles and Ann Thaxter.

Beth Wiles agreed to do the minutes in Marianne Durgin's absence.

Welcome Ann Thaxter as Superintendent and Maintenance Person. Review recent funeral service

The committee meeting began by welcoming Ann Thaxter, Chebeague's new Cemetery Superintendent and Maintenance person.

Ann reviewed her recent Superintendent activities including a recent funeral which involved working with family members and handling the full burial plot preparation with Beau Beaupre. Currently she is getting comfortable with the layout of the cemetery and its grounds. In review of maintenance procedures she is looking at the current equipment to see what we have and what might be needed i.e. trimmer.

Selectmen's meeting review

Gail gave an account of her presentation to the selectmen at their March 30th meeting. A written report was presented see attached (exhibit A). Those present said that Gail did a great job and there were no issues . All budget numbers were accepted by the selectmen.

May Cemetery Cleanup - set date

May has been designated as cleanup time for the Chebeague Cemetery. May 14 has been set as a day for the committee members to meet at the cemetery to take care of any sites that have not been cleared by family members. A notice has been posted in the Island Calendar and Gail will also post notices around the Island to remind folks of the cleanup needs.

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Dan Lynch ground imaging

Jane, Donna and Gail measured the unmapped area of the cemetery and presented the dimensions to Dan Lynch. With that information Mr. Lynch submitted a detailed scope of service for a geophysical survey by ground imaging. The purpose of this survey is to determine if there is any available space for burial plots in this section. This has been in the works for some time and now with town approval this will be completed before the end of June. The budget number for this project is 1850. Jane will call and get a date setup for this project to begin.

Chris Stilkey – going forward

Gail will contact Chris Stilkey of the Cemetery Management Company to request a written /formal quote regarding the \$5000 that has been budgeted for the fiscal year starting July 2016 for cemetery stone restoration.

Eric Weagle roof Jobs

Beth Wiles was asked to contact Eric Weagle to see if he can do the tomb house and hearse house roofs. They need to be completed before the end of June.

TOCI Annual report

Donna Damon has agreed to do the Cemetery Committee report for the TOCI annual report. In the report Donna will include a thank you to Beth Howe for her special project regarding detail records of those buried in the cemetery.

Other Business

After much discussion, it was determined that a list of important telephone numbers of those people, and facilities that make up the needs of funeral and burial activities be created. The list would include among others, the cemetery superintendent, town office and Funeral Associates. Jane agreed to take on this project. Once this is reviewed it will be distributed to the appropriate entities.

Gail Miller will check with Marjorie Stratton, town administrator, to make sure the annual dues have been paid to the Maine Cemetery Association.

Next Meeting is scheduled for May 23 at 4:30PM in the Fire /Rescue meeting room .

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Action Plan Review :

Gail : Posters for May cleanup . Contact Chris Stilkey for written formal quote. Contact Marjorie Stratton regarding annual dues .

Jane : Compile a list of telephone numbers for people and facilities that relate to funeral and burial needs. Jane will contact Dan Lynch regarding project and date .

Donna: Write the article for the Annual Report for the TOCI. Include thank you to Beth Howe

Beth: Put in next month's calendar a welcome to Ann Thaxter and her new position and advise people to contact her regarding burials in the Chebeague Cemetery. Contact Eric Weagle regarding the need to get the roofs done before the end of June .