TOWN OF CHEBEAGUE ~ CEMETERY COMMITTEE MEETING MINUTES

Date: April 24, 2017

Present: Beth Wiles; Jane Frizzell; Donna Damon; Ann Thaxter
Soon to be elected members Binkie Boxer and Kendra McKinnon

Motion made and approved to elect Beth Wiles as Chair (proxy votes included). Motion was made and approved to have Laurie Curtis and Kendra McKinnon be co-secretaries.

Jane F. made a motion to approve both February and March Minutes and was seconded by Donna D. Motion was passed, with proxy votes.

BUDGET WORK SHEET AND HANDOUT

Individual Dept. Expense Detail includes Fiscal year July 1, 2016 to June 30, 2017 (Exhibit A). The balance of the cemetery funds were reviewed. A worksheet was presented (Exhibit B) showing the various accounts (Cemetery Capital Reserve; Annual Operating Budget; Cemetery Revenue Fund and Perpetual Care Fund). This Exhibit reflects 1) The Name of each Account 2) Where the money comes from and 3) What's it's used for as well as the current balance.

CONTACTING STILKEY FOR STONE WORK

Beth was asked to contact Stilkey to confirm his plan to come in August and to request he meet with Committee Members at some point in June.

Plan: The Committee decided to examine the cemetery stones in order to determine those which should be worked on this year. It was also agreed that we should mark them so as to provide Stilkey with both a handwritten list and visual indicators for his final review and input.

A suggestion was made that along with Ann, Laurie, Binkie and Jane would help oversee Mr. Stilkey's work so that each stone repaired can be properly identified for future reference.

A question was raised as to whether or not we can ask a family to take on the expense of fixing a damaged stone. Or, would this be considered perpetual care?
Because the Committee had questions regarding the scope perpetual care, Beth agreed to review the Cemetery Rules and Regulations, as well as to discuss this issue with the Town Administrator.

The Committee also asked Beth to confirm with the Town Administrator if Interest gained from the Perpetual Care Fund is annually transferred to the Cemetery Reserve Fund.

**RECOMPENSE INQUIRY TO SUBMIT REQUEST FOR FUNDS REGARDING STONE PRESERVATION**

Leila Bisherat contacted Ann T. to inquire if the Recompense could help with financial aid. Leila felt stone repair was a valid Recompense Funding project as it is maintaining the Island Cemetery. There was discussion as to whether or not tree work should be a consideration or whether we would prefer to use all potential funding for stone work. Ann will meet with Leila to see if we qualify due to our funding balance and if so, what steps are involved for writing a grant proposal.

**CEMETERY CLEAN-UP DATE**

Committee agreed that the annual clean-up date would be **Saturday, May 20th at 9:00AM**, with a rain back up date of **Sunday, May 21st at 1:00PM**.

Binkie will be responsible for cups, coffee, cream & sugar. Donna will provide water and make posters. Jane, Kendra, Beth and Ann will bake food items.

**POLICY AND PROCEDURE OF USE OF FAMILY PLOT REGARDING CURRENT REQUEST**

The Committee reviewed Donna’s proposed Policy and Procedure for the above captioned topic. After minor editing, Jane F. made a motion and it was seconded by Beth W. to accept the Policy and Procedure and have Donna forward it to the Town Administrator for future review and presentation to the Town Selectmen. All members were in favor.

**Action Items:**

- **Ann**: Check with Leila regarding Recompense Fund.
  Bake for Clean Up Day

- **Donna**: Present Policy and Procedure to Town Administrator
  Provide water for Clean-Up Day
  Make posters and post signs for Clean-Up Day
Beth: Contact Stilkey
Review Perpetual Care definition
Meet with Town Administrator for her input as to Perpetual Care, as well as interest question. Bake for Clean-Up Day

Jane: Bake for Clean-Up Day

Kendra: Bake Clean-Up Day

Binkie: Purchase cups, coffee, cream & sugar for Clean-Up Day

Other items on agenda will be discussed at next scheduled meeting: Tuesday, May 30th at 7:00 PM at Parish House.

Meeting Adjourned.