DATE: June 27, 2017 PM

ATTENDANCE: Beth Wiles; Binkie Boxer; Laurie Curtis; Donna Damon; Jane Frizzell; Kendra McKinnon; Ann Thaxter

APPROVAL OF MAY MINUTES: It was moved by Donna and seconded by Binkie to accept the minutes as written from last meeting.

EXPENSE WORKSHEET UPDATE

The Committee reviewed the Individual Department Worksheet updated for our meeting by Marjorie Stratton our Town Administrator. (Please see Exhibit A.) We show our actual expenses somewhat over budget. Discussion followed regarding the accounts and what monies were used for the stone restoration project. Beth will discuss with Marjorie which account will be used for the Stone Restoration for 2017.

Donna agreed to draft memo regarding Perpetual Care Endowment.

Beth will discuss with Marjorie allocation of monies in our Annual Operating Budget vs. monies available in our Cemetery Revenue Fund and Perpetual Care Fund.

PERPETUAL CARE

Beth Wiles confirmed through research that Perpetual Care solely applies to improvements of the cemetery.

At the end of each fiscal year, at least 30% of the earnings from the sale of cemetery lots presently goes to endowment. This sum can be applied to purchasing land as well as to improvement. For further information, www.govnet is a good resource. Section 1320 specifies “no unusual care.”

RECOMPENSE FUND INQUIRY

The Committee decided to submit a request for next year due to time constraint.

CHRIS STILKEY

He missed the boat but will visit in July. We need to make clear to him that his work must be carefully documented in order to have him continue to return.

SUPERINTENDENT’S REPORT
Ann will put a thank you for volunteer support on Clean Up Day in Calendar next month.

Ann noted our **rates** are in line with rest of those in the State of Maine. We charge $175 administrative fee per burial. Two spaces are $700 or $450 for a single.

Ann suggested volunteers among the committee fill antique pots with geraniums. Beth, Binkie, Kendra, and Laurie agreed to help.

Kendra and Laurie agreed to help with internments on two dates, July 7th and July 8th, while Ann will be off island.

Regarding chairs used for outdoor services at the cemetery, Laurie and Donna will ask Toby Webb if we can keep 25 chairs from the Historical Society in the Hearse Barn rather than continuing to borrow chairs from the Parish Hall belonging to Ladies’ Aid.

**Policy and Procedure**

Ann mentioned the need to establish and put in writing specific procedures for removing remains and cremains.

Donna will make sure Policy and Procedure will be added to the agenda for the Board of Selectmen the second week in July.

**Next Meeting**

We will discuss the meeting Donna and Binkie plan to have with Gloria regarding ordinance. After determining what needs to be changed, we will take this to the Board of Selectman meeting.

**Our next meeting will be July 25th at 6 PM at the Parish House.**

**Action Items**

Ann will put thank you for volunteer support in Calendar

Donna agreed to draft memo regarding Perpetual Care Endowment

Beth will meet with Margery to discuss Budget as well as Cemetery Fund

Binkie, Beth, Kendra, & Laurie will purchase plants for some of the antique pots both large and small for some of the antique pots in the cemetery.

Laurie & Donna will ask the Historical Society if we can keep 25 of their chairs in the Hearse House for use during services