TOWN OF CHEBEAGUE ~ CEMETERY COMMITTEE MEETING MINUTES

Date: November 28, 2017

Attendance: Beth Wiles; Ann Thaxter; Binnie Boxer; Donna Damon; Jane Frizzell; Gloria Brown; Kendra McKinnon and Laurie Curtis via cell phone. Members welcomed our newest member, Gloria Brown.

Approval of August and September Minutes: Binnie moved and Jane seconded the motion to accept the minutes with revisions to August minutes and as written to September minutes, as posted.

Expense Worksheet Update: After reviewing an undated letter from the Town Administrator to Laurie Curtis explaining the Cemetery Perpetual Care fund, Donna Damon made a motion for the Committee to accept Majorie Stratton’s accounting of the Cemetery Funds as of June 30, 2017. Letter is attached to August Minutes. Beth Wiles seconded and motion passed.

We expect Mr. Stilkey’s billing invoice totaling $5,000.00 to be paid as soon as possible.

Ann reported that she is slowly beginning to sell some lots. She also advised that there are still some lots that may need to be addressed with regard to glueing the bases down (Bennett Lot) and will discuss with Stilkey next year. There are colored flags throughout the cemetery reflecting stages of work on the stones.

Donna reported that there has been no further response from Fuller and/or LaPointe regarding the Sweet/Ross Lot.

Anne will get in touch with the Fuller, LaPointe and Brimburg as to the on-going issues noted in previous meetings. We hope to get the issues resolved in 2018.

We discussed if “Lineal & Collateral” should have definitions within the Cemetery’s Rules and Regulations. The overall consensus was to leave Section 2 (e) as they currently exist. Gloria offered to review the issue and get back to us during our next meeting with her suggestions.

Kendra reported on her review of the Town’s website with regard to the Cemetery Committee. She felt the website was easy to navigate but that it did need updating. Points of concern were:

The wording for A Request to our Readers
Plants for the Cemetery & Cleaning
Replacement of any reference to Beth Howe with Ann Thaxter
Update Rules and Regulations to reflect current revisions
Reflect current members of Cemetery Committee.
**Future Projects Discussion:** Beth encouraged us to look to 2018 for projects that we feel need attention and to create a list of those that we can start to work on. We came up with the following ideas:

Define a project in which we could request Recompense to help fund, keeping in mind that the Selectmen would need to approve before we made a formal request.

Path Markers. (Donna believes that Doug may already have Prototype.) Ann will look for the names that were previously suggested.

Additional water source within the middle of the Cemetery.

Tree and Stump Removal.

New or updated posts for the Chebeague Island Cemetery sign.

Map of the Cemetery.

It was noted that Hartley and Diane Brewer fixed their family stones, but there were tire tracks across the lot. We may need to limit access to some of the roads.

We agreed that we would not meet in December due to the Christmas holiday and that our next meeting will take place on January 30, 2018.

**Action Items:**

**Ann:** Review ”Plants for Cemetery & Cleaning” section of the website and make suggestions as to whether we want to keep this or revise it.

Look for names of Path Markers

Look into map of Cemetery.

**Gloria:** Review ”Lineal and Collateral” regarding if there should be definitions in our Rules and Regulations and report whether or not she feels we need to revise.

Update Town’s website to reflect updated Rules and Regulations as previously approved by Selectmen. Remove Beth Howe’s name and replace with Ann Thaxter. Update names of Cemetery Committee members.

**Laurie:** Provide all members with updated listing of names, phone numbers and e-mail addresses (which Gloria will use to update website).

**Kendra:** Review and make suggestions as to new introduction for the Cemetery Committee’s website.

**Donna:** Check with Doug to see if has prototypes of Path Markers.
Hi Laurie,

I will try to explain the Cemetery Perpetual Care funds.

The original amounts that came over from the Cumberland Cemetery Association were $31,700 from individual perpetual care contributions and $10,000 from the McCall Fund. At a Special Town Meeting, the Town voted to accept the funds plus some accumulated interest “for the care and maintenance of the Chebeague Island Cemetery”.

There were two separate investments at first, but no one ever seemed to track the sale of lots and the addition of lot sales to the original endowment. I am making the assumption, and the Cemetery Committee agreed, that the original endowment was a total of $41,700, which included the McCall Funds. The Town of Chebeague Island accepted the funds together for the care of the Cemetery.

My research was to trace all of the lot sales for the past 10 years. Up to 2013, the entire amount of the sale went into the endowment portion of the perpetual care investment. After 2013, there was a vote to only put 30% of the sale of lots into the perpetual care endowment. All other funds can be expended for the care of the cemetery.

So, the total cash at June 30, 2017 is $76,852.10. Of that, $65,565.00 is the original endowment of $41,700 plus the proceeds from lot sales, 100% until 2013 and then 30%. So, as of June 30, 2017, there are approximately $12,287.01 in expendable funds.

There are two parts to the Perpetual Care Funds, one is the endowment (now $65,565) and the accumulated interest and admin fees ($12,287.01). There is an unexpendable amount and an expendable amount. It is all know as Cemetery Perpetual Care Trust Funds. The McCall funds are part of the endowment accepted by the Town of Chebeague Island or part of the $65,565.

Please let me know if you have any questions.

Best regards,

Marjorie

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