DATE: February 27, 2018

ATTENDANCE: Binkie B., Ann T., Beth W., Jane F., Kendra M. & Laurie C. (via phone)

Motion was made by Binkie to approve January meeting minutes, seconded by Jane and approved unanimously.

FINANCIAL:

We reviewed debit expense detail sheets as of February 21, 2018 (Attachment A).

Gloria met with the Town Administrator confirming the following:

- Perpetual Care Monies - 30% from the sales of lots are taken out and that portion becomes part of the invested funds at the end of the fiscal year. Our fiscal year ends as of June 30, 2018.

- Cemetery Administration Amount for the sales, etc. stays in the Cemetery Fund. It does not go into the Town’s general operations.

Our revised Budget numbers for the Town were reviewed by the Town Administrator and she felt that they were appropriate and agreed to pass the information on to the Selectmen (Attachment B).

Superintendent Report – Ann T. advised that one headstone had fallen over the winter and would have to be fixed this Spring. She also expressed concern as to whether we should perhaps limit future signs to just the main roads within the cemetery. Much discussion followed with the consensus being that it would be more practical to use signs for the main roads, rather than to include pathways, etc. Ann also mentioned that she is gearing up for our annual spring clean-up and we will discuss this further at our next meeting when we are a bit closer to Spring.

OLD BUSINESS:

Binkie and Beth both researched prices for cemetery posts. Binkie provided pricing information from Home Depot regarding both pine and cedar (Attachment C). Beth reported on the costs of metal posts from Perma-Line of New England as well as to give us information as to what other local cemeteries have with regard to their signs. (Attachment D).

As we also discussed Cemetery Mapping last month, Beth spent time with Beth Howe regarding the 2011 - 2012 study. Beth Howe explained the purpose of the data collection. At the time the Study was done, the Committee felt the data which had been input onto a spreadsheet could then be transferred into a proper data base. She also showed Beth W. the “Green Book” which is a hard copy of how to find those buried in our cemetery, which is what Ann T. uses in her work. The deed and lot numbers are all documented on the spreadsheet. Beth Howe also expressed concerns that a data based program should have proper storage off site and we should update the system to reflect those who have passed subsequent to the study. Beth W. presented past minutes of the Cemetery Committee and their GPS Mapping project which was funded by the Town. Members are asked to review these minutes for discussion at next meeting. (Attachment E).
As far as mapping is concerned, we need to complete mapping the section up by the Transfer Station road as that is not in scale form, like the rest.

Gloria did a great job completing the requested changes on the Town’s website.

Binkie’s term is up as a Committee Member and she has decided not to continue attending meetings as a Member. However, she has graciously agreed to continue to volunteer her time when needed. Binkie’s contribution to the Committee this past year is much appreciated.

TO DO LIST:

Donna D. – Obtain pathway proto-types.

All Members – Review Attachment E for continued discussion at next meeting.
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**Final Totals**

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# CEMETERY POSTS FOR ROADWAYS AND PATHWAYS

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The above pricing is from Home Depot and does not include any shipping.
Town Of Chebeague  
Chebeague Cemetery Committee Meeting  
Feb 27, 2018  
Cemetery Signs  
Info from Various Cemeteries

**Evergreen Cemetery   Portland Maine**  
Elaine Spring   797-4597  
All Cemetery signs for Portland are done in- house. All signs are made of metal with reflective silver and black lettering. Elaine suggested I contact Spirits Alive a nonprofit who is doing a project in the Eastern Cemetery one of the oldest in Portland.

**Spirits Alive**  
I sent an email and a Holley Doggett, a volunteer responded. She put me in contact with Martha Zimicki who is working with a slate Carver named Matt Barnes of Peaks Island. Please Look at his website (yankeeslatecutting.com) it is fascinating. Martha told me a little about their project which is possibly small slate signs to mark the sections of the cemetery by numbers or letters. Eastern cemetery is about 4 acres and is mowed by the city. She would welcome a tour anytime.

**Woodlawn Cemetery**  
Diana Brown 854-0600 ext. 3007  
All cemetery signs are made by Perma –Line signs  
Out of Brockton MA. 1-508-588-6240

**Perma-line of New England**  
Spoke to Steve 1-508-588-6240  
Description and Approx. Costs  
Sign piece with name $60-$70  
Steel Posts 8ft weight 2 lbs. about 4 inches circum. $35.  
Mount bracket $30.  
These can be put in concrete Dirt/Grass etc.  
Approx. cost $150.00 plus shipping (100.00) because OF 8ft SIZE  
Could deliver to Westbrook when they have something going this way
Minutes of the meeting of the TOCI Cemetery Committee, Wednesday
December 7, 2011 at 2:00 at the Town Office

Members present: Dick and Dianne Calder (ex officio), Beth Howe, Sylvia Ross and, at the end, Joan Robinson.
Also present: Susan Campbell

1. Call to Order
Since the initial group did not make up a quorum, the Committee conducted no formal business. But some of the items discussed at this meeting will be carried forward to the next meeting for some action.

2. Election of Chair, Secretary and Vice Chair
These elections could not be held because of the lack of a quorum.

3. Discussion of Committee roles and responsibilities
The members present thought this discussion should take place with the entire Committee.

4. Cemetery status
The Cemetery has three pots of money
- Perpetual care funds (an endowment not to be touched) (PCF). About $50,000.
  o This endowment also includes money from the interest from the PCF which was earned before Chebeague became an independent Town. This was combined with the PCF money when it was transferred from Cumberland.
- Operating Funds. These include
  o Interest from the perpetual care funds (IPCF). We only have interest since 2007.
  o Burial fees. Each burial pays $175 which goes into the operating fund
- Budget allocation from the Town (T)

Is the Cemetery ok, financially and operationally?
Dianne said she had talked with xxxx who said that the Committee would be wise to be careful about spending the IPC funds. State law [?? or some other policy??] allows up to 30 percent to be spent, but she suggested that it would be better for a small cemetery like ours to spend only 10 to 15 percent annually in order to keep a reserve for any large need that might come up such as repairing damage to landscaping or gravestones by storm or vandalism.

Some past members of the Cemetery Committee have wanted to get the Cemetery into a situation where it would be self-supporting and now have to depend on Town Money. Beth said this might make sense, but there may also be some things, especially now, at the transition to being an independent cemetery, that it makes sense for the Town to pay for.

Dianne said that some other cemeteries that she knows of raise funds in other ways than by the sale of sites. She read a letter from Orrs Island Cemetery about their fund-raising party and their capital campaign.
Sylvia asked whether people have ever donated money to the PCF? Dianne said that actually the opposite is the case. When Ethel Ross was the Superintendent of the Cemetery, she did not collect any money for perpetual care even though in mainland Cumberland cemeteries money from sale of lots and sites was put into perpetual care funds. The allocation of sales money to the PCF began with Dick and Dianne. So now there are many parcels and sites that have to be mowed and trimmed using money, at least in part, from IPCF.

5. Ongoing Cemetery projects

Sales of gravesites
Dianne said there are no whole cemetery lots” with multiple grave sites available now. The only sites that are available now are individual ones and smaller cremation lots. These are all in the newest part of the Cemetery on the West side.

Dianne said she has sold 37 lots since 2009, and maybe a few before. At $450 per site this means that the cemetery has generated at least $16,650, and probably somewhat more. This is a lot of sales – more than in all of mainland Cumberland – and does not seem to be declining. This means that the Cemetery will need additional space. We should survey other cemeteries to see if they charge more than $450 for a site because we do not want to encourage people with no connection to Chebeague to buy sites here simply because they are inexpensive. We don’t have this kind of room.

At present, all of the money from the sale of a site goes into the Perpetual Care endowment. But Dianne said she understood that it was possible to allocate some of this money to the operating budget. Even as much as 50 percent. We should ask Debbie Grover about this.

The Committee reviewed the rules for the number of burials on one 3’ x 9’ site: one casket, or one casket and one cremations or two cremations. There had been a proposal in the past to allow one casket and two cremations. The issue this raises is the number of markers. Having more markers makes mowing more difficult.

6. Future projects

Land
Sylvia asked whether the Cemetery had bought land across North Road when it was available. Dianne said that they had negotiated to buy it, but the owners did not want to sell to a municipal rather than a church cemetery. So now the only land in the immediate area is land owned by the Town at the back of the present cemetery. This varies in width, but is not very large overall.

The Cemetery Committee began in 1988 to ask the Town (then Cumberland) if the Cemetery could have or buy this land. This Committee should now ask the Selectmen and Town Meeting for this, and for money to survey both the existing cemetery and the additional land.

Beautification
Dianne said she hoped the Committee would be able to do more about beautification of the Cemetery. We have built a small garden next to the cremation section. Do we want to add or replace trees? Where and with what? One issue with this is that family maintenance of
cemetery sites and lots is erratic and the Cemetery Committee does not have a lot of money or personnel to do regular maintenance, so anything planted has to be easy to maintain.

We might ask at Allen, Sterling and Lothrop, Skillins and Estabrook what kind of plantings – bushes and trees they would recommend for a cemetery.

Cleaning and repair of stones
Dianne has talked to Jay Richardson of Richardson Monument about cleaning stones. He suggested that the Committee designate a certain amount of money per year for this, and then he would do as many as it would cover. Some stones need a lot of work, while others do not. Dianne said that North Yarmouth allocated a certain number of dollars each year for cleaning and repair of stones. She thinks this would be a good way to work systematically on this. Others agreed.

Infrastructure needs over next 5 years
Dick said that the floor of the Hearse House had been replaced this year. He had a list of projects that also need attention fairly soon:
- The roof of the Hearse House needs to be shingled
- The buildings need to be painted. In the case of the Hearse House, this is only the trim.
- The hedge along North Road needs to be significantly trimmed. Also bushes at the back of the cemetery that tend to grow inward.

Dick said he thought these projects might cost $60,000. Eric Weagle did a good job of the Hearse House floor.

There was some discussion about what the previous Cemetery fence had been. It was agreed that it was wrought iron, painted silver. There was also discussion about the current Cemetery Rules about plantings. Probably most people do not realize that they cannot plant trees and must get permission of the Superintendent for planting of shrubs. In the case of plants that spread beyond their initial lot, the Superintendent has the right to prune or remove them.

Data Base and Map
Beth gave everyone copies of various maps of the cemetery. She also had a proposal from Erin Quigley to develop a GIS/computer map of the entire Cemetery and develop the framework for a data base that would allow administrative information to be recorded and retrieved on computer. The data base would initially include information such as the location, the name of the original owner and when the lot or site was sold, who the present owner is. This data base could be expanded in a second round to include all grave sites. This would allow information on individual graves collected by Susie Stavropoulous, and now being put into an alphabetical data base by Susan, to be transferred to the grave lot and site database once the location of the graves can be determined.

It would be our job to enter the data into the database. Erin’s proposal to us indicates that she is willing to train us on how to enter data into the GIS system.

Beth said she had talked to Eric about whether the $2,500 that the first stage of this project would cost, would be available in the Town budget. There is $2,400 allocated in this year’s
budget for GIS work that could be used. She said it was important to have a working map of the entire cemetery to which information about each lot and gravesite could be connected. Then the original, old maps, some of which are in poor shape, could be stored at the Historical Society. Joan asked whether Beth thought we should approve this proposal. Beth said “this is the wave of the future”. Everyone laughed and the group seemed supportive of the idea.

7. Administrative Issues
There is a request related to the ownership of a Cemetery lot. The Committee needs legal advice about how this request should be handled. The Town attorney has been asked.

Action items for next meeting:
Develop a proposal to ask the Selectmen and Town Meeting if the Cemetery can have or buy the land behind the cemetery owned by the Town. Also ask the Town for money to survey the existing Cemetery and the parcel that may be added.

Talk to Debbie Grover about how much of the money from the sale of sites has to go and should go into the PCF and how much might go into operating funds. Develop a policy on this.

Find out from other Towns how much their gravesites sell for.

Set a formal policy on the proportion of the annual interest (IPC) that should be spent on ordinary operations, for example 10 or 20 percent?

Review State law related to cemeteries and our own Cemetery rules. Susan will make copies of these materials.

Develop budget proposals for next year’s budget: Estimate next year’s income and cost out next year’s projects such as infrastructure, cleaning and repair of stones, regular maintenance and beautification.

Act formally on the proposal to develop a computerized map and database for the Cemetery.

Respectfully submitted,

Beth Howe
Meeting of the TOCI Cemetery Committee, Tuesday February 21, 2012 at 4:30 at the Town Office

Agenda

1. Election of Chair, Secretary and Vice Chair
2. Discussion of Committee roles and responsibilities
3. Minutes of the meeting of December 7, 2011
4. Action on ownership of a Cemetery lot.
5. Vote on proposal by Erin Quigley to create a map and GIS data layer of the Cemetery in 2011-2012 budget year. Estimated cost $2513.50 to be taken out of GIS funds in the budget.
6. 2012-2013 Cemetery Budget, operating and capital.
7. Proposal to the Town Selectmen and Town Meeting to have or buy the land behind the Cemetery. Also, money for a survey of the existing Cemetery and the additional land.
Minutes of the TOCI Cemetery Committee Tuesday February 21, 2012 at 4:30 in the Firehouse conference room

Present: Martha Hamilton, Beth Howe, Gail Miller and Joan Robinson
Ex Officio: Dick and Dianne Calder, Susan Campbell
Absent: Sylvia Ross

1. Election of Chair, Secretary and Vice-Chair
Beth suggested that we may not need a vice-chair, given how small the Committee is. She said she is willing to be Secretary. She asked who would be willing to be Chair. Silence. Someone asked what the chair does. Beth said the Chair sets the agenda for the meetings and posts it on the Town website and around the island. Beth said she would be willing to do the agenda, and maybe the committee can just manage with a Secretary rather than a Chair. This was agreed to.

2. Discussion of Committee roles and Responsibilities
Beth asked if there is a Cemetery Committee Ordinance that defines these things. Susan said that the Committee is advisory to the Selectmen. Gail said, as a member of the previous round of the Committee, she thought there was something that spelled out what the Committee was supposed to do but she wasn’t sure it was an ordinance. Dianne read out the wording of the article at a Special Town Meeting on December 9, 2007 that accepted the transfer of monies from the Cumberland Cemetery Association. But there was no mention in the article of a Cemetery Committee. Beth said we will have to look further to see if there is any Committee Ordinance. Susan said that Deb had given her a notebook with her materials since before 2007. She had put all the previous minutes on the Town website.

3. Regular Meeting Time
Beth asked whether the third Tuesday of each month at 4:30 would be convenient for people. Dianne asked if the Committee has to meet every month, especially in the summer. Beth said no, but it is useful to have a regular meeting time. The third Tuesday was agreed to.

4. Minutes of the meeting of December 7, 2011.
Beth said she was not sure that they need to be accepted since there was no quorum at the meeting. But someone said that, since they were sent out, the Committee should accept them. Gail moved, seconded by Joan that the minutes be accepted. Approved unanimously.

5. Action on ownership of a Cemetery Lot
The spouse of the owner of a cemetery lot was asking to assume the ownership of the lot. The lot had been bought by the spouse’s father. Susan reported that Eric had asked the Town’s lawyers how this should be handled. The response was that the lot could not be transferred without the permission of all the heirs of the father. This letter was sent, to the person who requested the change along with a letter from the Town indicating that the petitioner would have to do the work to get the permission of the heirs. The petitioner declined to pursue the issue.

6. Proposal by Erin Quigley to create a map and GIS data base for the cemetery
Gail asked what a shapefile is. Beth explained that it is the computer representation of a shape on a map – like a cemetery plot or a road in the cemetery. Dianne asked whether this first round
of work would lead to the need to spend additional money on the project. Do we have to buy expensive software for this? Beth said that we do not have to buy additional software. Erin will create a program that will run on our existing GIS software. that Erin Quigley will only create the map and the framework of the database for us. We will have to enter the data ourselves. She will teach us how to do it.

Dianne asked whether the basic unit of the database will be the cemetery plot or the individual grave space. Beth said she thought the latter. But we can talk with her about providing us with a framework that would go to the next level of individual graves – which may have more than one burial in them. Dianne said that we do not have a complete written record of who is actually buried in the Cemetery. She and Dick have recorded this information but Ethel did not. Susan suggested writing to the owners of record of each plot to ask who is buried there. Gail said that might project an image that we don’t know what we are doing. But further discussion indicated that this is important information and families may be pleased to have the Town inquiring.

Gail moved, seconded by Joan to accept the proposal from Erin Quigley and to send it to the Selectmen for final approval.

7. 2012-13 Cemetery Budget
Beth said that at the workshop on the budget tomorrow, the Selectmen will be discussing the Cemetery budget. It is penciled in as the same $5000 that it has been before. It was clear from the discussion that the Committee has no information on the Cemetery income or expenditures. Susan said she would print out reports from Trio tomorrow for Beth to look at before the meeting. She will also get out the folder with the Cemetery perpetual care fund checklist. When a grave site is sold the money goes into the Town accounts, but is then transferred to the Perpetual Care fund account. However, Susan said that, as she understands it, the money that comes in for the administrative fee for a burial just goes into the Town general fund and is not set aside for Cemetery expenses.

Dianne said it would be nice if some of the administrative fee could be set aside to build up an account for cleaning/fixing gravestones. Susan said it is possible to create such a reserve account that carries over from one year to the next. North Yarmouth does this. We can explore doing this.

Beth asked what items the Cemetery may have that should go in the Capital Budget. This will not be discussed at tomorrow’s meeting. She thinks the threshold is $5000, and most things are likely to cost less than that. Some building projects like replacing the roof of a building would come in this category. Mowers may. The most recent was bought in 2009. The other one was used in Cumberland for 3 years before it was sent over to Chebeague in 19???. Dick said he thought the useful life of a mower would be about 10 to 15 years if it is maintained. But the older mower is getting toward the end of its useful life. Beth said she would talk with John Wilson about whether these should be included in the capital budget.

For tomorrow’s meeting Beth said she will review expenditures and revenues in recent years, and say that the Committee has begun to work on some specific proposals. For this year the $5000 budget item works for us.
8. Proposal to Selectmen to be sold or given the land behind the Cemetery.
Dianne suggested mentioning at the budget meeting that we want to request that the Town either give or sell the Town-owned land behind the Cemetery to the Cemetery. This is part of what was the old dirt pit where the brush dump and the Public Works Garage are. This is not a new issue, they will know about it.

Susan said she had talked with Michael Stultz at Maine Municipal Association about how such a request work. Both the existing Cemetery and the proposed addition must be surveyed and a title search needs to be done to see if Cumberland conveyed any of the land to abutting property owners, and to make sure the title is clear. We can use CICA’s recent experience with the conveyance of the School House Road land for year-round housing to estimate the cost of this legal work. And we need to make a proposal to Town Meeting for the transfer to occur.

9. Other business:
Susan said that the Town is now a member of the Maine State Cemetery Commission. Dianne asked if that means she need not be a member any more. Susan said that we just need one membership to be able to get the materials that they send out. Dianne said she would cease to be a member.

Dianne reported that the Cemetery had purchased a lot from someone who had bought it earlier but no longer came to the island. They were paid the full cost of the lot. But Dianne said that the State Statute specifies that the full amount should not be paid back. Instead the amount placed in perpetual care [or used for perpetual care??] should be taken out, and the rest sent back.

At the next meeting we need to discuss:
Flags and stands for May
Signs about Cemetery regulations – there were some but they were taken.
The amount of the Perpetual Care Funds interest and what proportion of it might be used for Cemetery operations.

Respectfully submitted,
Beth Howe
Minutes of the TOCI Cemetery Committee, Tuesday April 10, 2012 at 4:30 at the Firehouse conference room

Present: Dianne Calder (ex-officio), Susan Campbell (ex officio) Martha Hamilton, Beth Howe, Gail Miller, Joan Robinson, Sylvia Ross

Also present: Donna Damon

1. Minutes of the meeting of March 27, 2012. Joan moved, seconded by Gail to approve the minutes. Approved unanimously.

2. GIS map of the Cemetery
Beth reported that Erin Quigley had found another GIS person for us, Jill Tremblay. Jill has recently moved to Portland from Orono where she was doing GIS work for the University of Maine. She has no job yet, so she is pleased to do this and is particularly interested in it because it is very different in scale from the work she has been doing. She has given us a proposal, which is based on Erin’s and discussions with Beth. She came out yesterday to look at the Cemetery and talk to Dianne about how the graves should be numbered. The numbering in the deeds themselves is difficult to follow. Donna suggested dividing the Cemetery into five parts that correspond to the various deeds of land to it. Beth said she would talk to Jill about this.

Donna asked whether the number of hours in the proposal and the amount of money would cover all the work that needs to be done. Several people explained that Jill will not do the data entry. She will simply set up a framework for it. It will be up to us to enter the data itself.

Gail moved to recommend to the Board of Selectmen that Jill Tremblay be hired to do a GIS map and the framework for a database, with a cap of $2500 on the cost. Martha Seconded. The motion was adopted unanimously.

3. Rules and Regulations of the Cemetery
The group went through the draft again and agree to the changes Beth had suggested and reported from the last meeting. Some wording was added about allowing vehicles for handicapped people. Dianne had three suggested additions. Should we have hours of operation such as sunrise to sunset? Another is to say that people must remove things they want to throw away rather than dumping them in the woods. Also the rules shall be posted on the Town website.

There was additional discussion of the number and size of gravestone and whether Sanford Doughty’s monument with many names on it could be used as a model. It also includes some people lost at sea, and this brought up the idea that has been around for many years of having a memorial to people lost at sea. But this might be somewhere else than in the Cemetery.

Gail moved to bring the Rules and Regulations of the Cemetery to the Selectmen for adoption. Seconded by Joan. Approved unanimously.

4. Perpetual Care Fund
across
Lady Slipper
Daffodil
Buttercup
Trillium
Phlox & daisy
Down
oak
maple
birch
pine
ash
apple
spruce
beech
dogwood
chestnut
cedar
Magnolia
hemlock
hackberry

Currently unmapped

Plot address will be
The plot number is between the 4 Road Names.
Outside boundaries: North Road
? woods
? hedge
? Transfer Station Road
Cemetery Meeting Oct 22, 2012 at 4:30 at the Firehouse Conference Room

Present: Martha Hamilton, Beth Howe, Gail Miller, Joan Robinson, Sylvia Ross, and Dianne Calder, ex officio.
Also present: Gloria Brown, Donna Damon and Marianne Durgin

The Cemetery Committee will meet on the 3rd Monday of each month. Next meeting is 11/19/12

1. Presentation by Jill Tremblay on Cemetery map and database
Jill presented her work on the Chebeague Cemetery GIS mapping project. Very interesting and there were lots of questions. She pointed out two areas which she had not mapped – the oldest part of the cemetery and the part with plots arranged in circles in the newest part. Beth, Dianne and Dick said they would pose particular problems. The latter one is completely undeveloped.

The maps shows “plots” which often, but not always, belong to a single family. Within the plots are individual graves. Now with less space available people generally buy single spaces or graves in the newest part.

Jill developed the map from the copies of the old maps that we had given to her. Martha’s map was especially helpful. GPS is not an exact enough tool to use for determining the edges of 20’ x 20’ plots. The data on the map has been rectified. This means that tests have been done to make sure that the map developed from our old maps really corresponds to the plots and graves on the ground.

Jill developed her own numbering system for the plots because the numbering system on the old maps and the cemetery deeds is not clear and consistent. There is no existing map that uses the deed numbers. Several people asked if a field could be added to the plot data for the old deed numbering system. Then it may be possible to work from one to the other, especially for people who are familiar with the cemetery. Jill will add a field to the plot data page to put original plot numbering into.

The map is in ARC GIS, which is a difficult program to use. But we will not have to change the map. The data set that underlies the map is in Microsoft Access which is easy to use. It will be up to the Cemetery Committee or other people in the Town to fill in the data about who owns the plots and who is buried in the graves.

There are two types of data entry “pages”. One has the information about the plot, particularly who owns it. The other type of page contains fields for data about the individual people in the graves. She took photos of all the gravestones, both sides. The information from these was used to develop the fields for the grave “page”. The
photos are part of the ARC GIS data base. All the written data on the pages is in Access.

Beth said that Jill will create a manual to train us to do the data entry.

There were a lot of questions and discussion about the information Jill was providing about the map and data base so that everyone could understand how they would work for us.

Donna asked if other photos could be added. Jill said they could. Donna said it was a shame that Jill had not known about the existing photos of gravestones. Jill also said both the GIS pictures and the Access data base can be added to as new people are buried or as plots and graves are sold.

Donna asked if Jill had numbered the graves in each plot. She said she had not. From the information she had it was often unclear how many graves there were in a plot. There is space in the data base to have up to 25 graves in one plot. Donna said that in that case we can create a template so that the graves will be numbered uniformly for all the plots of the same size ie: Plot 1 grave 1f(front), 2f, 3f, 4f then in back 1b(back), 2b, 3b, 4b. There are some plots that have six graves across and some with four.

Donna also said that in Evergreen Cemetery in Portland the plots and graves all have addresses which use the names of the roads in the cemetery. Beth said she thought that at least one of our old maps did have road names on it. Jill will add a field to put road names for plots.

Donna said that she thinks the data from the oldest part of the cemetery should be added to the map. Martha has filled in some of the plots and graves. Jill said she could do this as long as it was clear that this information is more uncertain than the rest of the map. There was a discussion of how to identify graves which are not marked. We could use Ground Penetrating Radar – We could rent the device and use it to show how many bodies are buried in a plot or grave.

Jill said there isn’t much data on the people in that area. But Martha and Donna said that we have a lot of data about them separate from what is shown on the few gravestones. It would be easy to fill out the grave pages for them.

Martha suggested that we make paper copies of the data entry pages. Some members are willing to collect info and fill in the data sheets then pass them to the data entry people. You could use color coded paper for info for plot and another color for the grave info.

There was general enthusiasm about the idea of mapping what we do know of the old part while we have someone who can do the mapping and is already familiar with the cemetery. Beth asked Jill to develop an estimate of what it would cost her
to include the oldest part of the cemetery. Jill said that if she does not have to take
the photos, this would be easier. She will give us a quote.

As a general matter, where information about who is buried in plots is not available,
Dianne said that we can contact family members to get data. Jill said that it could
also be useful to get a group of older people on the island together to have them talk
about what they know about the cemetery.

Donna said that the Town may be considering new computers this year, and maybe
we could have a computer dedicated to the cemetery for data entry. Gloria said we
should be careful not to have the information in our database on the internet. Jill
said that ARC GIS needs to be connected to the internet. But entry can be password
protected so that people could not hack into it to get dead person info to use for
stolen identity purposes.

North Yarmouth Cemetery has a program that they bought that enabled them to
record their plot system. Donna will talk with Debbie Allen Grover the North
Yarmouth Town Clerk.

2. **Hire someone to cut down the large, nearly dead pine tree.**
   Tom or Dick will mark the tree.
   We should get estimates from Affordable Tree and David Tardy for the taking down
   of the big tree. Beth will get estimates. What will we do with the big chunks of
   wood? Gail will call Geoff Summa to see if he wants the wood. Maybe Steven Todd
   and others would cart it to Sanford’s Pond for winter burning.

   Beth said that this is an expense that would logically come out of the Town’s budget
   allocation for the cemetery.

   Joan moved, seconded by Gail, to ask the Town to allocate money for taking the tree
down. Passed unanimously.

   Donna said that Beth should prepare a memo to the Selectmen asking for money for
cutting down the tree and for taking down the tree.

Respectfully submitted,

Gail Miller and Beth Howe