DATE: August 28, 2018

ATTENDANCE: Beth W; Laurie C (via cell phone); Donna D; Jane F; Ann T. Also, Gloria B. Absent: Denise H; Kendra M; Allyson S;

A motion was made by Jane to **approve July minutes** that was seconded by Donna and unanimously approved.

The Financial Worksheets were reviewed and approved. It was determined that we are in “good shape” after comparing this year to last year at this date.

The Superintendent’s Report included notice of recent burials and sale of lots. In addition, Ann noted that Chris Stilkey will be returning on Friday to do as much work as possible for the fee allotted of 2000, reserving 3000 for tree removal.

Old Business

  **Cemetery Markers feedback** is, they are useful and already working well.

  **Recommendations for procedures** at the Town Office regarding Chebeague Cemetery information: Donna noted looking in different notebooks for deeds, maps, and photos is unwieldy and we need a streamlined system. **Ann agreed to speak with town administrator and write up a one-page procedure of how to locate a burial.**

Review email from Jesse Cofelice of Independent Archeological Consulting to Jane Frizzell:

After discussion it was decided we need to learn more about the town’s mapping. Beth forwarded information to Carole White who has not yet replied. Some questions for which we have no answer include:

  -How many graves are in the UM (unmarked) section, 200 or 400? Does the number change the costs Independent Archeological Consulting (IAC) quoted?
  -Will IAC’s technology work with high-resolution aerial photos which the town is obtaining? Have the photos been delivered? When will they become available? **Donna agreed to talk about this with the Town Administrator and report back.**

  -Is J Cofelice/IAC mapping any other cemetery sites on the island?
It is hoped that Jane can contact Jesse Cofelice and we can meet for a presentation of a second proposal once these questions are answered.
**Discussion of mapping** in the newest part of the cemetery or the areas where lots are for sale: This section is clear and requires no additional mapping.

**Setting priorities and plans** for projects with a direct goal
- Special projects? Monies for projects?

After considering these points, we agreed to continue discussion our next meeting:

- Each existing lot needs a photo and we may already have a good number of these. Cathy MacNeil took many now available on the FindaGrave site through Susan Teachout’s work.

- We need to create a map identifying lots with names. Once a high-resolution aerial map of the Cemetery is available, can names be added?

- We have never obtained GIS coordinates of graves. We need these to interface with the product the Independent Archeological Consulting firm creates.

- We need a database that will interface with the product IAC creates.

- Selling new lots is an important goal.

- Cutting trees: What are we cutting down and why? We need to review.

**Action Items**

Ann agreed to speak with town administrator and write up a one-page procedure of how to locate a burial.

Donna agreed to talk with the Town Administrator about the suitability of our use of the town’s high-resolution aerial photos.

**Our next meeting** is September 25 at 6 PM.

Meeting Adjourned.