CHEBEAGUE ISLAND CEMETERY COMMITTEE MINUTES

DATE: March 26, 2019

ATTENDANCE: Members: Beth Wiles, Kendra McKinnon, Allyson Smith, Jane Frizzell, Denise Hamilton, Donna Damon and Laurine Curtis (via cellphone); also Ann Thaxter and Gloria Brown.

APPROVAL OF MINUTES: Motion was made by Laurie and seconded by Kendra to approve the minutes of the February 26, 2019 minutes. The vote was 6-0 in favor; Donna abstained.

REVIEW OF RECENT TREE CUTTING AND MONEY ALLOCATED FOR PROJECT:
Ann explained how the tree cutting project ended up costing $5000 instead of the expected $3000. Beth read Town Administrator Marjorie Stratton’s email regarding how this event effects the committee’s budget and her suggested way forward. Donna moved that the committee wait to see what remains in the cemetery budget at the end of FY19; Jane seconded. If necessary, the committee can then ask the Board of Selectmen to move funds from the cemetery reserve funds to the cemetery operating budget to cover any shortage caused by the tree cutting project. Following discussion, the committee voted unanimously to approve the motion.

Denise moved that the committee develop a standard form for future contractor projects; Kendra seconded. The vote was unanimous. The new form will include a written, specific description of the proposed project; a section for vendor information including submittal of IRS form W-9 and insurance certificate and an estimate “of no more than $”; and a section for committee authorization. Denise agreed to prepare a first draft of the form.

FINANCIAL WORKSHEET REVIEW: The committee reviewed the financial report and discussed expected upcoming expenses. Ann said there might be some costs involved with the mower’s spring tune-up and temporary repair of the hearse house door hinges. Donna asked that the hearse house doors be evaluated for possible replacement and added to a long range financial plan.

SET UP DATE FOR SPRING CLEANING: Tentatively, Saturday, May 4th starting at 9 AM. The event will be included in the May issue of the island Calendar and advertised with signs around town, on the town’s website calendar and on Beverly’s web page.

CEMETERY FLAG PURCHASES AND PLACEMENT ON MEMORIAL DAY: Ann will inventory flags and flag holders remaining from last year and order more for this year. Discussion ensued regarding last year’s placement of flags by children on Memorial Day. This was successful last year. Ann will organize for this year.

WORK ON MAPPING PROJECT:
- Dave Bouffard/Boundary Points / Bob Storey/Cumberland Cemetery Assn. – local Beth reported that she had talked by phone with Dave Bouffard. He is very interested in working on our project and said yes to a two or three year plan. He said he would come out and look at the cemetery. Dave is licensed by the State of Maine and will provide a certificate of insurance.
Donna handed out copies from Bob Storey of sample maps of Cumberland’s Moss Side Cemetery. Bob is willing to meet with us and demonstrate the Pontem cemetery management software used by the Town of Cumberland. Donna will schedule a meeting for committee members to meet with Bob Storey.

- Bob Perry/Topographix LLC – Hudson, NH
  Beth has communicated with Bob Perry. He indicated he would be happy to work with us in the short term; however, he is planning to retire. He would need a description of work we want done.

- Jesse Cofelice/Independent Archaeological Consulting, LLC – Portsmouth, NH
  Jesse visited us last summer and provided us with a detailed proposal in July 2018.

- Gloria reported the town has acquired aerial photo imagery from the Maine Office of GIS. It’s accessible online at their website, and the town has an external hard drive that contains all the images. The committee asked Gloria to email the Maine Office of GIS link to the three vendors referenced above.

**NEXT MEETING:** Tuesday, April 30th at 5:30 PM at the Parish House

**ADJOURNMENT:** The meeting adjourned at 6:55 PM

**TO DO LIST:**
Beth: email Marjorie re: paying Affordable Tree invoice
Denise: draft form for potential contractors
Gloria: email MEGIS link to Bouffard, Perry and Cofelice
Ann:
- get evaluation of when hearse house doors will need to be replaced and a guess of what it would cost
- arrange advertising for Spring Cleanup
- order flags and flag holders
- arrange flag placement by children
Every one:
- Spring Cleanup: Spring Cleanup Saturday, May 4th, 9 AM
- meeting with Bob Storey in Cumberland