

## Chebeague Island Cemetery Committee

Prior to separation from the Town of Cumberland, the Cumberland Cemetery Association managed and maintained the cemetery beside the church. During transitional meetings, the following was recommended by the Community Services subcommittee:

- accept CCA proposal of division of financial asset & sign CCA hold harmless clause
- Creation of a committee of at least 3 community members to oversee cemetery operations, one member should have financial expertise
- Create separate, interest bearing bank account to receive CCA funds
- Reduce budget line item recommendation \$1000

The Town of Chebeague Island accepted the transfer of funds from the CCA on 12-24-2007 (\$42,548.57) and the voters accepted a budget of \$5,000 for the fiscal year 2007.

The 1<sup>st</sup> meeting of the cemetery committee was held on February 26, 2008. One of the questions we asked ourselves is our function and responsibilities.

Minutes from our meeting in March of 2008 indicate there was no clear consensus from selectmen on whether or not to have a treasurer.

The committee has met irregularly since March of 2008 and our last meeting was held April 12, 2010. Prior to that we had not met for one year.

## Thoughts re: the Cemetery and Possible Goals for the Coming Year(s)

1. Store duplicate records at Museum in vault.
2. Develop a written process/brochure re: sale of lots and burial protocol.
3. Develop a job description for the Superintendent and Grounds Keeper.
4. Change employees to ex officio members of committee eg Harbormaster/Shellfish.
5. Develop a plan re: which sections of the Cemetery should use a hand mower vs a riding mower.
6. Advertise meetings, take minutes and post to WEB site.
7. Research issues related to contracted/independent services by Town employees re: insurance.
8. Survey and create a map of the cemetery.
9. Develop a data base/map with cemetery info including: names, dates, location, flag location, and tie to photo index; coordinate with volunteers such as committee members, Nancy Vachon, and the Historical Society to compile data.
10. Develop a short and long term plan to enlarge the cemetery, which could include: survey, land clearing plan, plot plan etc eg: Town property behind the Church abutting the Northeast (?) side of Cemetery including cost estimates.
11. Develop a short and long term plan to clean, repair, and re: point stones. Include timeline and cost estimates with quotes.
12. Meet at least annually with the selectmen prior to budget development to: discuss capital projects, operating budget issues, and questions/updates on goals, policies, fees and future ideas.

#### Chebeague Island Cemetery Committee

- Acts as an Advisory Committee
- Appointed by Board of Selectmen. Members serve at the will of the Board of Selectmen.
- All expenditures approved via Board of Selectmen by A/P Warrant
- Lot sales split between Cemetery General Fund (24%) and Perpetual Care (76%).
- Administrative fee of \$175 collected at time of burial. (Grave preparation fees paid directly to Richard Calder). Administrative fee is credited to Cemetery budgeted expenses account.
- Perpetual Care principal can not be expended. Interest is used to help offset the cost of maintaining the Cemetery. Interest to be withdrawn prior to June 30<sup>th</sup> and credited to maintenance account.
- Cemetery General Fund account fund may be expended for capital expenditures upon recommendation of the Cemetery Committee, and approval of the Board of Selectmen. Interest on General Fund Account accrues to that account.
- Beginning July 1, 2010, Richard Calder payroll will be treated as an employee of the Town of Chebeague Island, as will any other personnel working to maintain the cemetery. All employees engaged in the maintenance of the cemetery will be covered under the Town's Workers Compensation coverage.
- Grave preparation and setting of stones will continue to be treated separately by Richard Calder, with fee being paid by the funeral home or private parties.
- Long Range planning includes repair and cleaning of stones and monuments, repair of floor in building, obtaining property for future use as cemetery, and acquisition of a vehicle to be used as a hearse (presently using ambulance to transport caskets).
- By June 30<sup>th</sup>, 2010 all cemetery funds will be invested in the Town's cash management account, presently with TdBank. Separate interest accounting will be accommodated and reported monthly.
- The Cemetery Committee is interested in software or development of a database for cemetery lots and sales.
- A full financial report of the General Fund and Perpetual Care Account will be available at the workshop.
- As of June 30<sup>th</sup>, 2009 the total assets of the Chebeague Island Cemetery fund was as follows:
  - Total Assets 7/1/2008                      \$ 49,418

- Additions 2008/2009           \$ 2,339
- Total Assets 7/1/2009       \$ 51,757
- Additions 2009/2010 (to date) \$ 3,150
- Total Assets                   \$ 54,907
- 2009/2010 Administrative Fees   \$ 1,925