

Calais Cemetery Commission Meeting Minutes

November 14, 2018

Town Office

Present: John Simanskas, Fletcher Dean, Juanita Nunn, Jennifer Whitman, Randy Koch

John called the meeting to order at 7:05.

**Sexton transition:** Jennifer reported back from today's meeting with the town clerk. Wyatt Healey was scheduled to attend and hand over all remaining cemetery documents he possesses, but he did not attend. John will call Wyatt to remind him bring in the documents. Jennifer will take on the title of sexton. She and Juanita will create an updated job description. Her email address will be [calaiscemetery@gmail.com](mailto:calaiscemetery@gmail.com). She has already helped a resident with the logistics of a cremation burial in Robinson Cemetery. In reviewing documents they found that terms "perpetual care" and "mandatory burial vault" must be eliminated from the bylaws. She will acquaint herself with the cemetery maps. Commissioners may create new categories for the expense reports. John will email her a blank copy of the Burial Registry Form. Fletcher suggested that she continue to volunteer as sexton through FY 2018/19 but if the workload is more than she expects, the commissioners could consider compensation for FY 2019/20.

**Minutes:** The minutes of the October 15 Special meeting and October 24 meeting were reviewed and approved.

**Commission Vice Chair:** John made a motion to appoint Juanita Vice Chair. Randy seconded. Approved.

**Contractor bids:** Randy presented 2019 season mowing and maintenance bids from two contractors. After discussion, Fletcher made a motion to award the contract to Kirkyard Services for \$25,500, with the following stipulations included: spring opening and fall closing cleanup, flag placements, report to the Cemetery Commission prior to meetings, and that his attendance may be requested for updates. As sexton, Jennifer will coordinate logistics with him. Randy seconded. Approved.

**Treasurer position:** With the recent improved expense-budget reports from the town treasurer, it was agreed that a treasurer position on the cemetery commission would be unnecessary.

**Green burials procedures:** Jennifer said that best practices exist and professional consultants are available.

**FY 2018-19 Expense Report:** not available

**FY 2019-20 Budget:** After discussion of contractor expense and necessary projects to complete, Jennifer proposed a budget of \$39,000. Randy seconded. Approved.

Meeting adjourned at 8:45.

The Cemetery Commission meets on the 4<sup>th</sup> Wednesday of the month in summer, excluding July, and bi-monthly thereafter.

**Next meeting February 27, 2019 - 7 PM**

**Town Office**

Respectfully submitted,

Fletcher Dean, November 18, 2018