

Calais Cemetery Commission Meeting Minutes

November 15, 2017

Town Office

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

Guests: Sexton Wyatt Healey, Town Clerk Judy Fitch

John called the meeting to order at 7:05.

Burial Rights Deed: Judy explained the present lot purchase process. The purchaser contacts Wyatt who makes the transaction. He transfers the proceeds to the Treasurer who deposits the money into the endowment. There is a patchwork of old records and a need to update the recording system for consistency and ease of access by all concerned parties. The Deed to Convey Burial Rights will be modified to be the sole lot purchase document with lot location, notarized by the Town Clerk and signed off by a cemetery commissioner. Wyatt requests that a single page, FAQ-type summary of the Rules and Regulations be created to hand to the purchaser. A link to the town website must be included for the in-depth details. Wyatt's Burial Registry form will remain in its present form.

Judy noted that select board administrator Jon Williams can help with sourcing of mapping software and funding grants.

Minutes of the commissioners' October 25 meeting were reviewed and approved.

Sexton's Report: Wyatt presented a report of the budget to date as well as his projected spending and projects for the rest of FY 17/18 and FY 18/19. As a result of his efforts to come in below budget, commissioners plan to roll over any potential surplus in the present FY to FY 18/19, to fund the cleaning of headstones in Old Fairview Cemetery and to purchase and install a new Janes Cemetery granite post and chain fence. These extra project expenses reflect the commissioners' long-term capital plan to address deferred maintenance in town cemeteries.

John made a motion to submit a level-funded budget of \$49,000 for FY 18/19. Randy seconded. Unanimously approved.

Meeting adjourned at 9:00.

The Cemetery Commission meets on the 4th Wednesday of the month in summer and bi-monthly thereafter.

Next meeting February 21, 2018

7 PM - Town Office

Respectfully submitted,

Fletcher Dean

November 22, 2017