

Calais Cemetery Commission Meeting Minutes

November 18, 2020

Via Zoom

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

John called the meeting to order at 7:00

Minutes of the October 28th meeting were reviewed and approved.

**Sexton's Report:** Jennifer reported that a recent green burial at Robinson Cemetery went well. A plot has been sold for placement of a memorial bench at Janes Cemetery. Joe Mangan needs to determine the exact location of plot sites in Robinson to complete a sale.

**Contractor's Report:** Joe's email stated that they will lock the gates and remove flags by this weekend. He hopes problematic map discrepancies and some missing corner markers in Robinson Cemetery can be resolved soon.

**Financial report and Fiscal Year 2020/21 budget:** Commissioners reviewed the budget and expenses as of November 17. The endowment balance is \$171,466.99. Spring projects include replacing Robinson (west side) fence and planting trees in the green burial section.

**Town Auditors' letter:** Commissioners passed over this item after hearing explanation from Trustee Rod Buck (via email) that the investment strategy in the endowment is financially and legally sound.

**FY 2021/22 Budget:** Looking beyond Town Meeting when Jennifer will step down from the Commission and relinquish her Sexton position, Fletcher made a motion to offer the Sexton position to Joe and increase his annual contract amount by the \$2,400 that Jennifer received (\$30,900 total). Jennifer 2<sup>nd</sup>. Approved. Under "Expenses" the following lines may be eliminated: Cemetery Wages, FICA & Med., Equipment Hire, Mowing-Poplar Hill, Unemployment Ins., and Workers Comp. "Sexton's Contract" shall replace "Mowing Contract."

John made a motion to level fund the FY 21-22 budget at \$49,400. Fletcher 2<sup>nd</sup>. Approved.

The meeting adjourned at 8:20.

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

**Next meeting**

**February 24, 7 PM**

**Location TBD**

Respectfully submitted,

Fletcher Dean,

November 22, 2020