

Calais Cemetery Commission Meeting Minutes

February 21, 2018

Town Office

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

John called the meeting to order at 7:10.

Minutes of the commissioners' November 15th meeting were reviewed and approved.

**Budget:** Commissioners reviewed the remaining budget for Fiscal Year 2017/18. Discussed unprecedented unemployment claims recently paid out for two seasonal employees, and how this may affect present and future budgets. Jennifer will seek clarification on the status of the claims and the town's contractual obligations.

**2018 Projects:** Begin cleaning headstones in Old Fairview Cemetery. Randy will pursue contractors who can repair broken & leaning headstones. A community workday was scheduled for Sat. May 19. Barb Baird of Cabot will train volunteers in safe cleaning methods using water and soft brushes. Granite post and chain fencing will be installed in Janes Cemetery. John will order the fence posts. Hudson Cemetery fence is next on the schedule.

**Cemetery Software:** Fletcher reported on his and Juanita Nunn's recent meeting with Jonathon at the Town Office to learn about the NEMRC Cemetery Module. It provides a platform to record all cemetery data, financial records, plot locations, ability to attach photos and print out reports. It does not have mapping capabilities but can refer to details in a separate computer mapping program. The program costs a one-time fee of \$300 and will bring the town into compliance for present standards. Juanita had expressed interest in beginning data entry soon. Fletcher made a motion to purchase the software. Randy 2<sup>nd</sup>.  
Approved.

Meeting adjourned at 8:50.

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

**Next meeting April 25, 2018**

**7 PM - Town Office**

Respectfully submitted,

Fletcher Dean

February 27, 2018