

Calais Cemetery Commission Meeting Minutes

June 26, 2019

Town Office

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

Guests: Joe Mangan - Kirkyard Services, Andy Christianson, Ann Wheelock, Juanita Boardman

John called the meeting to order at 6:05.

Poplar Hill Cemetery: The extra first hour had been added for Cemetery Commissioners to review relevant Poplar Hill documents ahead of its turnover to the town of Calais. Andy presented his filing system of all PHCA documents that he had scanned onto his computer and a thumb drive. There were a dozen or so categories with hundreds of sub categories, too numerous for commissioners to review practically during this meeting. He reported that maps have not been updated for decades. Only burial registries exist which will need to be cross-checked with plots and matched on a software system. Jennifer and Joe will review the maps and burial deeds at another time. Andy said the Edward Jones account will be transferred to the PHCA checking account and then transferred to the town of Calais. He gave the thumb drive to John who will ask the town clerk to upload the data to the cloud and/or download it to the town computer.

Juanita B. had a question about green burial rules. Jennifer noted that commissioners had hired green burial consultant to help draft rules and regulations.

Minutes of the May 22nd, 2019 meeting were reviewed. Joe asked that four cremations for a single plot be included. Fletcher moved to approve the minutes with the addition, Juanita N. 2nd. Approved.

Minutes of the June 11th special meeting were reviewed and approved.

Sunwise Survey: Juanita reported that Lisa Ginett had responded that she would do the New Fairview Cemetery survey within the budgeted amount. There is a possibility that some funding may have to come from the endowment. Juanita made a motion to contract with Lisa to survey the cemetery, create a new updated map and place corner markers for \$8,000. Randy 2nd. Approved.

Green Burials: Jennifer reported that on June 29th consultant Suzanne Kelly will help site a designated area in Robinson Cemetery, go over procedures for the maintenance contractor, definitions and a checklist for families' responsibilities. Joe has procured a lowering device. John will post an agenda for this special meeting.

Town Office Cemetery Data Entry Position: Joe recommended that just one or two people create card files from burial registries for consistency and accuracy. Multiple site visits are needed for verification. Joe will meet with Jennifer and Juanita on July 1 in the town office to explain the card files system and data entry.

Old Fairview Cemetery: John commended Joe for his excellent results in completing the washing and uprighting of the headstones in the middle and lower sections.

Rules and Regulations Draft: Juanita presented her edits and discussion followed. No final approval yet.

Old West Church Cemetery: John and Fletcher had a site visit with the Design Advisory Board and reps. from the O W C Assn. to discuss the proposed fence changes. No decision has yet been received from the DAB.

Meeting adjourned at 9:10.

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

Next special meeting June 29, 2019 - 2-4 PM,

Robinson Cemetery and Maple Corner Community Center

Next regular meeting (NOTE 3rd Wed.)

July 17, 2019 - 7 PM

Town Office

Respectfully submitted,

Fletcher Dean

July 1, 2019