

Calais Cemetery Commission Meeting Minutes

July 17, 2019

Town Office

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

John called the meeting to order at 7:05.

Minutes of the June 26th regular meeting and June 29th special meeting were reviewed and approved.

Payment procedure: Jennifer reported that the Treasurer requires John's signature (Randy, alternate) to initiate processing. Then a quorum of commissioners must sign off for final approval. She is working with the Town Clerk to simplify the records storage process.

New Interment pricing: Jennifer led a discussion of raising interment fees to dedicate a portion of each burial type to the cemetery commission budget. Jennifer made a motion to increase fees as follows: \$1,200 for full burial (includes \$200 to budget); \$1,700 for hybrid/vaultless (\$200), \$2,200 for green (\$200), \$500 for cremation (\$50). John seconded. Motion passed. John then made a motion to also raise the flat grass marker installation to \$175 of which \$25 would go to the budget. Jennifer seconded. Motion passed. Jennifer will edit the wording on the plot price list, eliminating the term "perpetual care."

Sunwise Survey: Juanita presented the revised contract for the New Fairview Cemetery survey and map for \$8,000. Engraved, stainless steel corner markers will cost extra. All commissioners signed.

Cemetery Rules and Regulations update: Juanita would like help with editing and simplifying. Jennifer volunteered to collaborate with her.

Green Burials: Jennifer will review the draft rules and regulations with Joe Mangan before presenting to the commission for approval.

Town Office Cemetery Data Entry: Joe was unable to meet with Jennifer and Juanita on July 1 in the town office to explain the card files system and data entry. They will reschedule.

Old West Church Cemetery: John hasn't gotten a response from the Design Advisory Board regarding the proposed fence changes application. He will inquire as to when a decision will be forthcoming.

Budget: Commissioners reviewed the Treasurer's financial report for the end of FY 18-19 and start of FY 19-20. Endowment balance as of 6/30/19 is \$151,463.87.

Meeting adjourned at 9:00.

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

Next meeting

August 21, 2019 - 7 PM (NOTE 3rd Wed.) - Town Office

Respectfully submitted,

Fletcher Dean, July 22, 2019