

Calais Cemetery Commission Special Meeting Minutes

June 11, 2019

Town Office

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

Guest: Reed Cherington

Vice Chair Juanita called the meeting to order at 7:10. John arrived shortly thereafter.

Sunwise Survey Proposal: Discussion about the scope of the survey of New Fairview Cemetery by Lisa Ginette. Question of budget affordability and what resources and/or budget changes may be available to fund the project. Full survey and placement of corner markers for every plot or fewer markers? Juanita will contact Lisa to see what can be accomplished for less than the full price of the estimate.

Green Burial Consultant Workshop: Suzanne Kelly will hold a two-hour workshop at Robinson Cemetery and possibly Maple Corner Community Center for \$714.48. Randy made a motion to accept her proposal and Fletcher 2nd. Approved. Jennifer and Joe Mangan will pick a date and other commissioners are invited to join.

Cemetery Data Entry Job: The Cemetery Commission needs to bring burial records and maps up to date in the Town Office through both physical index card files (duplicate for Joe M.) and the MEMRC software files. Top priority are New Fairview, Robinson and Hudson Cemeteries. Joe and his wife have offered to create the index cards. Jennifer will ask Joe for an estimate of the hours needed and if he would consider giving a training for commissioners and other interested volunteers. Hourly rate for hired person is \$15.

Draft Rules and Regulations: Jennifer and Juanita have been reviewing the present document and are making changes. They will present the final changes for approval at Commissioners' June 26th meeting.

Draft Job Descriptions: Jennifer will finalize descriptions for Sexton and Maintenance Contractor and submit for approval at Commissioners' June 26th meeting.

Poplar Hill Cemetery: The Select Board met on June 10th with the Cemetery Commission, Attorney Jim Barlow and representatives from the Poplar Hill Cemetery Assn. to discuss the PHCA's recent vote to dissolve and the legal steps required to transfer documents and assets to the town of Calais, pending Select Board approval. Cemetery Commission will review burial records and other pertinent documents before SB approval as well.

Old West Church Cemetery Fence: John and Fletcher completed the application to the Design Advisory Board, proposing replacing the deteriorating wooden fences with traditional, maintenance-free granite posts and chain in line with other cemetery fence upgrades in Calais. The wooden front fence (east) would remain as is except for granite posts replacing the rotting cedar posts. John will hand deliver the application tomorrow.

Meeting adjourned at 8:50.

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

Next meeting June 26, 2019 - 7 PM, Town Office

Respectfully submitted,

Fletcher Dean, June 17, 2019