

*Cemetery Committee Meeting  
January 4, 2016  
Approved: March 7, 2016*

**Members Present:** Grace Keene, John Moran, Brenda Lake Pam Osborn, Deb Doten, Andy Tolman, Marianne Perry, Sandra Rourke

**Members Excused:** Lydia Adleson

**Staff:** Karen Peterson, Eric Dyer, Bruce Chandler Jr.

The meeting came to order at 1:30 pm at the Town Office.

The December 7, 2015 meeting minutes were approved. Motion made by Brenda Lake, second by John Moran. Approved 5 Abstain 2

The objective of this meeting is to make final recommendations to the Select Board for cemeteries in the Capital Improvement Budget and the annual Budget 2016-2017.

There was a question about whether stone cleaning could be continued. Stone cleaning must be done when temperatures are consistently above 45 degrees.

The Town Manager introduced Bruce Chandler Jr who has been hired as the Maintenance Person for the Town. He joins the staff having considerable experience in construction, road maintenance, and licenses for equipment required for the position. A hearty welcome to Bruce!

**2017 Budget Discussion**

All recommendations will be forwarded to the Sexton and to the Town Manager. The Cemetery budget recommendations will be presented to the Budget Committee on January 19, 2016. The meeting begins at 5:30 and is held at the Town Office.

The Sexton has received an estimate of the cost to repair all stones, monuments and granite curbing (20\$,ft for 300 feet of curbing = \$6000). The total estimate s \$40,900. The final recommendations for the Capital Improvement Program (CIP) Budget will be changed to reflect this amount.

The Town Manager provided an update from the CIP Budget Committee meeting. The Budget Committee did not take action on the recommendation to have a plan for all trees on Town property, including the 35 trees in the cemeteries, at this time.

Regarding the Church Rd. draining, no action as been taken by the Road Committee or the Budget Committee. Several Committee Members asked how to put the issue to rest. The concern is that the Cemetery Committee is responsible for the maintenance and repair of a very old stone retaining wall. A report done by a Professional Engineer states that the repair should not take place until the run off from the Church Rd is addressed. The issue will be

deferred until spring 2016 when the Road Commissioner and staff can take a look at the run off. The Cemetery Committee's role will be to monitor the stone wall.

Final Recommendations for CIP:

- Stone Repair: All cemeteries had an inventory completed. There are 141 stones that are broken or lying on the ground. There are 203 stones that require straightening. All stones in this count will require cleaning. There are 13 monuments in need of repair. There 300 feet of granite curbing that needs straightening and repair. The total estimate for repair is \$41,000.
- Maple Trees: There are 33 old maple trees in Readfield's cemeteries. The recommendation is that the Select Board and Budget Committee consider a plan that will address the issues of tree preservation vs. tree removal and tree replacement for all town properties. It is recommended that the Town's Forester assist with planning and cost analysis for this plan.
- Cemetery Roads: The old road in the Readfield Corner Cemetery is in need of work. The middle of this old, narrow road is higher than the tracks and cars do "hit bottom" when passing through this road. It is possible that the Maintenance Person will be able to fix this problem. The East Readfield Cemetery road will be revisited in 2019 per the recommendation made in 2015.
- Rock Walls: The Professional Engineering report received in the spring of 2015 recommended fixing the issue of runoff from the Church Rd. into the swail in front of the rock wall prior to repair of the Readfield Corner Cemetery wall. We await the recommendation for this improvement from the Road Committee. The Case Cemetery rock wall is a much smaller project and the Sexton will get estimates to see if it can be repaired this year.

1. 2017 Budget Recommendations

**Administration:**

Advertising	\$100.00
Publications	\$ 35.00
Miscellaneous	\$ 75.00
Office Supplies	\$ 25.00
Postage	\$ 15.00
Total:	<b>\$250.00</b>

**Insurance:** Per Union Contract

**Wages:** Per Union Contract

There was substantial discussion about the volunteerism covering for some maintenance. The members of the Committee volunteer to rake and do clean up when there is a staff shortage. The Committee wants to be clear it's recommendation is to fully

fund staff requirements for completing the substantial amount of work in the cemeteries. Estimates from two years past are usually enough unless there is staff illness.

Stipend	\$2500.00
<b>Utilities:</b>	
Cell phone	\$ 240.00
<b>Contract Services:</b>	
Plot Repair:	\$ 50.00
Stone Repair	\$4000.00
Fencing:	\$0000.00
Tree Removal:	\$4500 (3 trees at \$1500/tree)
<b>Total:</b>	<b>\$ 8550.00</b>

Discussion: The Sexton provided an update to the Whittier Cemetery maple tree. She met with the Town Forester and residents living near by. There is a solution to saving this tree with so much sentimental history by cabling the tree. The expense will be taken from the 2016 budget this spring.

#### **Community Services**

Veteran's Flags/Total **\$ 350.00**

Discussion: The Sexton explained that 400 new flags are purchased each year. Readfield does not reuse flags year to year as they are usually tattered and the poles bent. Flags are disposed of annually

#### **Equipment Operation Repair Maintenance**

Fuel:	\$ 800.00
Equip. Maintenance:	\$1200.00
Tool Repair,main:	\$ 100.00
Personal Prot.Gear	\$ 100.00

**Total: \$2200.00**

#### **Equipment Replacement:**

Leaf Blower **\$400.00**

Discussion: The current leaf blower has a limited life. It will most likely need to be replaced this summer.

#### **Building O&M:**

Grounds:	\$600.00
Supplies:	\$125.00

**Total: \$725.00**

**Public Ways Operation & Maintenance:**

Signs/Supplies: **\$100.00**

**Contingency:** \$000.00 \*\*

\*\* Recommendation is to remove this line

**Contract Services:** \$000.00

**Donations:** \$000.00

**Other Discussion:**

One member who is a Veteran and who has purchased a plot who like to know why a flag is not placed on his stone. The explanation is that the decoration of graves is done upon the burial. No one on the committee opposes the decoration of this grave.

East Readfield Fence discussion. There is a sub committee who will plan to meet after budget season. Prior to the meeting, references and examples and for low maintenance, historically significant cemetery fences will be researched.

**Next Meeting:** March 7, 2016 at 9:30