

DRAFT
CEMETERY COMMITTEE
Town of Sullivan, Maine

Minutes of Meeting of February 21, 2024

A meeting of the Cemetery Committee was called to order at 3:04 p.m. on February 21, 2024 at Town Hall. Members present: Chairman Gary Edwards, Jeanne Edwards, Robert Dahn, Andrea St George-Jones, DJ Deans. Also present were Town Manager Ray Weintraub and Town Clerk Yvette Grindle. Members absent: Mary Hanna and Myra Hornberger.

It was moved, seconded and voted unanimously to approve the minutes of January 17, 2024 as corrected.

The Town Manager led the committee through the budget lines for care of cemeteries in Sullivan and there followed a discussion of what items are in each budget line.

- It was moved, second, and voted unanimously to roll small individually named perpetual reserve accounts into two lines in the cemeteries budget. Gary pointed out that the ordinance calls for 50% of sales of burial lots to be deposited into perpetual care. The final action was that 50% of the total of these reserve accounts be placed into perpetual care and 50% of the total into maintenance.
- The Town Manager recommended that the account lines under Cemeteries be better defined so it is clear which items are paid under which accounts. Currently there are three lines, Maintenance, Perpetual Care, Restoration.
- There was discussion of the Restoration account, currently with a balance of \$500. Action was deferred to the next meeting.
- There is at least one cemetery trust account held by a local bank. Disbursements from that account requires specific actions because it is a trust account. DJ will send the committee the statutes pertaining to cemetery trust accounts before the next meeting.

There was discussion about creating a position of Sexton for Sullivan's cemeteries. The committee took no action, but it was agreed that the position should be under the Town Manager's budget with its own line item in the Town Budget. Gary recommended that the first Sexton be Robert Dahn since many of his duties under the current cemetery contract would be duties of the Sexton. Robert indicated that he would be interested in being Sexton. Gary, Ray and Robert will meet to discuss the duties of the new position, the amount of compensation, and an amendment to the cemetery policies to reflect the position.

There was discussion of record keeping within the Town Office for cemeteries, especially there being a need to have a more accurate record of what burial lots are available. Yvette and Ray explained what there are for records at the moment and the lack of a system. No action was taken but the consensus of the committee was that the committee should schedule a work shop specifically to assess the existing records and organize them. Ray said that ultimately all the current cemetery information pertaining to burial lots should be digital so it is more easily accessed and shared.

Robert reported that road work needs to be done in the cemeteries, especially in Blaisdell. This project will need to be contracted, and possibly bids taken, depending on the amount to be spent.

The committee discussed changing the time for regular meetings back to 3:00 p.m. Gary will contact Mary Hanna about her schedule.

There being no further business, the meeting was adjourned at 4:45 p.m.

Until further notice about a possible time change, the next meeting will be on March 20 at 5:00 p.m. at Town Hall.

DJ Deans