

BOARD OF CEMETERY TRUSTEES

JUNE 28, 2017

DRAFT MINUTES

Present: Bonnie Clark, President Joyce Pinkham Ellen Campbell Gary Thomas Jane Black	Absent:	Guests: Ben Breadmore, Town Manager Wanda Libby, Town Clerk
1. Welcome	Bonnie Clark opened the meeting at 5:37 p.m.	
2. A Moment of Silence	The BCT passed on the moment of silence at this meeting.	
3. Approval of May 31, 2017 Minutes		
Motion: Moved by Ellen Campbell; Second by Joyce Pinkham	It was moved, seconded and unanimously accept the minutes of the May 31, 2017 Board of Cemetery Trustees meeting.	
4. Old Business A. Waning Cemetery update	Ben Breadmore and Sherry Murray talked to the McGills who own the property next to the Waning Cemetery. The McGills have been maintaining the Cemetery which reported by Ben Breadmore “looks	
	good.” It was recommended that some of the markers should not be repaired as it	

	<p>could cause more damage.</p> <p>Ben indicated that there may be additional stones near the trees on the left hand side of the cemetery.</p> <p>The McGills were told to call the Highway Department if they needed any help with any damage that might be done to their property with regard to use/visitors to the cemetery.</p>	
<p>Moved by Jane Black; no second</p> <p>Moved by Ellen Campbell; second by Jane Black</p>	<p>It was moved with no second to NOT clean the broken stones in the Waning Cemetery</p> <p>It was moved, seconded and unanimously approved to consider cleaning the stones at a later date and see what we still have for funds for repairs.</p>	<p>Motion withdrawn</p> <p>No action needed at this time</p> <p>Sherry has been working with the attorneys for permission to extend the deadline for using the allotted funds for repairs to damaged stones in the cemeteries. Thank you to Sherry for all of her work on this project!</p>
<p>B. Burton-Rowe Cemetery</p>	<p>The Town Council considered proposed names for the new cemetery and voted on the name Burton-Mill Stream Cemetery</p> <p>Ben Breadmore met with Dan Pooler at the Cemetery. They were able to find a metal fence on the ledge side of the Mill</p>	<p>No action needed from BCT</p>

	<p>Stream side which will help with determining the easement. Dave will complete a draft map and easements. A two (2) car parking area was established for use by anyone visiting the Cemetery. The Highway Department will clean out the brush and a few trees and will install a set of steps. Work will be done mid-September.</p> <p>It appears that there may be additional stones in the cemetery. Will have a better idea once trees and brush have been cleared.</p>	
<p>C. Return of unpaid lot sales</p> <p>Moved by Ellen Campbell; second by Joyce Pinkham</p>	<p>After exhausting all avenues of cleaning up the list of reserved but unpaid cemetery lots, the staff in the Town Office presented to the Board of Cemetery Trustees with seven (7) forms for approval to revert ownership of the lots back to the Town.</p> <p>It was moved, seconded and unanimously approved to accept the return of the reserved but unpaid cemetery lots back to the Town of Holden</p>	<p>Action: After approval, certificates were completed and signed by Bonnie Clark, President, BCT</p>
<p>D. Update Cemetery Forms</p>	<p>A sample of the Designation of Interment form was supplied to the BCT for review and approval</p>	

<p>Moved by Ellen Campbell; second by Jane Black</p>	<p>It was moved, seconded and unanimously approved to accept the Designation of Interment form as presented</p>	<p>Action: Town Office staff will begin to use this form as needed and appropriate.</p>
<p>5. New Business</p>		
<p>A. Town Manager to go over Boards, Committees and Commissions Ordinance</p> <p>Moved by Ellen Campbell; second by Jane Black</p>	<p>Under the Town Ordinance, the Board of Cemetery Trustees is required to adopt the Rules of Order and appoint a Chair and Secretary.</p> <p>Ben Breadmore shared with the BCT that Wanda Libby has been designated as a liaison between the BCT and the Town Office.</p> <p>The Town staff and appointed liaison will be available to assist with preparing, posting, and sending to the BCT the agenda as well as assist with taking notes and preparing minutes for approval.</p> <p>It was moved, seconded and unanimously approved that the members of the BCT will avail ourselves of the offer of the Town Manager to use the services offered regarding agendas and minutes</p>	<p>Action: Town will provide the BCT with a template</p>
<p>6. Other</p>		
<p>A. Mowing Service Update</p>	<p>There have been complaints regarding the condition of the cemeteries. There</p>	<p>Action: Ben Breadmore, Town Manager spoke with owner of True North</p>

	was no fall or spring clean-up done by the company; mowing was not done well; stones left grass covered; there was no weeding done, and some flag holders were bent.	Landscaping informing him of the complaints and issues with their service. True North will correct the issues and get back on track.
B. Mapping for Cemeteries	<p>A meeting with Sewall is scheduled for July 1. The BCT will be updated at our next meeting.</p> <p>The Town will have a tool on the cemetery maps that will allow someone to do a name search.</p>	Suggestion: After the cemeteries have been digitalized, a link should be provided to the Maine Old Cemeteries Association (MOCA) as a reference for members.
C. Email from Holden Historical Society	BCT President, Bonnie Clark received an email with an attachment from Kerry Zimmerman, President of the HHS. Kerry suggested a project that the BCT and HHS could possibly collaborate on together. The project would be to Identify Veterans in our cemeteries and write a story or history, create a notebook, digitize and find pictures of the Veterans buried in Holden.	Action: After discussion with the BCT, the President of the BCT was instructed to encourage the HHS to move forward with this project without the participation from the BCT.
Adjournment		
Moved by Jane Black; second by Ellen Campbell	It was moved; seconded and unanimously approved to adjourn the meeting of the Board of Cemetery Trustees at 7:00 p.m.	Respectfully submitted by Jane Black