



**Riverside Memorial Cemetery Trustees
Minutes
Tuesday, October 19, 2010
10:00 a.m.
William H. Jordan Conference Room
Town Hall**

Present

Beverly Brooking Chairman
Gerald Sherry
Jessie Timberlake

David Jones, Cemetery Assistant
Debra Lane, Town Clerk
Michael McGovern, Town Manager

Chairman Brooking welcomed everyone and called the meeting to order at 10:05 a.m.

Public Comments

The Trustees will vote on public comment rules later in the meeting. There were no members of the public present.

Approval of Minutes – August 25, 2010

Moved by Jessie Timberlake and Seconded by Gerald Sherry to approve the minutes of the August 25, 2010 meeting as presented.
(3 yes) (0 no)

Request to Purchase Lots - Kathryn J. Bacastow

Moved by Gerald Sherry and Seconded by Jessie Timberlake to deny the request of Kathryn J. Bacastow to purchase lots at Riverside Memorial Cemetery based on the following factors. Ms. Bacastow lived in Cape Elizabeth from 5th grade to freshman year in college. She has not lived here since 1968. Currently there are no family members living in Cape Elizabeth, nor are any family members buried at the cemetery. Her parents, Merle S. and Louise S. Bacastow are deceased and have a marker at the cemetery however will not be buried there. Mr. & Mrs. Bacastow left Cape Elizabeth in 1969, returned in 1988, moved to Scarborough in 2001. The home on Smugglers Cove was sold in 2005, the year they each died.

(3 yes) (0 no)

The Trustees discussed the request at length. The Trustees recognize Ms. Bacastow's involvement with Fort Williams and appreciate her efforts. They hope when Ms. Bacastow moves to Cape Elizabeth she will pursue purchasing lots at that time.

Discussion with Michael McGovern, Town Manager

Town Manager Michael McGovern joined the Trustees to discuss the future of the cemetery and the current financial status of the cemetery fund. He provided audited financial results of the cemetery from the fiscal years 1993 – 2010.

Michael encouraged the Trustees to begin a dialogue about the long term needs and future of the cemetery. The Master Plan is now 17 years old. What are the long-term goals? Are we accommodating the burial trends, cremations vs. full-size? Should the Trustees request funds in the next budget to update the Master Plan? Should we seek funds to continue the stonewall on the Bowery Beach side of the cemetery moving toward Scarbrough to make the lots in that area more attractive?

David provided a list of available lots. As of today he estimates 713 remaining lots; 437 full lots and 276 cremations.

Debra will provide the Trustees with copies of the Master Plan and the expansion plot plan.

Communications Strategy

Moved by Beverly Brooking and Seconded by Jessie Timberlake to approve the following rules regarding public comment at meetings. The Trustees will request the Town Council to approve their recommendation at the November 8, 2010 Town Council meeting.

(3 yes) (0 no)

Public Participation at Meetings

Persons wishing to address topics on the agenda may do so following introduction of the item by the chairman and prior to Trustee discussion. Any person wishing to address the Trustees shall signify by raising their hand. When recognized by the chairman the speaker shall give his or her name and/or affiliation. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Trustees present.

Persons wishing to address topics not on the agenda may do so following the roll call and review of the agenda by the chairman. The chairman shall ask if there are any members of the public who wish to speak. Any person wishing to address the Trustees shall give his or her name and/or affiliation. Comments shall be limited to three minutes per person. The time may be extended by a majority vote of the Trustees present.

In the event there is a topic of interest to many persons or if the Trustees wish to solicit public comment on a particular issue a separate meeting or public forum may be scheduled. Rules of the meeting or forum will be discussed by the Trustees and published prior to the meeting or forum.

Decorum

Persons present shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Expressions of approval or disapproval may be intimidating to others who wish to speak.

Jessie asked about term limits for Trustees since Beverly will be termed out December 31. Debra explained the council policy is a Trustee may serve up to two consecutive full terms. Jessie asked if the policy can be changed to extend the Trustees term up to three consecutive full terms to coincide with members of the Planning Board, Zoning Board of Appeals and Conservation Commission. The consensus of the Trustees is that it's important to have history and continuity as the Trustees begin long term planning.

Debra encouraged Jessie to contact Appointments Committee Chair Penny Jordan.

Adjournment

Moved by Jessie Timberlake and Seconded by Gerald Sherry to adjourn at

10:53 a.m.

(3 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

