



**Riverside Memorial Cemetery Trustees  
Minutes  
Thursday, March 24, 2011  
10:00 a.m.  
Technology Conference Room  
Town Hall Basement\***

**Welcome**      2010 Chair Beverly Brooking

**Roll Call**

**Present**

Beverly Brooking  
Gerald Sherry  
Jessie Timberlake

Town Councilor Frank Governali, Liaison to the Trustees  
Debra Lane, Town Clerk

**Election of Chair and Secretary for 2011**

Moved by Gerald Sherry and Seconded by Beverly Brooking to elect Jessie Timberlake to serve as the Chair of the Riverside Memorial Cemetery Trustees for 2011.  
(3 yes) (0 no)

It was a consensus of the Trustees for Debra Lane to continue as Secretary.

**Public Comments**      None

**Approval of Minutes** – October 19, 2010

Moved by Gerald Sherry and Seconded by Beverly Brooking to approve the minutes of the meeting held October 19, 2010 as written.  
(3 yes) (0 no)

## **Discussion with Town Councilor Frank Governali**

On behalf of the Trustees Chair Timberlake welcomed Councilor Governali.

Councilor Governali thanked the Trustees for their service and their interest in serving the community. He provided an overview of the Town Council goals for 2011 including the request for boards and commissions to submit a work plan for 2011 listing priority work areas.

The Trustees discussed at length the work plan for 2011 which will be highlighted by the update of the master plan. The work plan will be presented to the Town Council at the April 11 council meeting.

## **Riverside Memorial Cemetery Trustees 2011 Work Plan**

The goal of the Riverside Memorial Cemetery Trustees is to maintain the integrity of the Riverside Memorial Cemetery through upholding the rules and regulations which have been developed over many years.

The Trustees will hear the needs and requests of Cape Elizabeth residents, their families and non-residents. Requests to purchase lots and approve the buy back of lots are based on the rules and past decisions and precedents set throughout many years.

In May 1993 the Master Plan of the Riverside Memorial Cemetery was adopted. The document has guided the Trustees and the town in developing the cemetery through a 5-phased approach. Before the town embarks on the 5<sup>th</sup> and final phase, the Trustees would like to update the plan. The cost and scope of work will be reviewed with Mohr & Seredin, the original authors of the plan, before the update is approved.

The Trustees will work with town staff as the update of the Master Plan is developed particularly as it relates to future years budget, lots prices, and rules and regulations.

The Trustees look forward to a productive and exciting year as they look carefully to the future of the Riverside Memorial Cemetery.

Moved by Jessie Timberlake and Seconded by Beverly Brooking to request Debra to obtain a proposal from Mohr & Seredin, the original authors of the plan, for a cost and scope of work to update the May 1993 Riverside Memorial Cemetery Master Plan.  
(3 yes) (0 no)

The Trustees, Councilor Governali and Debra brainstormed to identify elements they would like to see in the update.

- Price of lots – Should the lot sale prices be adjusted?
- Phase 5 – cremain vs. full size lots
- Possible improvements to the site e.g. extending the stonewall, benches, addressing the look of the maintenance building.
- Can the maintenance building be moved so the adjacent section will be more attractive to purchase?
- Are there ways to raise additional revenue e.g. sale of benches, build a stonewall niche for cremains?
- Should the cremain wall be available to non-residents? If so, should there be a higher fee?
- What are the laws, local and state, that govern the building of the cremain wall and relocation of the maintenance building.

It is anticipated that statistical information will be needed for the update including lot sales history, burial history, statistical death information etc. Debra will provide the information.

Councilor Governali will provide cost estimates for a stonewall niche based on the St. Alban's project. The Trustees are encouraged to visit the wall.

### **Next Meeting**

Debra will contact the Trustees to schedule the next meeting when a proposal is received from Mohr & Seredin.

### **Adjournment**

Moved by Gerald Sherry and Seconded by Beverly Brooking to adjourn the meeting at 11:02 a.m.

(7 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk