



**Riverside Memorial Cemetery Trustees
Minutes
Wednesday, February 15, 2012
10:00 a.m.
William H. Jordan Conference Room
Town Hall**

Present

Jessie Timberlake, Chair
Beverly Brooking
Gerald Sherry

Frank Governali, Town Council
David Jones, Cemetery Assistant
Debra Lane, Town Clerk
Michael McGovern, Town Manager
Robert Malley, Director of Public Works

Public Comments None

Approval of Minutes – January 11, 2012

Moved by Gerald Sherry and Seconded by Beverly Brooking to approve the January 11, 2011 minutes as presented.

(3 yes) (0 no)

Fiscal Year 2013 Budget

Michael McGovern, Town Manager joined the Trustees to discuss the overall finances, short and long term, of the cemetery. He provided a spreadsheet of revenues and expenditures comparing fiscal years 1993 – 2011.

The concern is that the cemetery finances will not be able to sustain capital projects and perpetual care. In the future will it be necessary for the general fund to fund the cemetery? Will the Trustees need to seek other funding sources e.g. from the general fund in order to accomplish the +\$300,000 capital improvements outlined in the updated master plan?

Audited financial results as of June 30, 2011

Perpetual Care Fund Balance	\$347,902
Capital Improvement Fund Balance	\$ 81,618
	\$429,520

Investment income has steadily declined since fiscal year 2007.

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At the January 11 meeting, the Trustees voted to request the following capital improvements, as outlined in the updated master plan, for fiscal year 2013:

Project A	\$ 2800.00	Removal of the Soil Stockpile
Project D	\$ 9400.00	Tree Plantings in Open Area between Dogwood and Sycamore
Project E	\$ 5800.00	Buffer Plantings are Maintenance Shed
Project G	\$42,400.00	Buffer Installation along Route 77 include Stonewall
Total	\$60,400.00	

Mr. McGovern asked if the stonewall serves the purpose only for a buffer to the cemetery. The Trustees responded it also enhances the entrance to Cape Elizabeth; a welcoming image of a rural New England community. The current image is an unfinished project. Mr. McGovern suggested funding may be available through the general fund.

The Trustees again expressed their desire for the removal of the soil stockpile. It was agreed Mr. Malley will arrange for the stockpile to be spread this spring; the project will be removed from the fiscal year 2013 request.

The Trustees suggested the maintenance shed be painted a neutral color to enhance the aesthetics of the building.

Moved by Beverly Brooking and Seconded by Gerald Sherry to revise the fiscal year 2013 budget request to include Project D \$9,400 (Tree Plantings between Dogwood Lane and Sycamore Lane) and Project E \$5,800 Buffer Plantings at the Maintenance Shed and to further request an appropriation from the general fund budget for Project G Buffer Installation along Route 77 (including stonewall).
(3 yes) (0 no)

Note: The estimate in the master plan is \$42,400. Mr. Malley will obtain estimates; that estimate may change.

The updated master plan is ready for town council review. Mr. McGovern will review the next step with Chairman Lennon and let the Trustees know when they will meet with the council and whether it will be in workshop session or a regular meeting.

Mr. McGovern thanked everyone for their work with the Riverside Memorial Cemetery.

2012 Work Plan

This item will be included on the March agenda.

Next Meeting

The next meeting will be held on Wednesday, March 14, 2012 at 10:00 a.m. in the William H. Jordan Conference Room at Town Hall.

Adjournment

The meeting adjourned at 10:55 a.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk

