



**Riverside Cemetery Committee
Minutes
Thursday, September 15, 2016
10:00 a.m.**

Town Hall – William H. Jordan Conference Room

Welcome

Roll Call

Jessie Timberlake, Chairman
Gerald Sherry

Jamie Garvin, Town Council Liaison
David Jones, Cemetery Assistant
Debra Lane, Town Clerk

Absent – Sharon Smarc

Public Comments

No members of the public were present.

Approval of Minutes – August 18, 2016

Moved by Gerald Sherry and Seconded by Jessie Timberlake to approve the minutes of the meeting held on August 18, 2016 as written.
(2 yes) (0 no)

Request to Purchase Lots

P. Michael Giftos (2 lots) – Former Resident

Moved by Jessie Timberlake and Seconded by Gerald Sherry to approve the request of P. Michael Giftos to purchase two lots in Riverside Memorial Cemetery based on previous long-term residency, current family ties to Cape Elizabeth and family buried in the cemetery.
(2 yes) (0 no)

Buy Back Request

John Burns Section NE Lot ##5, 6, 7

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Moved by Jessie Timberlake and Seconded by Gerald Sherry to approve the buy back request from John Burns for Section NE Lot ##5, 6, 7 provided that Mr. Burns states in writing that he was unable to locate the original deed and that burial rights have not been assigned to anyone else.

(2 yes) (0 no)

Update of Lot Sales

Cemetery Assistant David Jones provided an update of lot sales and remaining lots in inventory. David reported the sales for this year to date; 21 full-size and 7 cremation lots. Remaining lots to sell; 330 full-size and 211 cremation.

Provisions of the New Boards and Committees Ordinance

The committee was provided a copy of the new board and committee ordinance.

The committee will discuss its goals to present to the town council.

The budget for fiscal year 2018 will be submitted in February 2017 and is prepared by the public works director in consult with the town clerk based on the needs of maintaining the cemetery.

The year end report will be prepared by the town clerk with review of the committee.

In the next couple of meetings the committee will discuss its goals for submission to the town council.

Next Meeting

The next meeting will be held on October 20, 10:00 a.m. Jordan Conference Room at Town Hall.

Adjournment

Moved by Gerald Sherry and Seconded by Jessie Timberlake to adjourn the meeting at 10:33 a.m.

(2 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

