

ITEM

16-162

To hear a report from the Cumberland Cemetery Association
re: the state of cemeteries and new software program

CEMETERY PRESENTATION TO TOWN COUNCIL, DEC. 12th, 2016

1. Introduce myself
 - A. Became a Trustee in 1996
 - B. Became President in 2000
 - C. Primary goals were safety, aesthetics, and computerizing records...to meet these goals the Association needed increased funding
2. Recognize contributions by Manager and Council
 - A. At the time I became President the Association was only able to fund mowing.
 - B. Not only did the Manager and Council agree to increase funding to a realistic level, but provided additional assistance including:
 1. Removed unwanted trees and vegetation at Moss Side.
 2. Performed extensive tree work at Congregational to remove dead and hazardous limbs.
 3. Purchased veteran flag holders to bring cemeteries in compliance with laws pertaining to Veteran graves.
 4. Continued to provide road repair and landscaping within the cemeteries.
3. Recognize contributions by Peter McKenney
 - A. Peter has left Maine and is becoming a resident of Florida.
 - B. Peter began serving as Treasurer in 1994 replacing David Moody and as Trustee in 1996.
 - C. From 2010 to present Peter has also filled the role of Secretary.
 - D. In addition to furnishing very detailed financial management and accounting reports each year Peter performed many other functions that make our Association leaders in cemetery management in Maine. Among them (but not limited to) are:
 1. He researched the Rules and Regulations of many other municipalities. He then re-wrote our Rules and Regulations incorporating many of their practices. I believe other Associations are now using his work as a guide to updating their R&R's.
 2. He lead the effort to revise the corporate by-laws in 2006 which among other things, changed the Association from a members' organization to a self-perpetuating board.
 3. He provided and managed the Annual budget.
 4. He wrote and initiated the Association's investment policy.
 5. He provided a written report detailing the results of the study conducted at Congregational Cemetery in which ground penetrating radar was used to determine if burials existed in five large unmarked lots.
 6. He served on the Investment Committee.
 7. He assisted with organizing cemetery records and coordinated conversion with Pontem Software Company.
 8. He submitted necessary IRS forms each year.

9. He has spent much time this year training Ann Eisenhart to pick up where he'll leave off at April 2017 annual meeting.
4. Recognize contributions by Molly Porter
 - A. Molly picked up where I had left off in gathering data and preparing the Xcel spread sheet that would later be converted into the Pontem Software system.
 - B. She photographed and named all cemetery monuments which will be attached to the grave records.
 - C. She compiled hundreds of grave notes that appear in the 'occupant' records. This information will be invaluable in preparing Veteran and genealogical records.
5. What is the CCA
 - A. The CCA is a Corporation formed in 1933 to manage Cumberland's cemeteries. It is not a municipal board.
 - B. The purpose of the Association is to manage and improve all lots and appurtenances comprising the public cemeteries in the Town of Cumberland, to sell lots in said cemeteries and to receive, hold, and apply, money and property as may be given, devised, bequeathed or transferred to it, for the care, perpetual preservation and improvement of the cemeteries and the appurtenances and lots therein contained.
 - C. The CCA has 11 Trustees, four of whom also serve as officers, as well as a contracted Superintendent.
6. State of CCA
 - A. The perpetual care fund currently has a balance of about \$279,000
 - B. The operating fund has about \$20,000 which will be much lower by the end of the year.
7. 2016 Accomplishments
 - A. Finalized cemetery maps. This is the first time in the history of the cemeteries that we have maps drawn to the grave (space) level. Each grave now has a unique identifier made up of Cemetery Name/Section #/Lot or Range/Space#. Without good maps it was extremely difficult to maintain good records.
 - B. Continued inputting data into Pontem.
 - C. Installed maps into Pontem and assigned space status.
 - D. Included perimeter trim of all cemeteries in maintenance contract. Was previously funded as a 'special project'.
 - E. Installed fence at Universalist Cemetery.
 - F. Removed hearse house from Congregational (by Town crews).
 - G. Landscape and road improvements at Methodist (by Town crews).
 - H. Planted 4 trees in Moss Side.
 - I. Restoration of granite wall around Greely monument in Congregational.
 - J. Amended the Rules and Regulations to prohibit 'electric powered light sources including solar powered lights, lanterns, and candles.

8. Pontem reports

- A. Pontem reports gives access to details never before available. For example:
 - 1. Veteran count complete with names and other details.
 - 2. Grave census reports.
 - 3. Grave status.
 - 4. Grave ownership.
 - 5. Deed info.
 - 6. Detailed occupant report.

9. Status maps

- 1. Pontem can produce printable color coded maps that show:
 - A. Veteran graves.
 - B. Occupied graves.
 - C. Sold graves.
 - D. Available graves
 - E. Graves of unknown status...could possibly be occupied.
 - F. Graves not for sale....will become available as needed.
 - G. Obstructed graves....usually by trees or turning radii.

10. Moving forward.

- A. Pontem data base will never be complete. It will be kept updated as changes occur. New data can be added at any time.
- B. Allowable information will become available on a web site.
- C. We will continue to make cemeteries safe and attractive. Future work will include turf restoration, road repair, tree work and possible plantings, fence replacement at Farris....
- D. We will continue to prudently manage the funds of the Association.

11. Q and A