

Orr's Island Cemetery Association

**MINUTES OF 2021 ANNUAL MEETING
OF
MEMBERS AND TRUSTEES
At
The Orr's Island Meeting House
September 25, 2021**

Sharon Jones, Secretary
John E. Sylvester, Jr., Chairman – Presiding

I. OPENING-

The meeting was called to order at 2:15 PM, consistent with prior written notice given to members.

II. ROLL CALL; QUORUM-

A roll call was taken. A quorum was established with 5 of the 9 currently elected trustees being present and participating. Blair Shea was a late arrival. (Exhibit A).

III. MINUTES OF PRIOR MEETING-

The minutes of the prior annual meeting of August 25, 2019 were read by the Secretary. Chairman called for a motion to approve the minutes as published. Moved: (K. Fletcher); Second (F. Welch) Yea 8; Nay 0.

IV. TREASURER'S REPORT –

The treasurer's report (Exhibit B) was presented by the treasurer, Robert Sylvester. The treasurer noted that the annual dues and contributions in excess of dues alone are insufficient to cover normal annual operating expenses. We increasingly depend on other sources, such as:

- i. Memorial contributions
- ii. Special fundraising events, and
- iii. The town's required contribution toward military veterans grave maintenance, currently \$20 per veteran grave

A summary of the 5-year pledge drive that began in 2017/18 was presented. Forty-two members participated, pledging \$75,000. Twenty-five pledges were received from the public totaling \$5800. 72% of members have completed their payments.

The Treasurer noted that we have lost contact with seven members and moved their accounts to the inactive file.

Detailed reports of funding sources and uses are in Exhibit B.

Chairman called for a motion to approve the treasurer's report. Moved (K. Fletcher); Second (D. Warren) Yea 8, Nay 0.

V. Perpetual Care Trust (Exhibit C) – Co-Trustee Kathleen Sylvester reported the cash and investment balances were, as of August 31, 2021:

Cash, TD Bank	\$38,277
Government Securities,	\$65,319
Total	\$103,596

The Chairman asked for a motion to accept the Perpetual Care Trust report. Moved D. Warren, Second F. Welch. Aye 8, Nay 0

VI. REPORTS OF OFFICERS AND STANDING COMMITTEES –

The Presidents Report (Exhibit D) was summarized by the President. OICA enrolled 7 new members and conducted 14 burials since the previous meeting. Membership stands at 116. Many gravestones need minor work and a few need major repair. Our previous practice of selling plots of 2 or 5 lots has resulted in many lots that are owned but not used, removing them from our inventory. A revised selling and pricing plan (Exhibit E) was presented to the meeting. The Chairman asked for a motion to accept the President's report. Moved K. Fletcher, Second S. Black. Aye 8, Nay 0

Valley Section Project: Discussion was deferred to the Chairman's presentation of plans for the valley development.

Veteran Monument: Jim Jones reported that the Veteran Monument project was complete and the monument committee's work on the project was finished. Chairman called for a motion to accept the report of the Fence and Gates committee. Motion D. Warren, second F. Welch. Aye 8, Nay 0

Fence and Gates: Jim Jones reported that the original fence plan had been completed. He recommended that an additional section of fence between the Meeting House and the Church Yard of the cemetery be added soon. Price for the material was about \$8000 with another \$2000 required for installation. Funding remains to be found. Chairman called for a motion to accept the report of the Fence and Gates committee. Moved, K. Fletcher, second D. Warren. Aye 8, Nay 0.

VII. OLD BUSINESS-

The "Cocktails on the Wharf" event held on July 24, 2021 was successful. It was attended by 90 persons and netted \$4500. The sense of the members was that the event should be held annually.

VIII. NEW BUSINESS-

Election of Trustees and Officers-

The Chairman called for a motion that the members elect the slate of trustees (Exhibit E).

Moved: K. Fletcher, Second D. Mercier, Yea 8; Nay 0.

The Chairman called for a motion that the trustees elect the slate of officers (Exhibit E).

Moved: K. Fletcher, Seconded D. Warren Yea 8; Nay 0.

Revision to the OICA Fee Schedule (Exhibit F)

The president explained the proposed new fee schedule for membership, burial rights and cemetery services. The Chairman called for a motion that the new fee schedule be approved, to be effective 1/1/2022. Moved: K. Fletcher, Seconded D. Warren. Yea 8, Nay 0.

Valley Section Development

The Chairman presented the plan (Exhibit G) for the creation of 200 new burial lots on the valley floor. Included in the plan was a resolution that the OICA request

funding of \$150,000 from the Town of Harpswell under conditions listed in Exhibit G, to prepare the valley floor for the new burial lots.

The Chairman called for a motion to approve the valley development plan including the resolution requesting funding from the Town. Moved: K. Fletcher, Seconded D. Warren. Yea 8, Nay 0.

IX. GOOD OF THE ORDER

Trustees will review the eligibility for OICA membership restrictions and make recommendations for Bylaw changes if warranted.

X. ADJOURN

Moved: (K. Fletcher); Seconded (F. Welch) Motion Carried: Yea 8, Nay 0.

Signed: Sharon A. Jones
Sharon A. Jones, Secretary, OICA

Exhibit A

Attendees

Steven Black (Trustee)
Catherine Birkinbine (Member)
Kristin Fletcher (Trustee)
James Jones (President)
Sharon Jones (Secretary)
Richard Jones (Member)
David Mercier (Trustee)
Blair Shea (Trustee)
Barry Stewart (Member)
John E. Sylvester, Jr (Chairman)
Kathleen Sylvester (Fund Trustee)
Robert Sylvester (Treasurer)
Douglas Warren (Trustee)
Frances Welch (Trustee)
Dianne Winchell (Member)

Orr's Island Cemetery Association

January 2019 through Sep 21, 2021

Exhibit B

	<u>Jan 1 - Sep 21 '21</u>	<u>Jan - Dec '20</u>	<u>Jan - Dec '19</u>
Ordinary Income/Expense			
Income			
Association Dues (Back Dues)	600.00	0.00	520.00
Association Dues	3,838.82	4,160.00	4,680.00
Burial Fees	525.00	300.00	375.00
Burial Rights	1,150.00	75.00	0.00
Contribution	3,550.25	4,756.95	4,497.15
Friends Contributions	1,860.00	1,240.00	0.00
Membership Application Fees	500.00	300.00	500.00
Memorial Contributions	200.00	297.50	0.00
Perpetual Care	1,450.00	2,025.00	988.85
Pledge Drive Income	3,860.00	4,110.00	9,150.90
Special Events			
2021 Friends & Neighbors	4,499.74		
2020 Don't Meet Your Neighbors	150.00	2,419.99	0.00
2019 Cocktail Party	0.00	0.00	5,380.00
Total Special Events	4,649.74	2,419.99	5,380.00
Veterans Graves Maintenance/TOH	2,320.00	1,695.00	1,400.00
Total Income	24,503.81	21,379.44	27,491.90
Expense			

Accounting Fees	0.00	325.00	575.00
Bank Charges	38.00	24.00	59.84
Fence Maintenance	0.00	24,035.99	16,000.00
Grounds Maintenance	10,450.56	10,634.08	11,134.08
Insurance - Directors/Officers	800.00	800.00	800.00
Insurance - Property/Liability	557.00	545.00	545.00
Miscellaneous Expense	0.00	60.00	37.38
Office Supplies	75.39	146.61	194.72
Post Office Box Rent	64.00	64.00	64.00
Postage	0.00	26.35	0.00
Printing	22.18	45.37	13.93
Stamps	165.00	339.00	110.00
Veterans Monument	0.00	19,557.48	10,000.00
Total Expense	12,172.13	56,602.88	39,533.95
Net Ordinary Income	12,331.68	-35,223.44	-12,042.05
Net Income	12,331.68	-35,223.44	-12,042.05

Orr's Island Cemetery Association

Exhibit B2

Sources and Uses Prev Year Comparison

09/15/21

January through December 2020

	Jan 1 - Sep 15 '21	Jan - Dec '20	Jan - Dec '19
Ordinary Income/Expense			
Income			
Association Dues (Back Dues)	600.00	0.00	520.00
Association Dues	3,678.82	4,160.00	4,680.00
Burial Fees	525.00	300.00	375.00
Burial Rights	1,150.00	75.00	0.00
Contribution	3,540.25	4,756.95	4,497.15
Friends Contributions	1,860.00	1,240.00	0.00
Membership Application Fees	500.00	300.00	500.00
Memorial Contributions	200.00	297.50	0.00
Perpetual Care	1,450.00	2,025.00	988.85
Pledge Drive Income	3,560.00	4,110.00	9,150.90
Special Events			
2021 Friends & Neighbors	4,499.74		
2020 Don't Meet Your Neighbors	150.00	2,419.99	0.00
2019 Cocktail Party	0.00	0.00	5,380.00
Total Special Events	4,649.74	2,419.99	5,380.00
Veterans Graves Maintenance/TOH	0.00	1,695.00	1,400.00
Total Income	21,713.81	21,379.44	27,491.90

Expense

Accounting Fees	0.00	325.00	575.00
Bank Charges	38.00	24.00	59.84
Fence Maintenance	0.00	24,035.99	16,000.00
Grounds Maintenance	7,605.56	10,634.08	11,134.08
Insurance - Directors/Officers	800.00	800.00	800.00
Insurance - Property/Liability	557.00	545.00	545.00
Miscellaneous Expense	0.00	60.00	37.38
Office Supplies	75.39	146.61	194.72
Post Office Box Rent	64.00	64.00	64.00
Postage	0.00	26.35	0.00
Printing	22.18	45.37	13.93
Stamps	165.00	339.00	110.00
Veterans Monument	0.00	19,557.48	10,000.00
Total Expense	9,327.13	56,602.88	39,533.95
Net Ordinary Income	12,386.68	-35,223.44	-12,042.05
Net Income	12,386.68	-35,223.44	-12,042.05

Orr's Island Cemetery Association

Exhibit
B3

09/23/21

Balance Sheet Prev Year Comparison

As of December 31, 2021

	Sep 23, '21	Dec 31, '20	Dec 31, '19
ASSETS			
Current Assets			
Checking/Savings			
Peoples United Bank	17,025.42	9,543.74	65,917.73
Total Checking/Savings	17,025.42	9,543.74	65,917.73
Total Current Assets	17,025.42	9,543.74	65,917.73
Other Assets			
Perp. Care Transfer - TD	38,276.90	33,426.90	12,276.35
Total Other Assets	38,276.90	33,426.90	12,276.35
TOTAL ASSETS	55,302.32	42,970.64	78,194.08
LIABILITIES & EQUITY			
Equity			
Opening Bal Equity	7,443.60	7,443.60	7,443.60
Retained Earnings	35,527.04	70,750.48	82,792.53
Net Income	12,331.68	-35,223.44	-12,042.05
Total Equity	55,302.32	42,970.64	78,194.08
TOTAL LIABILITIES & EQUITY	55,302.32	42,970.64	78,194.08

Exhibit B4

Orr's Island Cemetery Association

Sources and Uses of Operating Funds Comparisons September, 16 2021				
	2020 Whole Year	2021 Year To Date	2021 Budget	2022 Budget
Sources				
Association Dues	\$4,160.00	\$3,678.82	\$4,680.00	\$5800.00
Back Dues Recovered	\$0.0	\$600.00	\$0.00	\$0.00
Member's Voluntary Contributions	\$4756.95	\$3,540.26	\$4,000.00	\$3,500.00
Membership Application Fees	\$300.00	\$500.00	\$400.00	\$600.00
Fundraising Events	\$2419.99	\$4,649.74	\$2,500.00	\$4,500.00
Burial Fees	\$300.00	\$525.00	\$300.00	\$300.00
Burial Right Purchases	\$75.00	\$575.00	\$150.00	\$250.00
Friends Contributions	\$1240.00	\$1860.00	\$0.00	\$1860.00
Town Veteran Graves Support	\$1,695.00	\$0.00	\$1,740.00	\$2320.00
Other Town Support	\$0.00	\$0.00	\$0.00	\$0.0
Totals	\$14,945.99	\$15,018.82	\$13,770.00	\$15,770.00
Uses				
Accounting Fees	\$325.00	\$0.00	\$287.50	\$325.00
Bank Charges	\$24.00	\$38.00	\$0.00	\$0.00
Grounds Maintenance	\$10,634.08	\$7,605.56	\$11,000.00	\$11,000.00
Gravestone Repair/Maintenance	\$0.00	\$0.00	\$0.00	\$2,000.00
Insurance - Directors and officers	\$800.00	\$800.00	\$800.00	\$800.00
Insurance - Property and Liability	\$545.00	\$557.00	\$545.00	\$557.00
Office Supplies	\$146.61	\$75.39	\$100.00	\$100.00
Post Office Box Rent	\$64.00	\$64.00	\$64.00	\$64.00
Printing	\$45.37	\$22.18	\$50.00	\$50.00
Stamps/Postage	\$339.00	\$165.00	\$120.00	\$120.00
Miscellaneous Expense	\$0.00	\$0.00	\$85.00	\$85.00
Transfer to Perpetual Care Fund	\$0.00	\$0.00	\$75.00	\$75.00
Totals	\$13,009.41	\$9,327.13	\$13,126.50	\$15,126.00

Exhibit C

Orr's Island Cemetery Association, Inc
Perpetual Care Trust Fund
As of 8/31/21

<u>Date</u>	<u>Fidelity</u>	<u>TD Bank</u>	<u>Due From Association</u>	<u>Total</u>
12/31/19	\$63,002	\$12,276	\$0	\$ 75,278
12/31/20	\$65,453	\$33,427	\$0	\$ 98,880
08/31/21	\$65,319	\$38,277	\$0	\$103,596

Exhibit D

President's Report on the State of the Cemetery

Significant events since the last annual meeting on August 25, 2019.

Completed the front fence.

Completed and dedicated the veteran monument.

Held a 2020 non-event fundraiser ~ \$2400.

Held a 2021 Meet Your Neighbors fundraiser ~\$4500.

Enrolled 7 new members.

1. Catherine Birkinbine
2. Dawn Bernier
3. Bradley Kureger
4. Betsey Leland
5. Sue Miller
6. Karen Smull
7. Wynne Winchell

Membership stands at 116.

Had 14 burials.

1. Joanne Allen, cremation
2. Eunice Curran, cremation
3. Nancy Curran, cremation
4. Philip Curran, cremation
5. Ryan Gilley, cremation
6. Arthur Johnson, cremation
7. Mary Judkins, vault
8. Janet King, vault
9. Myron Krueger, vault
10. David Olson, cremation
11. Gladys Placey, vault
12. Beverly Stilphen, vault
13. Dianne Wheatley, cremation
14. Robert Winchell, Vault

Current overview of the cemetery

Physical condition of the various sections -

Old Yard:

- 1) The old yard ground has minor settling problems, mostly revealed by lush grass resulting from water retention. Filling and seeding would solve these problems.
- 2) There are 46 stones with various issues.
 - a. There are 9 with broken, eroded, cracked or shifted bases. These will require professional work.
 - b. There are 16 with cracking or erosion of the slab. These will require professional work.
 - c. There are 3 which are leaning. These will require professional work.
 - d. There are 11 plaques that are sunken. These require labor but not much skill to correct.

- e. There are 4 stones that have shifted on their base. A permanent fix will require professional work. Some may be realigned by hand for a temporary fix.

New Yard:

- 1) The new yard ground has minor settling problems, mostly revealed by lush grass resulting from water retention. Filling and seeding would solve these problems.
- 2) There are 19 stones with various issues
 - a. There is 1 stone with cracking of the slab. This will require professional work
 - b. There are 10 plaques that have sunken. These require labor but not much skill to correct.
 - c. There are 8 stones that have shifted on their base. A permanent fix will require professional work. Some may be realigned by hand for a temporary fix.

Church Yard

There are 19 stones with various issues.

- a. There is 1 stone with foundation erosion. This will require professional work.
- b. There is one stone with moss obscuring the text. Hand cleaning might be effective.
- c. There are 15 plaques that have sunken. These require labor but not much skill to correct.
- d. There are 2 stones that have shifted on the base. A permanent fix will require professional work. Some may be realigned by hand for a temporary fix.

Upper Terrace

There are 50 stones with various issues.

- a. There is 1 stone with moss obscuring the text. Hand cleaning might be effective.
- b. There is one grave missing a stone. Martin Baker has temporary marker.
- c. There is 1 non-conforming stone. The Atwood family promised a fix 3 years ago.
- d. There are 36 plaques that have sunken. These require labor but not much skill to correct.
- e. There are 11 stones that have shifted on the base. A permanent fix will require professional work. Some may be realigned by hand for a temporary fix.

Intervale Terrace

There are 6 plaques that have sunken. These require labor but not much skill to correct.

- The Superintendent holds a detailed list of which specific stones need attention. Major work is the responsibility of the person granted burial rights. Work on this list of issues is ongoing. Christopher Bishop' crew is doing the work.

In June the road leading to the Intervale Terrace was found to be seriously undermined by the failure of the highway drain installed by the Maine DOT. The DOT showed up promptly, replaced the faulty drain and patched the roadway.

Other work

- Wooded areas north of cemetery need underbrush cleared back, limiting the fuel source in the event of future fires.
- Installing some sort of foundation under existing ground plaques as well as continuing requiring foundations under new plaque installations.
- Complete the run of fence behind the meeting house, including a gate – recommend a double gate spanning 8 feet to allow mowing equipment to enter old yard and church yard. Cost for material is \$7252.60. I estimate another \$2000 for shipping and equipment rental.
- Install a small shed for storage of materials, mainly fence components, small tools, flags, other small items. Suggested location is in the turnaround area at the foot of the south access road. Estimated price for a 12'X16' shed, installed is \$10,000. We should maybe consider building our own with volunteer labor.
- Designate a disposal area for organic material and an area for deposit of soil residue from gravedigging operations.
- Create a “Care Taking Committee” to assign members, officers and trustees for a few hours at least once a month for general cleanup to augment contractor work and work of Cemetery Management Committee.
- The Intervale Terrace steps need to be cleared of brush, cleaned and painted.
- Set up plan for expansion. Most immediate is plans for the Valley Section. (Chairman to report)
- Fundraising event for next summer. Identify a chairperson and team. Start planning now with date(s), format, location, etc.
- Seek more active involvement by members and trustees in all this long list of activities.

Summary of Lot Utilization by Yard:

The Old Yard has 590 lots, 248 of which are vacant. The total burials are 348. The lots unsupported by dues are 439. Of those lots unsupported by dues, 17 are supported by the Friends Program. Unsold lots are 99.

The New Yard has 285 lots, 100 of which are vacant. The total burials are 195. The lots unsupported by dues are 254. Of those unsupported by dues, 15 are supported by the Friends Program. Unsold lots are 4.

The Church Yard has 120 lots, 53 of which are vacant. The total burials are 78. The lots unsupported by dues are 75. Of those lots unsupported by dues, 2 are supported by the Friends Program. Unsold lots are 0.

The Upper Terrace has 295 lots, of which 144 are vacant. The total burials are 158. The lots unsupported by dues are 169. Of those lots unsupported by dues, 9 are supported by the Friends Program. Unsold lots are 12.

The Intervale Terrace has 361 lots, of which 274 are vacant. The total burials are 92. The lots unsupported by dues are 49. Of those lots unsupported by dues 11 are supported by the Friends program. Unsold lots are 89.

Cemetery Historic Records:

Essentially all the records of the cemetery have been digitized. There are many old documents that are of interest – deeds, meeting minutes, financial records, old maps, etc. We plan to gather these in a secure location at Orr's Island as part of the cemetery history.

Current Contractor Performance:

The primary contractor for work on the cemetery grounds is Christopher Bishop. His crew handles the routine mowing and trimming. Also they helped with fence building, the veteran monument and flagpole work and repairing stone walls. His willingness to take on emergent work as well as reliably keep the grass cut makes him a valuable contributor to the maintenance of the cemetery.

The Collette Monument Company of Lewiston was a significant contributor to the success veteran monument project, cutting the stones and erecting them.

The Cemetery Management Program (CMP)

The CMP has evolved from a database program located off site to a total system of cemetery records including extensive historical files, images, burial data and a website. Backup of the whole system is maintained both in the Microsoft cloud service and in multiple onsite media. The program is based on the folder and file system familiar to anyone using a home computer.

The Cemetery Management Committee

The Cemetery Management Committee consists of the President, Secretary, Superintendent, Treasurer and the CMP Supervisor. Only the Treasurer currently resides outside the Jones household. Meetings of the CMC have been consisting of the President meeting with the Treasurer a few times a week to provide updates on dues paid, bills received and any other emergent business of mutual interest. Also the President and Treasurer separately track the pledge drive receipts and reconcile our records annually.

Exhibit E

Nominating Committee Report

Nominees for Trustee

Incumbents

Name:	Expiration
Steve Black	12/31/2024
Kristin Fletcher	12/31/2023
Jason/Shannon Hillman	12/31/2023
Dave Mercier	12/31/2022
Blair Shea	12/31/2023
Doug Warren	12/31/2023
Fran Welch	12/31/2024

Filling Vacancies

Kathleen Sylvester	12/31/2024
Catherine Birkinbine	12/31/2024

Nominees for Officer Positions

Chairman – David Mercier
President – James Jones
Secretary – Sharon Jones
Treasurer – Robert Sylvester
Superintendent – Richard Jones
CMP Supervisor – To Be Determined (James Jones Acting)

Exhibit F

Orr's Island Cemetery Association

Proposed revised pricing for membership, burial rights and cemetery services, effective January 1, 2022

1. MEMBERSHIP:

<u>Category</u>	<u>Proposed</u>	<u>Current</u>
Initial (Includes first year dues)	\$150	\$100
Annual dues	\$50	\$40

2. SERVICES:

<u>Type</u>	<u>Proposed</u>	<u>Current</u>
Grave Opening Fee	\$200	\$150
Sexton Fees		
Vault	*	\$575
Urn	*	\$250
Urn in Urn Vault	*	\$275
Corner Stones	Included in lot price	\$185
Monument Repair	By owner	By Cemetery

3. BURIAL RIGHTS:

Historically OICA has sold plots typically 15'X10' in size, containing five lots each capable of a vault burial. Under current rules up to four burials are permitted in each of the five lots, or 20 for a full plot. This is no longer a viable concept both for efficient land use and economic reasons. Future sales of burial rights will be on a single lot basis. Each lot will be capable of from one to four burials. Variable pricing on individual lots will be offered, depending on the number and type of burial rights selected.

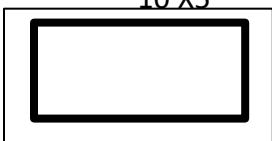
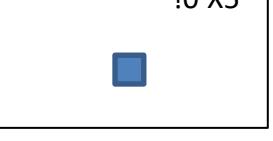
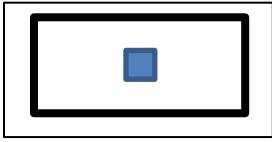
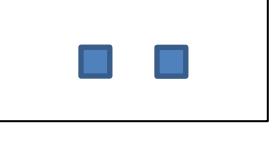
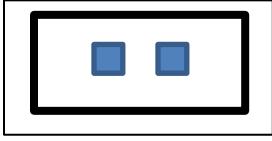
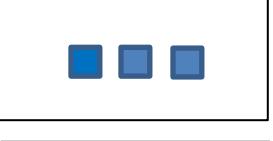
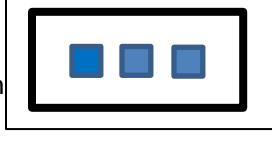
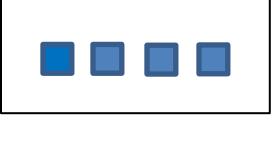
Members may purchase burial rights on more than one with a limit of two for each nuclear family, unless otherwise approved by a two-thirds vote of trustees on a case-by-case basis. Burial right pricing will be as shown on the attached Burial Rights Pricing graphic effective from January 1, 2022

Members may reserve any type lot for a payment of \$400, and pay the balance within five years or when the first burial occurs, whichever is earlier.

Members purchasing lots with less than four burial rights will be entitled to purchase additional rights up to four maximum per lot at prices in effect at the time of the subsequent purchase(s).

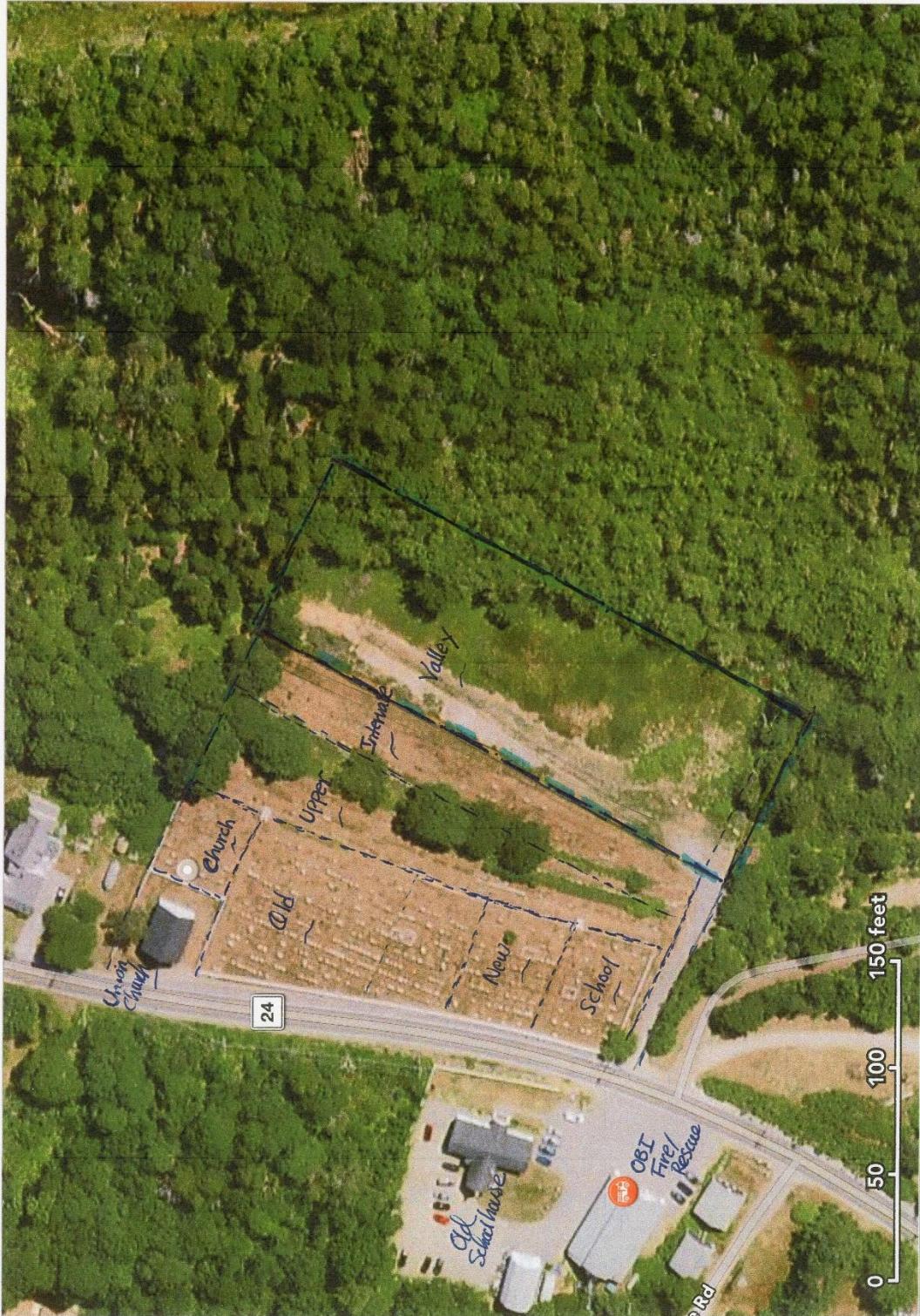
Burial Right Pricing

Effective January 1, 2022

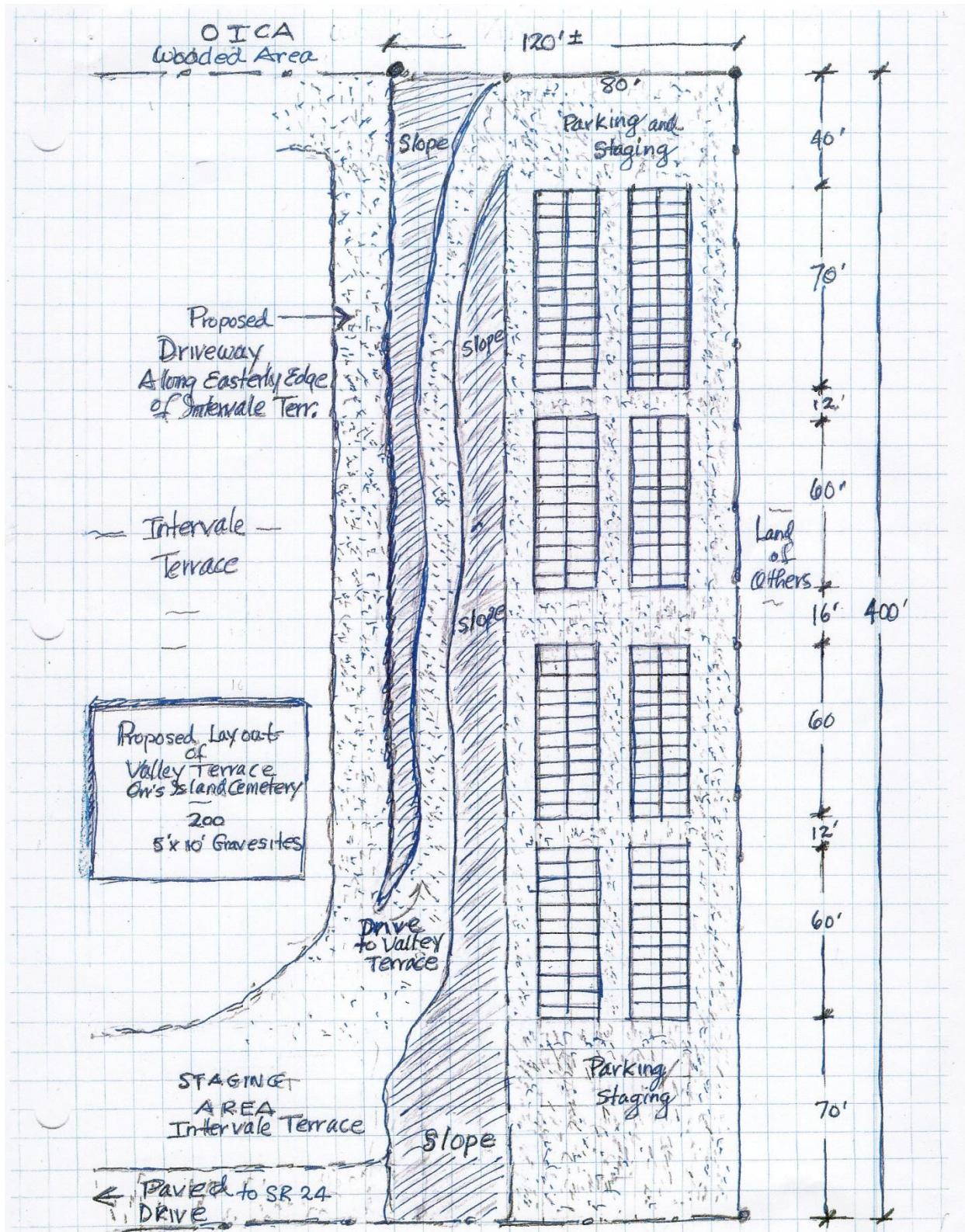
V1 Single Vault		\$1000	U1 1 Urn		\$800
V1 U1		\$1400	U2 2 Urns		\$1000
V1 U2 vault + 2 Urn		\$1600	U3 3 Urns		\$1200
V1 U3 Vault + 3 Urn		\$1800	U4 4 Urns		\$1400

ORR'S ISLAND CEMETERY

EXHIBIT G
near Orrs Island — Cumberland County



1 of 1



Valley Section

Orr's Island Cemetery

Gross-Up Economics

Current Investment:

•Land (Gift) Est Value	\$30,000
•Prior clearing of land, stumps and rough grading (2005-2011)	\$30,000
•Recent grading, rough access road, additional clearing and fill (2012-2021)	<u>\$35,000</u>
	<u><u>\$95,000</u></u>

Cost to complete Development of the Section:

•Stabilize slopes. Complete access road, boulder placement and fill.	\$50,000
•Clear additional areas along boundaries and within site of brush, debris, rock, stumps and dead trees.	\$5,000
•Plan and engineer final layout of burial zone. Add fill and establish final grades.	\$35,000
•Complete interior roads, parking areas	\$40,000
•Seed burial and road areas. Plant trees and Shrubs. Signage, Fencing and Misc.	<u>\$20,000</u>
	<u><u>\$150,000</u></u>

Estimated Total Investment \$245,000

Approximate cost per lot (200 estimated) - \$1225

OICA

Valley Section Burial Lot Potential

Preliminary Analysis

Overall Length	400'
Less Roads and Parking	<u>150'</u>
Balance	250'
Lot Width	5' (size 5'X10')
Rows	250'/5'=50
Lots/Row	4
Total Lots	200

Potential Burial Rights

Vault Potential	200
Vault + 1 Urn	400
Vault + 2 Urn	600
<u>Vault + 3 Urn</u>	<u>800</u>
1 Urn Lot	200
2 Urn Lot	400
3 Urn Lot	600
<u>4 Urn Lot</u>	<u>800</u>

**Proposed Funding of
Valley terrace at
Orr's Island Cemetery**

Source:	Town of Harpswell
Amount:	\$150,000
Payable:	Over 3 years
Amounts:	\$40,000 – Year 1 \$50,000 – year 2 \$60,000 – year 3
Alternatively:	Such other amounts and periods as may be mutually agreed to for full funding of \$150,000.
Preliminary Plan of Valley Terrace:	200 gravesites, each capable of up to four burials
Consideration For Funding:	Amendment of Association By-Laws and Rules and Regulations to open membership and the Opportunity to purchase burial rights to all Residents of Harpswell under provisions now Available only to residents of Orr's Island.
Distribution of Proceeds:	From future sales of burial rights in the Valley Terrace: 40% to Town of Harpswell 40% to Perpetual Care Trust 20% to OICA Operating Account
Perpetual Care Trust:	After repayment to Town for its funding sale Proceeds to be distributed: 50% to Perpetual Care Trust 50% to OICA Operating Account
Perpetual Care Trust:	If OICA fails to exist and town stands in its place, Trust income and the corpus of the Trust to revert to Town Control.

ORR'S ISLAND CEMETERY ASSOCIATION, INC.
(A Maine Non-Profit Corporation Without Capital Stock)

Proposed Resolutions Related to
Development of Valley Terrace

Meeting of Members and Trustees
September 25, 2021

Resolved:

- 1.0 That, the Association through its elected officers request funding of \$150,000 from the Town of Harpswell for completion of development of the Valley Terrace Section of the Orr's Island Cemetery.
- 2.0 That, the requested funding, if approved, be made in three consecutive annual installments of \$40,000, \$50,000 and \$60,000 each; or, alternatively, in such other installment amounts totaling \$150,000 and over such annual periods as many be agreed to by the Town and Association.
- 3.0 That, in consideration of the funding the Association will:
 - A. Amend its By-Laws and Rules and Regulations related to membership and eligibility to purchase burial rights as now defined and generally limited to residents of Orr's Island to include all residents of Harpswell.
 - B. Properly account for use of funds and agree to such inspection, reporting, and audit controls as the Town many reasonably require.
 - C. Refund to the Town any portion of its funding not required for development of the Valley Terrace.
 - D. Assume responsibility for costs of development of the Valley Terrace that may exceed that previously funded by it and the proposed funding of \$150,000 to be provided by the Town.

- E. Disburse proceeds from future sales of burial rights in the Valley Terrace, as follows:

40% to the Town of Harpswell
40% to the Association's Perpetual Care Trust Fund
20% to the Association's Operating Account.

After repayment to the Town of its total funding, distribution of proceeds from sales of burial rights will be:

50% to the Association's Perpetual Care Trust Fund
50% to the Association's Operating Account

- F. Appoint a committee of its members to oversee and manage the development process, including without exception:

Negotiating with the Town.
Engagement of planning and engineering services.
Hiring contractors through bid or negotiation.
Establishment of project management procedures to include budgeting, accounting and reporting activities.
Supervision of work.
Providing periodic progress reports to Association Trustees and Town Officials.

- 4.0 That, the Association's Perpetual Care Trust Agreement be amended to provide that in the event the Association and Cemetery cease to exist as independent entities and the Town of Harpswell assumes responsibility for them and stands in their place, the income and corpus of the Perpetual Care Trust Fund will be distributed to the Town or to a not-for-profit entity directed by the Town to perpetuate the original purpose and intent of the Trust being the care, maintenance, preservation and management of the Orr's Island Cemetery.