

Orr's Island Cemetery Association

**MINUTES OF SPECIAL MEETING
OF
TRUSTEES
At
JONES HOUSE 39 LANE RD
June 18, 2017**

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

I. OPENING.

The meeting was called to order at 7:05 PM

II. ROLL CALL; QUORUM.

A roll call was taken. A quorum was established with eight of the ten currently elected trustees being present and participating (Exhibit A).

III. MINUTES OF PRIOR MEETING.

Motion to waive reading of prior meeting minutes and treasurers report made by John Webster, seconded by David Mercier. Ayes 8. Nays 0.

IV. REPORTS OF OFFICERS AND STANDING COMMITTEES.

President – Jim Jones: The President reported activity since the prior meeting. Cindy Hartig, daughter of Charles Swan became a new member and plans to purchase one burial right in the NYF2_1 lot for the interment of Charles Swan's ashes. Other interments done or scheduled for this year are for: Elaine Mercier, Elaine Fides, Peter Fides and Alice Forgit.

V. OLD BUSINESS

Valley Terrace Development: Jim Jones, Jack Sylvester, Jason Hillman Crooker Construction and Ray Labbe & Sons have been contacted for proposals on how to provide access to this section. Both have made site inspections. Neither has responded to date. A meeting with Labbe is scheduled for June 21 to discuss a traverse access to the valley section.

Veterans Memorial – Steven Black and Jack Sylvester

We are studying the possibility of granite memorial on a site in the Old Yard that would contain the names of Orr's Island residents that have served our country in peacetime and war. Collette Monuments will provide examples of those it has provided to other municipalities in Maine. It will work with us on continuing design and construction issues. Dave Mercier agreed to check with the town for the legality of possible options in lieu of the veterans flags at individual gravesites.

Entrance Gate, Fencing and Monument Work – J. Jones, K. Green, R. Sylvester:
The fencing plan is to use good material from the back sections of fence to repair failures along the road while we select a design for the replacement fence and raise money for the job. The entrance gate design will be deferred until the new fence design is set. The only monument repairs planned for this year are those jobs not completed from last year's list.

Development of Web Site – Jim Jones, Jes Sylvester:

Website enhancements were delayed for the development of a digital record keeping system (see New Business)

Deed/Burial Right Certificate Exchange – Sharon Jones:

New burial right certificates have been printed. They will be sent to members who have purchased burial rights since January, 2015. Their availability will be publicized on the website and in direct communications with members.

Members may exchange or replace old style certificates with new ones, even if they have lost or misplaced existing ones.

VI. New Business

Filling Trustee Vacancy – Jim Jones:

Motion made by Jim Jones to approach Kristin Fletcher to fill the vacant trustee position. Seconded by Dave Mercier. Ayes 8, Nays 0.

Setting date, time and place of next annual meeting – Jim Jones:

Motion made by John Webster and seconded by Blanche Graybill to meet at the meeting house near the cemetery on August 27 at 1230 PM. Ayes 8 Nays 0.

Fund Raising Plans – Jim Jones:

In seeking a simple and easily repeatable annual event that might yield \$1000 to \$2000 it was agreed to plan a "Meet Your Neighbors" cocktail party, providing wine, beer, gin and tonic in addition to soft drinks and heavy hors d'oeuvres to about 50 invited folks at \$50 each. The place is to be the Sylvester's wharf by the old store building at Lowell's Cove, Orrs Island, the date July 28, 2017, the time 5:30-7:00 PM. A committee, John Webster and Blanche Graybill, will plan the details of logistics, publicity, tickets, hors d'oeuvres and drinks.

In addition it was agreed to begin planning for an August Moon street dance for 2018. As a first step, Jack Sylvester agreed to provide an outline of the actions required to produce the event.

Preview of Digital Records System – Jim Jones:

The system of digital OICA records is based on the standard folder hierarchy of common personal computer operating systems. There is an office level folder containing several cabinet level folders which contain files and folders of files.

The many of the files are simply digital copies of documents. Other documents or spreadsheets are linked together to allow cross referencing of the information contained. Original hard copies of legal documents or documents of historical interest are retained in a separate archive as well as in digital form.

VII. Adjournment

Motion to adjourn made by Lorna Stilphen, seconded by Jerry Stilphen. Ayes 8. Nays 0.