

MINUTES
SPECIAL FINANCE COMMITTEE MEETING
Monday, July 19, 2021 – 5:30 p.m.
Burleigh H. Loveitt Council Chambers

Present: Council Chairman Lee Pratt (Ad Hoc), Council Vice Chairperson Suzanne Phillips, Councilor James Hager - Committee Chair, and Councilor Janet Kuech.

Also Present: Town Manager, Ephrem Paraschak; Public Works Director, Robert Burns; Deputy Public Works Director, Terry Deering; Town Clerk, Laurie Nordfors, and Finance Director, Sharon Laflamme.

1. Consideration of the minutes of June 21, 2021 Meeting

A motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED to accept the minutes of the June 21, 2021 Finance Committee Meeting. Unanimous vote.

2. Current Business

Review and discuss recommendation for Cemetery fees

Terry Deering discussed a problem with funeral times being delayed and in general taking longer than needed when families were conducted their own funerals with no funeral directors involved. This is placing a strain on personnel who typically only have three hours allotted for a burial and are on overtime on a typical day off.

Discussion ensued with the committee members. The need for a written form was identified that would possess three points of contact with the family, indicate the date and time duration of the funeral (two-hour maximum), and the phone number for Cumberland County Dispatch in order to allow the family the ability to contact the Public Works Department if there were any delays or issues with the funeral time. In addition it was discussed that a fee of \$100 per hour extra should be charged for any extra time required and this would be shown on the Fee Schedule as "Interment Overtime."

A motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED to have staff prepare the written form as described and create a \$100/hour interment overtime fee. Unanimous vote.

Mr. Deering discussed problems with concrete cremain vaults being heavy and awkward to handle and that two employees are needed for this type of burial.

A motion was MADE by Councilor Phillips, SECONDED by Councilor Kuech, and VOTED to have charge an extra \$200 for a cremain burial with a concrete vault to offset the additional labor charge. Unanimous vote.

3. Other Business

No other items were discussed.

4. Schedule next meeting and discuss agenda items for next meeting

The next regular meeting will take place on Monday, September 27, 2021 at 6:30pm and will include August Financials and any other items referred by the Town Council to the committee.

5. Adjournment

There being no further business, a motion was MADE by Councilor Kuech, SECONDED by Councilor Phillips, and VOTED to adjourn at 6:09pm. Unanimous vote.

Respectfully,

Jessica Hughes
Executive Assistant