

**SELECT BOARD MEETING  
MONDAY, SEPTEMBER 27, 2021  
CEMETERY TRUSTEES 5:00 P.M.  
REGULAR MEETING: 6:00 P.M.  
EXECUTIVE SESSION TO FOLLOW**

**IN-PERSON AT 13 VALLEY STREET**

**NEW! LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:  
[https://www.townhallstreams.com/towns/thomaston\\_me](https://www.townhallstreams.com/towns/thomaston_me)**

**CEMETERY TRUSTEES 5 P.M. (See attached agenda)**

**REGULAR MEETING AT 6:00 P.M.**

**1. CALL THE MEETING TO ORDER**

**2. PUBLIC HEARINGS:**

**3. APPROVE THE MINUTES OF:**

**4. APPROVE THE WARRANTS**

**5. ADJUSTMENTS TO THE AGENDA**

**6. TOWN MANAGER'S REPORT**

**7. TOWN BOARDS & COMMITTEES UPDATE**

**8. PUBLIC COMMENTS**

**9. OLD BUSINESS**

**A. Consider the request of Chris Farthing for paving and plumbing repairs of up to \$5,000 at the Academy, as tabled on 09/13/21.**

**8. NEW BUSINESS**

- A. Review the recommendation of R.S. Leonard Landscape Architect to build and maintain a temporary website at an estimated cost of \$1,250 for community outreach in the creation of the Parks & Trails Masterplan.
- B. Discuss the Request for Proposals for the Town's Trust Funds and consider awarding the bid to TD Wealth Management. (Fee rate of 0.47%, a savings of \$7,395 per year in bank fees.)
- C. Accept with regret the resignation of Noreen Mullaney from the Planning Board.
- D. Consider the request of Daryl Hahn and the Watts Hall Community Players to use the Thomaston Green Gazebo on October 16<sup>th</sup> (rain date October 17<sup>th</sup>) for a fall production.
- E. Future Scheduling:
  - 1. *(Wednesday, Oct. 13<sup>th</sup> 5 p.m. Executive Session/Poverty Abatement and Regular Select Board Meeting 6 p.m.)*
  - 2. Workshop date to continue discussion of rental fee schedule for town property. *(Monday, Oct. 25<sup>th</sup> at 5 p.m.)*
  - 3. *(Monday, November 8<sup>th</sup> at 5:30 p.m.)* Cemetery Trustees Meeting (Mowing Bids)
  - 4. Workshop date for affordable housing discussion. *(Monday, Nov. 22<sup>nd</sup> at 5 p.m.)*
  - 5. Workshop date for annual review of goals with the Comprehensive Plan Committee. *(Monday, Dec. 13<sup>th</sup> at 5 p.m.)*

**EXECUTIVE SESSION TO FOLLOW**

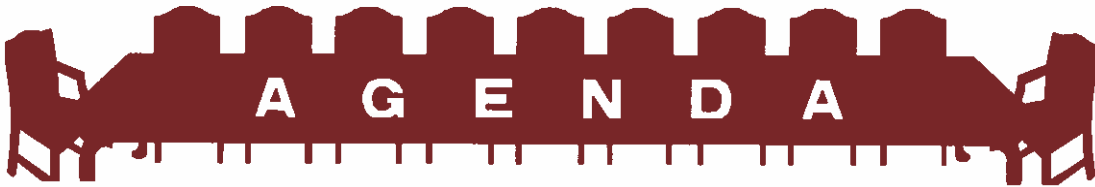
- A. Discussion of a real or personal property or economic development pursuant to MRS Title 1, §405 (6C).

**11. ADJOURN**

**Upcoming Dates:**

Thursday, September 30 <sup>th</sup>	Recreation Committee- 5:30 p.m.
Monday, October 11 <sup>th</sup>	Offices Closed in observance of Indigenous Peoples' Day
Wednesday, October 13 <sup>th</sup>	Select Board Meeting-5 p.m. (Executive Session-Poverty Abatement) Select Board Meeting-6 p.m.
Tuesday, October 19 <sup>th</sup>	Planning Board- 6 p.m.
Wednesday, October 20 <sup>th</sup>	Watts Block Trustees- 9 a.m.
Thursday, October 21 <sup>st</sup>	Economic Development Committee- 9 a.m.
Thursday, October 21 <sup>st</sup>	Offices Close 12:30 P.M. for Annual Town Employee Safety Training

Diane Giese – Zel Bowman-Laberge- Sandy Moore- Bill Hahn - Peter Lammert



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**AGENDA ADJUSTMENT:**

**Review the land boundary clarifications and right of way at Susan Christensen's property located at 75 Wadsworth Street and consider for approval the Land for Maine's Future grant award of \$45,000 for the acquisition of the 1 acre Kiln Parcel adjacent to Wadsworth Street Bridge per the request of Select Board Member Sandy Moore.**

Proposed Boundaries  
showing the proposed  
15' Right-of-Way for  
Susan Christensen





**STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY  
LAND FOR MAINE'S FUTURE PROGRAM  
22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333**

**JANET T. MILLS  
GOVERNOR**

**AMANDA E. BEAL  
COMMISSIONER**

**Land for Maine's Future Board Meeting  
September 24, 2021  
Public invited to join remotely via TEAMS  
AGENDA**

**9:00 AM – CALL TO ORDER**

1. Welcome, Introductions – Chairman Keliher  
Board Per Diem – submit forms
  
2. Board vote to adopt Remote Meeting Policy
3. Projects to be Acted On – LMF Staff  
**St. George River-Thomaston Water Access, Thomaston, Knox County  
1 acre to be acquired in fee  
Applicant: Town of Thomaston  
Agency Sponsor: Bureau of Parks and Public Lands**  
Fee acquisition of 1 acre parcel adjacent to the Wadsworth Street bridge in Thomaston, currently owned by DOT. The town proposes to acquire the parcel and develop it as a hand carry boat launch to take pressure off the town's existing launch serving commercial and larger motorized vessels.  
**Board action to accept the recommendations of the Appraisal Oversight Committee**
  - Announcement of Public Notice
  - Accept Public Comment
  - Vote to Support Acquisition**Board action to confirm the allocation of Water Access funds to support the acquisition.**
  
4. Board allocation of funds for Agency staffing and contractors
  
5. Discussion and Announcement of Funding Timelines
  
6. Workbook updates needed
  - LD 221, Part FFFF - LMF Community Conservation Fund,
  - LD 404 - An Act to Preserve Deer Habitat,
  - LD 568 - Farmland Access Protection Program
  - Workgroup recommendations – sub-committee assignments and schedule

Lunch with slideshow review and recognition of recent accomplishments  
Site visit to City of Augusta's Howard Hill property

**Next Board meeting:                    October 4, 2021                    November 30, 2021  
Next AOC meeting:                    TBD**



LAND FOR MAINE'S FUTURE PROGRAM  
22 STATE HOUSE STATION  
AUGUSTA, ME 04333



PHONE: (207) 287-3200  
FAX: (207) 287-7548  
[WWW.MAINE.GOV/DACF/LMF/](http://WWW.MAINE.GOV/DACF/LMF/)



# AGENDA

**VILLAGE CEMETERY BOARD OF TRUSTEES  
MONDAY, September 27, 2021  
5:00 P.M.**

**THOMASTON MUNICIPAL BUILDING  
IN-PERSON AT 13 Valley Street**

**LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:  
[https://www.townhallstreams.com/towns/Thomaston\\_me](https://www.townhallstreams.com/towns/Thomaston_me)**

- 1. CALL THE MEETING TO ORDER**
- 2. APPROVE THE MINUTES OF JULY 12, 2021**
- 3. REVIEW FISCAL YEAR 2021/2022 VILLAGE CEMETERY BUDGET**
- 4. REVIEW CEMETERY SEXTON/ASSISTANT SEXTON JOB DESCRIPTION**
- 5. REVIEW UPDATED BURIAL RIGHTS & AUTHORIZATION AFFIDAVIT FORM**
- 6. REVIEW THE MOWING CONTRACT**
  - A. SET DATE/TIME FOR BIDS DUE & OPENING OF BIDS**
  - B. SET DATE TO REVIEW BIDS**
- 7. REVIEW OF THE THOMASTON VILLAGE CEMETERY BY-LAWS & VILLAGE CEMETERY ORDINANCE**
- 8. SET DATE OF NEXT MEETING**
- 9. PUBLIC COMMENT**
- 10. OLD BUSINESS**
  - A. No interest in posted mentor position**
- 11. NEW BUSINESS**
  - A. Hiring of new mowing & trimming contractor for the balance of this year**
- 12. ADJOURN**

**Village Cemetery Meeting Minutes**  
**Village Cemetery Board of Trustees Meeting**  
**July 12, 2021**  
**5:00 p.m.**

**IN-PERSON AT 13 VALLEY STREET**

**Village Cemetery Board of Trustees Present: Diane Giese, Sexton Peter Lammert, Bill Hahn, Zel Bowman Laberge, Sandy Moore, Margaret McCrea, Rod Grindell, Joanne Richards, Susan Devlin, Town Attorney Paul Gibbons, Ron Gamage, Town Clerk Mellissa Stevens, and Town Manager Kara George**

**Meeting called to order at 5:07 p.m.**

**2. Approve the minutes of November 23, 2020**

**ACTION: Zel Bowman-Laberge made the motion to approve the November 23, 2020 Village Cemetery Board of Trustees Meeting minutes. Diane Giese Seconded. VOTE: 9-0**

**3. Update on Village Cemetery by Town Clerk**

**By Town Clerk Melissa Stevens (see attachment)**

Rod Grindell brought up using new database inquiry, cost, and suggested to work with the town clerk, to ensure a smooth transition to the website using the current data base and possible other options down the road.

**ACTION: Sandy Moore made a motion to continue with the current cemetery software. Susan Devlin Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

**4. Approval of the updated/revised Village Cemetery forms:**

**4a. Grave Opening Work Order form**

**ACTION: Bill Hahn made a motion to approve the Grave Opening Work Order form. Joanne Richards Seconded.**

Peter Lammert asked to have the word "Liner" added after the word concrete.

**ACTION: Bill Hahn made a motion to approve the Grave Opening Work Order form as amended. Joanne Richards Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

**4b. Fee Schedule form**

**ACTION: Susan Devlin made a motion to approve the Fee Schedule form. Margaret McCrea Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

4c. Stone Placement Permit

**ACTION: Bill Hahn made a motion to approve the Stone Placement Permit. Rod Grindell Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

4d. Thomaston Village Cemetery Deed

Peter Lammert amended the correct size of the Single Cremains Lot should be 48" x 45", not 60" x 45'.

**ACTION: Margaret McCrea made a motion to approve the Deed with amendment. Susan Devlin Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

4e. Agreement That Warrants Title and Location of Gravesite (work in progress)

The Village Cemetery Trustees agreed to move forward and when draft is completed, they will review at the next meeting.

6. Proposed Village Cemetery Sexton mentorship

Town Clerk Melissa Stevens advised that Ron Gamage came forward with interest in the proposed Village Cemetery Sexton mentorship. He suggested having two people to handle cemetery duties with one person handling the paperwork and the other maintaining the manual labor.

Diane Giese asked if it would be a conflict of interest. Town Clerk Melissa Stevens answered that she reached out to the State and MMA Legal and the appointment would not be a conflict of interest.

Diane Giese asked if this position should be publicized. Rod Grindell asked if the mentorship position is a paid position, it should be publicized.

Joanne Richards stated that it is a stipend position and there is no need to advertise.

Town Attorney Paul Gibbons advised that the stipend position does not need to be advertised.

Rod Grindell motioned that the position be placed on the town website.

Town Manager Kara George advised that the cemetery has its own budget. She proposed that the Sexton stipend be increased from \$4,600 to \$5,000 and the mentorship position pays a stipend of \$2,500.

Zel Bowman-Laberge recommended the mentorship be a stipend position.

**ACTION: Joanne Richards motioned to increase the cemetery sexton's stipend to \$5,000. Sandy Moore Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

**ACTION: Joanne Richards amended the motion for the cemetery sexton stipend increase to \$5,000 be effective immediately. Sandy Moore Seconded. VOTE: 8-0-1 Peter Lammert abstained.**

**ACTION: Susan Devlin motioned to pay the mentorship position \$2,500. Sandy Moore Seconded. VOTE: 7-1-1 (Rod Grindell opposed; Peter Lammert abstained.)**

#### 6. Sexton Job Description

Peter Lammert suggested that the job description be separated for the person handling the paperwork and the person working at the cemetery.

Rod Grindell motioned that Peter Lammert work on the Sexton Job Description to be more accurate and splitting it.

No motion needed. The Trustees requested to bring to the job description to the next meeting for review.

#### 7. Update on mowing contract by Peter Lammert

The current mowing contractor was not performing within specified contract. Town Attorney Paul Gibbons, Town Manager Kara George, Town Clerk Melissa Stevens, and Sexton Peter Lammer met with the mowing contractor and gave the company one month to perform within the contract. The contract was breached. Peter Lammert had two conversations with the mowing contractor and the contractor was told if the mowing was not completed by June 30<sup>th</sup> 5:00 p.m. the contract would end. The job was not completed by contract standards and the mowing contract was terminated. The crew showed up on July 1<sup>st</sup> and began mowing after termination. Under the advice of Town Attorney Paul Gibbons, the Town paid one day of a 22-day month so a Mechanics Lien could not be placed on the town. Paul Gibbons wrote a letter dated July 1<sup>st</sup> to the mowing contractor advising the contact had been terminated. *(NOTE: A copy of the letter in a sealed envelope addressed to the contractor was delivered to the cemetery crew at the cemetery on July 1<sup>st</sup> by a Thomaston Police Officer and Paul Gibbon's office mailed out the original.)*

Peter Lammert further stated he has talked to Ryan Guite. Ryan wants to mow the cemetery and have two others as back up in case he cannot mow it. Peter explained he was waiting for the Trustees meeting to decide if Ryan Guite could start working tomorrow.

Questions from several Village Cemetery Trustee members asked about the cost and contract.

Bill Hahn stated we have no contract, and the grass continues to grow. He suggested to have Peter Lammert take care of it now. The Town can see how much and can always negotiate the next contract.

Kara George stated it would have to go out to bid in the fall for the next mowing contract season.

Paul Gibbons stated that the contractor should be paid based on how many times they mow and not a lump sum payment.

Village Cemetery Trustees asked Peter Lammert to get something in writing of what the cost and hourly rate would be for Ryan Guite to mow.

Susan Devlin requested a copy of the cemetery budget for the next meeting.

8. Review and update Village Cemetery By-Laws and Ordinance for next meeting

Copies of both were handed out for review prior to next meeting.

10. Set date and time for next meeting

**September 27, 2021 at 5:00 p.m.**

**ACTION: Sandy Moore made a motion to adjourn the meeting at 6 p.m. Susan Devlin seconded. VOTE: 9-0**

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Chair Diane Giese

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Town Clerk Melissa Stevens

## Cemetery Expense Detail Report

Date	Jrnl	Desc---	FY 21 Budget	FY 21 Expended	FY 22 Budget	Difference
<b>96 - Cemetery Trust</b>						
<b>9610 - Wages</b>						
10 - Wages						
		0171 - Sexton Stipend	4,357.12	4,357.12	5,000.00	642.88
		0171 - Asst. Sexton Stipend			<del>2,500.00</del>	<del>2,500.00</del>
		<b>Expense.....</b>	<b>4,357.12</b>	<b>4,357.12</b>	<b>7,500.00</b>	<b>3,142.88</b>
15 - Taxes & Benefits						
		0200 - FICA/MEDI	330.00	333.32	573.00	243.00
		<b>Expense.....</b>	<b>330.00</b>	<b>333.32</b>	<b>573.00</b>	<b>243.00</b>
		<b>Division....</b>	<b>4,687.12</b>	<b>4,690.44</b>	<b>8,073.00</b>	<b>3,385.88</b>
<b>9620 - Building</b>						
40 - Repairs & Maintenance						
		0725 - Buildings	400.00	425.97	400.00	0.00
		<b>Expense.....</b>	<b>400.00</b>	<b>425.97</b>	<b>400.00</b>	<b>0.00</b>
45 - Utilities						
		0665 - Electricity	175.00	167.99	175.00	0.00
		0674 - Backflow Testing	85.00	750.44	85.00	0.00
		0675 - Water	608.00	445.41	550.00	-58.00
		<b>Expense.....</b>	<b>868.00</b>	<b>1,363.84</b>	<b>810.00</b>	<b>-58.00</b>
		<b>Division....</b>	<b>1,268.00</b>	<b>1,789.81</b>	<b>1,210.00</b>	<b>-58.00</b>
<b>9630 - Administration</b>						
25 - Professional Fees & Services						
		0560 - General Legal Services	1,100.00	4,035.72	1,500.00	400.00
		<b>Expense.....</b>	<b>1,100.00</b>	<b>4,035.72</b>	<b>1,500.00</b>	<b>400.00</b>
45 - Utilities						
		0640 - Communications/Telephone	470.00	1,019.49	450.00	-20.00
		<b>Expense.....</b>	<b>470.00</b>	<b>1,019.49</b>	<b>450.00</b>	<b>-20.00</b>
		<b>Division....</b>	<b>1,570.00</b>	<b>5,055.21</b>	<b>1,950.00</b>	<b>380.00</b>
<b>9640 - Ground Maintenance</b>						
25 - Professional Fees & Services						
		0573 - Contract Services	40,000.00	34,285.68	55,000.00	15,000.00
		0990 - Grave Openning	13,400.00	2,500.00	3,400.00	-10,000.00
		<b>Expense.....</b>	<b>53,400.00</b>	<b>36,785.68</b>	<b>58,400.00</b>	<b>5,000.00</b>
30 - Supplies						
		0395 - Grounds/Fields	25.00	321.96	150.00	125.00
		0505 - Tree Planting	1,900.00	0.00	1,000.00	-900.00
		<b>Expense.....</b>	<b>1,925.00</b>	<b>321.96</b>	<b>1,150.00</b>	<b>-775.00</b>
40 - Repairs & Maintenance						
		0500 - Tree Removal	0.00	24.00		
		0700 - Equipment Calibration	50.00	0.00	50.00	0.00
		<b>Expense.....</b>	<b>50.00</b>	<b>24.00</b>	<b>50.00</b>	<b>0.00</b>
62 - Tools & Equipment & Furniture						
		0700 - Equipment	100.00	0.00	100.00	0.00
		<b>Expense.....</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>
		<b>Division....</b>	<b>55,475.00</b>	<b>37,131.64</b>	<b>59,700.00</b>	<b>4,225.00</b>
<b>9660 - Insurance</b>						
15 - Taxes & Benefits						
		0230 - Unemployment	11.00	18.50	25.00	14.00
		0240 - Workers Compensation	285.00	273.50	300.00	15.00
		<b>Expense.....</b>	<b>296.00</b>	<b>292.00</b>	<b>325.00</b>	<b>29.00</b>
25 - Professional Fees & Services						
		0480 - Audit Services	700.00	1,357.50	1,000.00	300.00
		<b>Expense.....</b>	<b>700.00</b>	<b>1,357.50</b>	<b>1,000.00</b>	<b>300.00</b>
		<b>Division....</b>	<b>996.00</b>	<b>1,649.50</b>	<b>1,325.00</b>	<b>329.00</b>

**9670 - Bank Fees**

25 - Professional Fees & Services

0820 - Bank Fees

	2,850.00	3,905.41	2,850.00	0.00
<b>Expense.....</b>	<b>2,850.00</b>	<b>3,905.41</b>	<b>2,850.00</b>	<b>0.00</b>
<b>Division....</b>	<b>2,850.00</b>	<b>3,905.41</b>	<b>2,850.00</b>	<b>0.00</b>
<b>Department..</b>	<b>66,846.12</b>	<b>54,222.01</b>	<b>75,108.00</b>	<b>8,261.88</b>

**Final Totals**

	<b>66,846.12</b>	<b>54,222.01</b>	<b>75,108.00</b>	<b>8,261.88</b>
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## Cemetery Revenue Detail Report (Projected)

Date	Jrnl	Desc---	FY 21 Budget	FY 21 Actuals	FY 22 Budget	Difference
<b>96 - Cemetery Trust</b>						
<b>0020 - Intergovernmental</b>						
		1050 - Town Appropriations	19,000.00	19,000.00	19000.00	0.00
		<b>Division....</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>19000.00</b>	<b>0.00</b>
<b>0025 - Charges</b>						
		1000 - Lot Purchase	2,750.00	1,350.00	2,000.00	-750.00
		1150 - Stone Placement	1,000.00	350.00	350.00	-650.00
		1250 - Grave Openings	16,200.00	6,500.00	7,000.00	-9,200.00
		1600 - Perpetual Care	5,500.00	2,700.00	4,000.00	-1,500.00
		1700 - Hall Lease	3,000.00	3,500.00	6,000.00	3,000.00
		<b>Division....</b>	<b>28,450.00</b>	<b>14,400.00</b>	<b>19,350.00</b>	<b>-9,100.00</b>
<b>0030 - Investment Income</b>						
		1250 - Interest Income	19,400.00	11,717.91	19,400.00	0.00
		1650 - Gains/Losses	0.00	99,669.90	Unknown	Unknown
		<b>Division....</b>	<b>19,400.00</b>	<b>111,387.81</b>	<b>19,400.00</b>	<b>0.00</b>
		<b>Department..</b>	<b>66,850.00</b>	<b>144,787.81</b>	<b>-57,750.00</b>	<b>- 9,100.00</b>
<b>Projected Totals</b>			<b>66,850.00</b>	<b>144,787.81</b>	<b>-57,750.00</b>	<b>- 9,100.00</b>



## **Thomaston Cemetery Sexton / Assistant Sexton Job Description**

### **Qualifications**

- High School Graduate, additional training desirable
- Valid Driver's License
- Familiarity with equipment used (mower, weed eater, tractor, dump truck etc.)
- Ability to lift & carry moderate weights & perform all physical duties of the position, occasionally in bad weather
- Supplemental course in ground keeping, weed control, equipment maintenance, preferred
- Experience with cemetery care, preferred
- Such alternatives to the above qualifications as the Village Cemetery Board of Trustees may find appropriate and acceptable

### **Additional Qualifications (not required):**

Heavy Equipment operator—i.e. Backhoe to open graves

### **Reports to:**

Village Cemetery Board of Trustees, Thomaston Select Board and Thomaston Town Manager

### **Performance Responsibilities**

- Communicate accurately & effectively
- Maintain up-to-date records of all cemetery lots
- Ensure **all** required paperwork is completed and provided to the Town Clerk prior to/after burials
- Ensure Stone permits are completed and are accurately being placed prior to placement
- Bi-weekly inspection of facilities
- Attend all regular Village Cemetery Board of Trustees meetings and provide appropriate reports and information related to the operations of the Thomaston Village Cemetery

### **Maintaining & Caring for the Thomaston Village Cemetery**

- Ensure maintenance of lawns/lots are in an attractive & healthy condition
- Conduct frequent inspections of the cemetery to identify improvements needed
- Ensure mowing & weed whacking is done regularly during spring, summer and fall
- Ensure raking and dispose of leaves in late fall and early spring
- Clear brush and overhanging trees from cemetery borders
- Clear fallen trees and branches
- Remove damaged artificial flowers, containers, plastic keepsakes from graves
- Ensure the graves are properly prepared before & after burial services (i.e, opening & closing graves)
- Provides proper safeguard & snow removal in cases of inclement weather.

- Make arrangements for grave relocation as necessary
- Maintain all out buildings in a clean & organized manner
- In times of absence, Sexton responsibility to make sure grave opening & closing duties are covered.
- Selects equipment to be used & maintains the appropriate inventory, inspects & maintains equipment on a regularly scheduled basis
- Coordinate tasks associated with burials with funeral directors, families, & any others involved
- Available with flexible hours, to accommodate plot owners or buyers, or prior arrangements approved by the Village Cemetery Board of Trustees to accommodate public.
- Maintain & update records of burials & plots (coordinate with Thomaston Town Clerk)
- Explain burial & plot sale requirements to the public
- Should the public inquire to the location of a burial plot, will assist in locating
- Forward payments/paperwork to Thomaston Town Clerk
- Handle or refer to appropriate individuals complaints from citizens
- Be familiar of Village Cemetery By-Laws and Village Cemetery Ordinance
- Performs such other duties as assigned by the Village Cemetery Board of Trustees.

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SIGNATURE

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DATE

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PRINTED NAME



TOWN OF THOMASTON  
 13 VALLEY STREET  
 THOMASTON, MAINE 04861-0299  
 TEL: (207) 354-6107

## BURIAL RIGHTS & AUTHORIZATION AFFIDAVIT

No interment shall be made in the Town of Thomaston Cemetery until the Cemetery Sexton has been furnished a permit such as may be required by the Laws of the State of Maine, together with this Affidavit signed by owner of record of the burial lot or from their legal representative/heirs.

**ORIGINAL LOT HOLDER** (Complete this section)

I, \_\_\_\_\_  
(print full legal name)

\_\_\_\_\_  
(complete mailing address) \_\_\_\_\_  
(telephone number)

certify that I am the lot holder of record at Thomaston Village Cemetery located in Section: \_\_\_\_\_, Lot: \_\_\_\_\_, Grave: \_\_\_\_\_  
 and by my signature below authorize the Town of Thomaston to open this lot to permit the interment of the *(please circle one)*  
*human remains or cremated remains of:*

\_\_\_\_\_  
(print full legal name of decedent OR future preplan burial name) \_\_\_\_\_  
(relationship)

**APPLICANT OTHER THAN ORIGINAL LOT HOLDER** (Complete this section if you ARE NOT the original lot holder)

Lot Holder Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

This is for a **CURRENT BURIAL** or a **FUTURE PREPLAN BURIAL**. (Please circle one)

I, \_\_\_\_\_  
(print full legal name)

\_\_\_\_\_  
(complete mailing address) \_\_\_\_\_  
(telephone number)

certify that I am the legally authorized representative, rightful heir or successor of the original lot holder,  
 \_\_\_\_\_,  
(print name of original lot holder) and that I have contacted all other known relative or heirs of the party  
 referenced above to determine whether in fact they have any interest in utilizing the burial lot(s) described above.

In consideration for the Town of Thomaston through its Cemetery Trustees allowing me to bury this *(please circle one)*  
*human remains or cremated remains* at burial site located at Section: \_\_\_\_\_ Lot: \_\_\_\_\_ Grave: \_\_\_\_\_,

\_\_\_\_\_  
(print full legal name of decedent OR heir) \_\_\_\_\_  
(relationship)





**TOWN OF THOMASTON**  
13 VALLEY STREET  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

**Request for Proposal**  
**Lawn Maintenance**  
**Thomaston Village Cemetery**  
**Erin Street**  
**Thomaston, Maine**

The Town of Thomaston is seeking proposals for a qualified contractor to provide lawn maintenance services at the Village Cemetery. The Village Cemetery is located on Erin Street in Thomaston. Services will include providing adequate labor and equipment for spring and fall cleanup and mowing of the grounds beginning May 15<sup>th</sup> through November 1<sup>st</sup>.

**Sealed** proposals clearly marked “**Village Cemetery Mowing Bid**” are due in the **Thomaston Town Office by Friday, October 29<sup>th</sup>, 2021 12:00 PM**, at which time each bid received will be publicly opened. No award will be made at that time.

Questions should be directed to Melissa Stevens, Town Clerk at 207-354-6107 or via email [mstevens@thomastonmaine.gov](mailto:mstevens@thomastonmaine.gov)

No fax or email proposals will be accepted. The Town of Thomaston reserves the right to reject any and all proposals.

**Proposal Requirements Must Include:**

- **Equipment:** All bidders must supply their own equipment and provide a list of the equipment to the Village Cemetery Trustees along with their bid.
- **References:** Provide no less than three independent references that can demonstrate or confirm the contractor’s ability to successfully perform the services required under the scope of work. These references must include name and contact information, the type of services provided, and when the services were provided. A bond may be required of the successful bidder in an amount equal to 2 months of the contract.
- **Insurances/Liability:** Must provide proof of Worker’s Compensation Insurances for both themselves and their employees for the duration of the contract with the Village Cemetery Trustees. The successful bidder(s) must also provide proof of Liability Insurance that includes coverage for any damage that may occur within the boundaries of the Village Cemetery due to any activity that the contractor is involved in under the terms of these specifications.

- **Workers Compensation**
  - \$500,000 per occurrence for bodily injury
  - \$500,000 per occurrence for bodily injury or disease
  - \$500,000 per aggregate for bodily injury by disease
  
- **General Liability**
  - \$1,000,000 per occurrence
  - \$2,000,000 general aggregate
  - \$1,000,000 Personal & Advertising Injury per occurrence
  - 2,000,000 Products/Completed Operations aggregate

**The following bid specifications shall apply to the Thomaston Village Cemetery:**

All work will be done under the supervision of the Village Cemetery Trustees and/or their designated representative (the Sexton) who shall carry out the rules and regulations of the Thomaston Village Cemetery. The Board of Trustee's determination of the sections of the Village Cemetery to be completed first will prevail in any and all cases.

**Terms of the Agreement:**

The initial agreement will apply to the 2022 mowing season. The Town reserves the right to negotiate two single season extensions to allow for a total of three mowing seasons under the current agreement.

**Completed RFP Form:**

Attached

**Scope of Work**

The Town of Thomaston expects the Thomaston Village Cemetery to be kept in immaculate condition. This may require multiple mowing in a week. Expectations also include mowing at reasonable speeds to avoid damage to grave markers, shrubs, and ground.

**Mowing:**

In all sections, the grass must be cut before reaching a height of three (3) inches or at the direction of the Sexton. During the spring and early summer growing season the mowing deck should be set as low as possible without scalping the sod. After this time mowing shall be done as needed before the grass reaches a height of three (3) inches or at the direction of the Sexton but in any or all cases each section must be completed (mowed and trimmed) before moving on to the next section.

Each section shall be mowed and trimmed in such a manner that the grass is of a uniform height. If mowing results in clumps of grass being left on top of the sod, the contractor must remove the grass to a designated disposal site. Grass shall be mowed in such a direction so as to not throw grass cuttings onto the stones or their bases. All grass adhering to stones, or bases must be promptly removed. The center strip of those avenues that are gravel must also be mowed to the uniform height of the surrounding sections.

Any damage done to moments/stones/markers/grounds must be reported immediately to the cemetery sexton. Lawn, grounds, or property damage caused by mowing and trimming operations will be repaired by the mowing contractor.

**Trimming:**

Trimming around monuments, flowers, containers, decorations, trees and shrubs shall be in keeping with the mowed grass height and be done in such a way as to cause no damage to any decoration, monument, tree or shrub. Any clippings on stones, the bases of stones, and on any and all decorations upon a grave shall be immediately removed. Trimming around trees shall be done in such away so as not to cut into the bark on any tree.

**Leaf Clean Up:**

The successful bidder(s) shall be responsible for leaf clean-up in the fall. During leaf fall, any leaves that cannot be mulched shall be raked and placed in the designated disposal site. Any leaves being removed pneumatically must first be blown into the avenue on either side of the section. No vehicle other than mowers shall be driven on the sod in any section. Leaves may need to be cleaned up more than once a season during leaf fall. All fallen leaves must be cleaned up before the first projected snowfall.

**Branch Clean Up:**

In the spring and throughout the season the cleanup of any downed branches shall be the responsibility of the successful bidder(s). The disposal site for branches shall be at the direction of the Village Cemetery Trustees/or their designated representative.

**Operation:**

The Trustees shall determine the hours of operation. All mowing shall terminate during burial services. All work in the cemetery must be done with decorum so as not to disturb anyone visiting graves sites as well as the neighbors abutting the Cemetery. The contractor(s) shall ensure that no gasoline or refreshment containers, as well as any pieces of clothing or maintenance equipment are left within the cemetery overnight.

**Contract Payment:**

The successful bidder shall receive their choice of payments equal to the contract May – November or twelve equal payments equal to the amount of the contract, in any and all cases payment shall be made at the end of each month, after services have been rendered.

The contractor(s) shall be responsible for paying all wages and taxes for both themselves and their employees.

The Thomaston Village Cemetery Trustees will issue to the contractor(s) Federal Form 1099 at the end of each contract year for the full amount paid.

The Thomaston Village Cemetery Trustees reserve the right to accept or reject any or all bids or proposals, decline to proceed with the selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.



**TOWN OF THOMASTON**  
13 VALLEY STREET  
THOMASTON, MAINE 04861-0299  
TEL: (207) 354-6107

**Thomaston Village Cemetery  
RFP Response Form**

**Name of Contractor/Company:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Bid Amount for Year One:** \_\_\_\_\_

**Bid Amount for Year Two:** \_\_\_\_\_

**Bid Amount for Year Three:** \_\_\_\_\_

**Required Attachments:**

- Completed RFP Response Form
- List of Equipment
- Three References
- Insurances/Liability

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Kara George

---

**From:** chris farthing <westham.hooligan.uk@gmail.com>  
**Sent:** Monday, August 30, 2021 9:58 AM  
**To:** Kara George  
**Subject:** Academy

Hi Kara,

Can you please put this request on the next select board meeting agenda.

The boiler room floods every time we get a halfway decent rain. Apparently this has been ongoing for over ten years. The open drain clogs up and can't handle the volume of water. Branden apparently needs approval to do some prep work so we can get the area outside paved this will save the Academy several thousand dollars in costs. Also we do need to have some plumbing work done to upgrade the custodians slop sink drain and the open sewer drain in the boiler room(definitely a health issue).

\$3,000 for paving and \$2,000 for plumbing. Total of \$5,000.

Thanks Chris

## **Kara George**

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**From:** Regina Leonard <rleonard@rslla.com>  
**Sent:** Monday, September 20, 2021 10:44 AM  
**To:** Kara George  
**Cc:** John Fancy  
**Subject:** Re: Project website example

Hi Kara,

We build and maintain the websites on the Wix platform. It takes about 5-6 hours to set it up initially and maintenance is minimal (usually 2-3 hours over the project duration). Direct costs include the domain purchase (usually \$35-50 for the year) and Wix hosting (premium level, typically) a one time fee (around \$138) and a \$12/month charge for the duration of the site. If we estimate a 6 month duration, then the estimated cost is as follows:

RSLLA fees: \$1,040

Direct costs: \$260

*Total estimated cost: \$1,250*

On Mon, Sep 20, 2021 at 10:30 AM Kara George <[kgeorge@thomastonmaine.gov](mailto:kgeorge@thomastonmaine.gov)> wrote:

Hi Regina,

I do like the look of this website. What is an estimate of cost for the website? Is the website maintained and built by your company?

Thank you,

**Kara George**

**Town Manager**

**Town of Thomaston**

13 Valley St.

Thomaston, ME 04861

Ph. (207) 354-6107

Fax (207) 354-2132

**From:** Regina Leonard <[rleonard@rslla.com](mailto:rleonard@rslla.com)>  
**Sent:** Thursday, August 26, 2021 8:29 AM  
**To:** Kara George <[kgeorge@thomastonmaine.gov](mailto:kgeorge@thomastonmaine.gov)>  
**Cc:** John Fancy <[jfancy@thomastonmaine.gov](mailto:jfancy@thomastonmaine.gov)>  
**Subject:** Project website example

Hi Kara,

I mentioned that a project website may be helpful for conveying information and collecting surveys, etc. If you would like to see a current example, go to <https://www.rocklanddw.info/>

We are currently finalizing the survey for that project, so it isn't linked yet, but it will be shortly.

--

Regina S. Leonard, PLA, ASLA

*Landscape Architect*



29 Bridge Street - Topsham, ME 04086

Tel. 207-450-9700 - [www.rslla.com](http://www.rslla.com)

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Regards,

Regina S. Leonard, PLA  
Landscape Architect / Principal



## TRUST FUND RFPS REVIEW 09/15/21

Ranking	Institution	Fee schedule	Fee Rate	Annual Fee Total	Discounts
1	TD Wealth Management	No Tiered Fee Schedule	0.47%	\$16,450	N/A
	The First	No Tiered Fee Schedule	0.60%	\$21,000	N/A
	Bar Harbor Bank & Trust (Current Trust Manager)	First \$1 million=1% Second \$1 million=.75% Excess of \$2 million=.5% Minimum Annual Fee=\$4,000	0.72% Current 0.5% New Rate	\$23,845 Current \$17,500 New Rate	0.27%
	Camden National Bank	First \$1 million=1.10% Next \$2 million=.80% Excess of \$3 million=.50% Minimum Annual Fee=\$7,500	0.84% With Discount 0.63%	\$29,475 With Discount \$22,106	0.25%
	Bangor Savings Bank	Sliding Scale starts at \$1 million=1%	0.50%	\$17,500	N/A

## Missy Stevens

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**From:** Noreen Mullaney <noriemulley@gmail.com>  
**Sent:** Thursday, September 9, 2021 10:51 AM  
**To:** Joanne Richards; Missy Stevens  
**Subject:** My Resignation

Hi Joanne,

I'm sorry to say I'm resigning from the planning board. I feel like I'm not putting the work in that is required.

I'm grateful to have served on the board for the past 5 (?) years. I will do what I can to replace myself.

September 21st. will be my last meeting.

Thank you  
Noreen

--  
Noreen Mullaney  
(207) 691-5015

***Every time you spend MONEY you're casting a vote for the kind of world you want.***

~Anna Lappe

## Kara George

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**From:** Daryl Hahn <darylhahn@gmail.com>  
**Sent:** Wednesday, September 15, 2021 3:41 PM  
**To:** Kara George  
**Subject:** Watts Hall Community Players Request

Good Afternoon Kara,

Since Covid19 is still making it difficult to plan inside events, Watts Hall Community Players would like to present a fall production in the bandstand on The Green on the afternoon/early evening of October 16 with a rain date of October 17. I understand that the Selectboard needs to approve such a request and therefore would appreciate it if you could put this item on the agenda for the Board's next meeting.

Thank you,  
Daryl

## Kara George

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**From:** Daryl Hahn <darylhahn@gmail.com>  
**Sent:** Wednesday, September 8, 2021 10:40 AM  
**To:** Diane Giese; Kara George  
**Cc:** Cindy Bertocci; Peggy McCrea; Jeanne Short; Peter F. McCrea  
**Subject:** Comprehensive Plan Review

Good Morning,

As September rolls along, I am reminded that the 2020 Comprehensive Plan says that the Selectboard will "conduct an annual review of progress toward meeting the goals of the Plan..." The section of the Plan that relates to Implementation and Evaluation is found on pages 68-70 of the document. Since the Plan was approved last September, if I recall correctly, I'm wondering if it is time to talk about a review.

I'll look forward to hearing your thoughts.

Daryl