

**ANNUAL REPORT  
(2018 )**

**POCASSET HILL CEMETERY COMMISSION (PHCC)  
TOWN OF TIVERTON**

**MEMBERS:**

Shirley Moller (Chairperson)

Robert Sedoma ( Vice Chairperson)

Eva Duclus (Secretary)

John Christo (Treasurer)

Alfred Almeida

**SUPERINTENDENT:** Ron Helger - Contract three years effective May 1, 2017 with two year options to renew for one year each time.

**TOWN COUNCIL LIAISON:** Joseph Perry

**MEETNGS:** One meeting per month on 2<sup>nd</sup> Wednesday of the month 7PM. Meetings held at the Senior Ctr

**GENERAL OPERATIONS:**

**BURIALS:** 48

**CREMATIONS:** 13 (Two in cremation section)

**VETERAN'S CIRCLE** None

**SALES:** Burial Plots 12, Cremation Section 1

**LOT RETURNS:** None

**BURIAL RIGHT TRANSFERS:** None

**REFUNDS:** None

**GROUND MAINTENANCE:** Ron and his crew have done a great job in maintaining the grounds and providing excellent burial service.

**ACKNOWLEDGMENTS- MEMBERSHIPS / TOWN COUNCIL LIAISON / DONATIONS**

Robert Viera resigned from the Commission. Robert has served on the commission for many years. The commission appreciates his years of service. - Joan Chabot is no longer a Town Council member. The commission appreciates her years of support and service as our liaison. Patricia Hilton donated two American flags for the Veterans flag pole.

## **HIGHLIGHTS / IMPROVEMENTS**

Exit signs were installed

New rope and flag clips were installed on the Veteran's flag pole.

Three American flags were given to the commission by the Tiverton Fire Department Union for the First Responders Flag Pole (Previously called Community Flag Pole)

Three American flags and three POW flags were purchased for the Veterans flag pole with the allotted funds from the town budget.

Two American flags were donated for the Veterans Flag pole by Patricia Hilton

Two benches have been installed in the Cremation Section.

By Laws (Hand Book) was revised / updated by the commission and approved by the Town Council.

Request for the FY20 municipal budget was submitted to the Town Administrator. Requested \$ 150.00 (Account # 7766) to purchase POW and American flags for Veterans flag pole. Also submitted a request for \$ 150.00 (new account) for purchase of American flags for the First Responders flag pole.

A court order resolved the problem of the wrong deed/burials. However, transfer of the deeds to the proper owners has yet to be done.

## **RECORDS:**

Records of Right of Burial document, sale of lots, burial records are located in various locations and formats. An excel file contains the info on owners Right of Burial , sale and burial. A card file located at the town hall contains the owner information and burial info.

Backup records are on a flash drive and on some commission members personnel computers. Hard copy record books are located with commission chairperson, cemetery superintendent and at the Town hall.

## **REPAIRS:**

Rope and flag clips were replaced on Veterans Flag pole.

Repair damaged POCASSET HILL CEMETERY sign

Repair stonewall damaged by automobile impact

## **ON –GOING ISSUES:**

- A court order resolved the problem of the wrong deed/burials. However, transfer of the deeds to the proper owners has yet to be done.
- Expand roadway between sections 4000 and 5000.

## **CEMETERY FEES AS OF April 25th, 2016**

### **FEES PAID TO TOWN OF TIVERTON**

#### **COST OF A SINGLE GRAVE LOT -- \$500.00**

One [1] Body AND One [1] Cremation OR Two [2] Cremations ONLY.  
Vault not included.

#### **COST OF A MULTI GRAVE LOT -- \$2,000.00**

For four [4] Graves ONLY.  
Vault not included.

#### **COST OF A LOT IN CREMATION SECTION -- \$500.00**

Cremations ONLY. Limit two [2] Cremations per lot.  
Price includes a vault supplied by the Cemetery.

### **MECHANICAL DEVICE AND GREENS RENTAL FEES**

Grave lot -- **\$75.00 per opening**  
Cremation -- **\$50.00 per opening**

### **FEES PAID TO SUPERINTENDENT:**

1. OPEN AND CLOSE GRAVE IN GRAVE LOT-- **\$550.00**  
*From November 15<sup>th</sup> to March 1<sup>st</sup>, winter fee increases to \$650.00*
2. OPEN AND CLOSE GRAVE FOR CREAMATION -- **\$300.00**

## **GOALS FOR (2019):**

- \* Reorganize / cleanup the grounds
- \* Prepare expansion plan
- \* Acquire funding for construction of additional roadways to access sections 4000 and east side of 5000.
- \* Website update

**FINANCIAL:**

**ACCOUNTS:**

**MONEY MARKET (MM) ACCOUNT:** This account is used to place the everyday nonexpendable perpetual care funds (20% of sales) and the expendable funds (80% of sales), maintenance collected fees, and interest accrued from CDs and the MM on an on-going bases. The expendable funds can be transferred with no penalty to the checking account and the nonexpendable funds for perpetual care to various long term CDs to acquire a greater interest rate.

**CHECKING ACCOUNT:** This account used to pay bills with approval of commission members.

**INVESTMENT ACCOUNT:** This account is made up of two types of CD's. Long term and short term.

Short term CD's are for the expendable funds which are needed to pay the yearly bills. A portion of the funds from these CD's when matured are transferred to the checking account.

Long term CD's are purchased on the secondary market by the town treasurer. This is done to acquire the highest interest rate possible using the nonexpendable funds. The interest accrued from this CD is transferred to the expendable accounts. At present there is approximately \$ 13,500.00 in the money market account (Nonexpendable) which will be transferred to a long term CD.

Balance as of December 31, 2017                      \$ 488,544.20

Balance as of December 31, 2018                      \$ 487,129.74

Income (Non Exp \$)                      \$ 22,800.00

Expenses:                                      \$ 26,629.00

Net Difference:                              ( - ) \$ 3,829.00

A detailed financial report is presented in table (1)

Comments: Income depends on sale of lots, rental of mechanical equipment and interest from CD's. This year's Expendable Income from sales was \$10,075.00 , \$ 2, 325.00 lower than 2017 which contributed to our deferment for this year. Expenses were \$ 2,062.00 lower than last year.

Respectfully submitted by:

Shirley Moller (Chairperson)