South Buxton Cemetery Association
Annual Proprietors' Meeting
April 21, 2026

President Richard "Sandy" Atkinson called the 2026 Annual Proprietors' Meeting to order at 7:00 PM held at the Buxton Town Hall. There were ten Proprietors in attendance: Richard "Sandy" Atkinson, Peter Ciaramella, Jeffrey "Jeff" Grover, Brenton "Brent" Hill, Charlene Libby, James "Jim" Michie, John Myers, Peter Pinkham, Chad Poitras and Chris Sargent. Trapper Proulx was also in attendance.

The Annual Meeting notice was posted at the Buxton Town Hall on April 7, 2026, at the Bar Mills Post Office, Hollis Town Hall, Hollis Station House Convenience Store, and the cemetery's office front door on April 8, 2026, also outside on the cemetery's garage on April 10, 2026.

Motion made by Jeffrey Grover and seconded by Peter Pinkham to elect James Michie, Charlene Libby, and Robert Yarumian as Directors for the next three years, affirmative vote.

Motion made by Chad Poitras to elect Peter Ciaramella as President. Peter Ciaramella declined the nomination.

Motion made by Chris Sargent and seconded by Peter Pinkham to elect Chad Poitras as President, Charlene Libby as Vice President, Ron Smith as Treasurer and John Myers as Secretary, affirmative vote.

Chad Poitras asked if anyone has any issues or concerns with him being a Funeral Director and the Association's President. No concerns were expressed.

Motion made by James Michie and seconded by Charlene Libby to elect Nicholas Pinkham as a Director for three years replacing Charlene Libby as a Director, affirmative vote.

Motion made by Brenton Hill and seconded by Charlene Libby to have RHR Smith and Company complete the auditor's compilation for 2026, affirmative vote.

Motion made by Charlene Libby and seconded by Jeffrey Grover to approve the Secretary's report for the April 15, 2025 Annual Meeting, affirmative vote.

The meeting adjourned at 7:28 PM.

Respectfully Reported,

John Myers

John Myers, Secretary

South Buxton Cemetery Association
Board of Directors' Meeting
April 21, 2026

President Richard "Sandy" Atkinson called a meeting of the Directors to order at 5:33 PM held at the Buxton Town Hall. There were nine Directors in attendance: Richard "Sandy" Atkinson, Jeffrey "Jeff" Grover, Brenton "Brent" Hill, Charlene Libby, James "Jim" Michie, John Myers, Peter Pinkham, Chad Poitras, and Chris Sargent. Peter Ciaramella and Trapper Proulx were also in attendance. Director Kimberly Beam, Nicholas "Nick" Pinkham, Ron Smith, and Robert "Butch" Yarumian were unable to attend.

Treasurer Ron Smith provided Compiled Financial Statements for the year 2025. The statements reported total assets and liabilities of $864,214 for 2025 compared to $818,639 for 2024. Income for 2025 was $78,806 and $135,019 for 2024. Expenses were 97,323 for 2025 and $82,026 for 2024. President Atkinson acknowledged the following account balances $12,169 checking account, $21,302 Money Market funds, $109,521 Certificate of Deposit (CD), and a $66,139 CD.

Motion made by Jeffrey Grover and seconded by Charlene Libby to accept the Treasurer's Compiled Financial Statements and report, affirmative vote.

President Atkinson shared a UBS asset allocation review dated April 17, 2026 showing a total portfolio of $564,209.

It was stated that $10,000 approved at the January 15, 2026 meeting still needs to be moved to the UBS account. There is also a need to review past year's dollar amounts due to the Preputial Care Fund.

Motion made by Carlene Libby and seconded by Chad Poitras to accept the UBS report, affirmative vote.

Superintendent John Myers mentioned that there was little winter damage to the cemetery. He is aware of twelve winter burials to be completed in the coming months, 3 full burials and 9 cremations. With the addition of Trapper Proulx as an employee and with Trapper being available to work during weekdays with Peter Ciaramella, he asked if the board would like to set a number of work hours per week for Trapper and Peter. No number of work hours was set; a reasonable number will be worked.

Frankie Pinder asked for a waiver allowing him to plan for extra burials on his lot in the Park Section. The consensus of the board was to not grant the waiver.

Peter Ciaramella added that he is working to order the grub control and fertilizer. He has gone through the cemetery repairing flags that were damaged during the winter. He would like to see the flags removed prior to snowfall. The Superintendent added that normally the flags remain on the lots until replaced in the spring so that veteran graves can be easily located for the annual Wreaths Across America Program and flag replacement. Peter will plan to talk with Wayne Butler of the American Legion to see what can be worked out.

The 2025 budget for tree work is $3,000. It was agreed that estimates would be obtained prior to and work being done.

The Superintendent recommended a 2% increase in pay for James Mchie and Peter Ciaramella, and 5% for Trapper Proulx. If accepted the new hourly rates would be $21.14 for James Michie, $18.76 for Peter Ciaramella, $16.28 for Trapper Proulx and 2% for John Myers would be a rate of $22.07.

Motion made by Jeffrey Grover and seconded by Chad Poitras to approve the Superintendent's hourly pay recommendations, affirmative vote.

Motion made by Jeffrey Grover and seconded by Charlene Libby to accept the Secretary's report for the January 15, 2026 board meeting, affirmative vote.

Chad Poitras said that he plans to move forward with a Wreath's Across America program for December of 2026.

Motion made by Chad Poitras and seconded by Charlene Libby to adjourn the meeting, affirmative vote.

The meeting was adjourned at 6:46 PM.

(Prior to the start of the Annual Meeting at 7 PM President Atkinson reviewed a list of projects, four pages intitled "Projects form Memory" that were completed during his tenure as President; copy attached.)

Respectfully Reported,

John Myers

John Myers, Secretary

Projects from Memory 1pg

- Approx. 2004 First big project had church yard stones straightened and repaired by others, Isla Estabrook cleaned all stones at SBC
- Woodman section excess land used as dumping for excess material & overgrown was cleared, and graded is now being mowed and is aesthetically pleasing.
- Many old and diseased trees removed yearly by Colonial Tree and trimmed each year.
- Roads all rebuilt and existing asphalt was resurfaced including entrance ways at Woodman Area (Donations).
- Added new & reconstructed all fence work including paint by others
- Installed new water plumbing & faucets from well to Woodman Road .
- Big recent project was rebuilding all entrance ways from route 112 to cemetery, which enhanced parking and safety (2 entrances left to consider? (Burt and Barbara Pease large donors).
- Installed septic tank and plumbing at the office. Rebuilt the shed to the new office, including clapboards, roof, and windows. Paved & stoned walkways.

Initiated the WREATHS ACROSS AMERICA program 2004 to present. This program is great for the Veterans, a wonderful program for the cemetery and the Town of Buxton, well attended and a great opportunity For SBCA . Thank You Chad Poitras,& RHRSmith and all cemetery crew that make this possible. Last year, SBCA raised roughly $3000 dollars and many thank you notes followed. This program should continue.

One of the most important accomplishments was the newsletter published in the beginning 2008 3 times per year, later two times and last couple years was once a year in October, which elicits a remarkable response. Newsletter is sent out to 500 members and friends of SBC. (The first mailing list was less than 100 addresses). Every year the response has increased, with over 120 responses. Most bought 1 to 25 wreaths and a decent number would send a donation to SBC as well.

Infrastructure and Grounds Enhancements

Over the past several years, the South Buxton Cemetery Association (SBCA) has made significant strides in improving the cemetery's infrastructure and grounds. The installation of the existing well and electric at the Woodman section has greatly enhanced water accessibility and utility service for ongoing maintenance needs. Alongside this, an irrigation system was installed at the Woodman section, generously supported by donations, ensuring that the grounds remain healthy and vibrant throughout the year.

Community involvement has been extraordinary, with approximately 13,000 daffodils planted across Woodman and other areas, all made possible through donations. These daffodils bring beauty and color to the cemetery landscape, creating a welcoming environment for visitors. Additionally, two flag poles were installed, both donated, serving as symbols of honor and respect, especially for the veterans laid to rest here.

The garage and surrounding areas were rehabilitated by SBC personnel, providing improved storage and workspace. Temporary housing for equipment was also added through donations, which has supported operational efficiency during seasonal changes and peak activity periods. Over time, SBCA accepted donations for its first Walker Mower from NNO, leading to the acquisition of additional machines and accessories. The purchase of a John Deere tractor has further facilitated material movement and trailer towing, streamlining groundskeeping efforts.

Administrative and Operational Advances

For the purpose of mainetaining accurate records and communication, SBCA requests family contact names, mailing, and email addresses when lots are sold. This information is vital for future correspondence with new lot owners. The sales form has been redesigned to include areas for this information, ensuring a streamlined process for both SBCA and lot owners.

A strong budget has been established and is diligently adhered to, keeping SBCA solvent and financially stable. This fiscal discipline is crucial for ongoing operations and future projects.

The first columbarium addition took ten years to fill, and a second was added in 2025, marking a major transition for SBCA. With both columbarium in place and sales underway, this addition supports the future needs of South Buxton Cemetery members.

All documentation has been transferred from manual cards and ledgers to an order entry system. Currently, all transactions are up to date, thanks to the efforts of John Myers, Brent Hill, and Jeff Grader. Payroll and accounting systems have been transferred to RHR Smith, with financial and tax information managed professionally.

SBCA has a current website, led by Brent Hill, providing residents and families with easy access to information and services. The team, including Ron Smith, Brent Hill, John Myers, and Peter Pinkham & Sons, along with all former and current members, has contributed significantly to the association's ongoing success.

Financial Stability and Community Partnerships

SBCA has established a financial relationship with Stephen Caminiti of UBS Financial Services, One City Center, Portland, Maine, for the present and future needs of the association. The Partners Bank in Buxton, Maine, maintains existing accounts, ensuring reliable banking services and financial management.

Looking Forward

With continued support from donors, dedicated personnel, and community members, SBCA remains committed to providing an honorable, well-maintained, and accessible cemetery for all. Ongoing projects, financial oversight, and technological advancements position the association for a sustainable and bright future, honoring the past and serving the needs of generations to come.

The projects listed are a few from memory as I reminisce today. I have enjoyed many years as your president, and I do believe we have had many enjoyable years with all members past and present. Thank You for the opportunity to be involved. These have been enjoyable years for both Beverly and I.

Richard Sandy Atkinson

President 2004-2026