



## **Milton Cemetery Trustees Meeting Minutes July, 18, 2018**

**Board Members Present: John Katwick (Chair), Bruce Woodruff, Brian McQuade**

**Members of the Public Present: Charlotte Mee, Bob Carrier**

**The Meeting was called to order at 10:05 am. by John Katwick, Chair.**

### **Approval of Meeting Minutes for June 27, 2018**

Mr. Woodruff moves to approve the meeting minutes as written for June 27, 2018, Mr. McQuade seconded the motion. The motion passed 3-0.

### **Review Cemetery Software suppliers**

Mr. Woodruff spoke with Mike Doyle via email but hasn't heard back. Mr. Woodruff then spoke with Adam Patterson. In a long conversation he had with him last week, Mr. Woodruff explained why the yearly fee was not affordable to us. Mr. Patterson said he would send him some other web-based solutions for cemetery management software, and Mr. Woodruff never heard back. Mr. Woodruff stated that it's unlikely we'll be able to get Plotbox at the price and that IworQ could do what we wanted but that we should still make considerations. Mr. Katwick would like to get more information and set up a meeting with IworQ.

### **Progress updates on card file input (George Plummer Cemetery)**

Mr. Katwick spoke said he was helping Mrs. O'Herron who has volunteered to start inputting the card data into the excel sheet for the George Plummer Cemetery. Mr. Katwick wants to review the excel spreadsheet information available and his concept for placing it on the town website to save the town money. Mr. Katwick will bring the examples for the next meeting and the trustees will go over them in detail.

### **Approve Capital Expenses for Craig Painting for Milton Mills Cemetery**

Mr. Katwick said we have funding available for the cemetery and has a quote for the fencing on Applebee road and the pipe fencing on the ball field side of the cemetery. The proposal is for Craig Painting to include rust removal, primer, and metal finish product. The price includes material and labor. Mr. Woodruff asked how many feet of fencing it is. Mr. Katwick ventured a guess of around 600-700 feet. Mr. Woodruff asked about anyone else that might be available to do the work and Mr. Katwick said he spoke with one other outfit

who wouldn't be able to get to it until next year. Mr. Woodruff motioned to pay Craig Painting for the work as described, Mr. Katwick seconded. The motion passed 3-0.

#### **Silver Street Cemetery mapping project update**

Mr. Katwick noted that Mrs. Hutchings was not available today so we'll get an update at the next meeting.

#### **Follow up on RSA 289 For Cemetery Trustees responsibilities**

Mr. Katwick noted that Mrs. Babel was going to prepare the RSA's for us but she wasn't available today. Mr. McQuade spoke on 289:14A Part III and noted that this RSA likely means that we have no reason to request signatures of anyone volunteering to do work on a burial ground as it declares that any city, town, or public body shall be immune from civil liability in any action brought on the basis of an act or omission by any person who undertakes to maintain or repair the grounds.

Mr. Katwick spoke on a possible tax increase for the town of Milton for as a paid Sexton will be needed to take care of the publically owned Milton Mills Cemetery. Mr. Katwick noted that 50% of the time for the gravediggers is taken trying to locate the grave itself and since we know where the locations, that will help. Mr. Katwick will continue working with the town on setting up a suitable solution for maintenance of the cemetery.

Mrs. Mee noted that she came across a young couple having a picnic in the cemetery and that she told them it wasn't a good place to be for a picnic and asked them to leave. Mr. Katwick noted he's heard complaints about some people in the nude over by the water tank in Milton Mills Cemetery, and the Milton PD have been made aware of the situation.

Mr. Woodruff said that the status of a public cemetery is that it's open during it's open hours to anyone, but closed during the evening hours. Mr. Woodruff wouldn't be opposed to a sign in the front regarding the open and closed hours of the cemetery.

Mr. Katwick spoke to three comments he's received about stones that need repairing and why they haven't been if they have perpetual care. He said he looked into it and two do have care, but one does not. Mr. Katwick is in the process of reviewing the ones that do have the amount needed and he is trying to contact someone to repair the stones and possibly do a review of other stones. Mr. Katwick stated we have approximately a quarter million in the cemetery, but we only have income available to spend of about \$41,000. Mr. Woodruff's opinion is that regardless of who gave what and when they gave it for perpetual care, the best way to use the money is to lump it together, and then spread it over the cemetery for use for those who paid for the perpetual care. Mr. Katwick stated that this can't be done as one person's money can't be used to pay for another person's site as this is against the law.

#### **New Business**

Mr. Katwick spoke to the 2017 Town expenditure reports and that they don't match his records. He thanked Mr. Carrier for getting him the report and that he's going to address it with the town of Milton and that he doesn't accept this as the numbers are not the same.

Mr. Katwick thanked Mr. Woodruff for his work on the GIS system for Milton and the cemetery trustees for getting the ball rolling on this. Mr. Katwick talked about how the maps now show a cross and a number for each cemetery in the town. Mr. Woodruff said for each one of these cemeteries, if we zoom in and click on it, any documents we upload can be put

attached to the cemetery. Mr. Woodruff said that the GIS does much of what we want to do, it doesn't marry the database search with the maps, but when we know what cemetery we want to look at and click on it, all of the information we need including the cemetery map of the plots can come up.

Mr. Katwick noted that Prospect Hill out of Lebanon, Maine is doing a superb job since we've turned that cemetery over to them.

**Next Meeting**

The next meeting will be held on Wednesday, August 15, 2018, at 10:00 am.

Mr. Woodruff motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 10:49 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

\_\_\_\_\_ John Katwick, Chair

\_\_\_\_\_ Bruce Woodruff

\_\_\_\_\_ Brian McQuade, Secretary