



Milton Cemetery Trustees Meeting Minutes September 20, 2017

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

Members of the Public Present: Charlotte Mee, Suzanne Babel, Bob Carrier, Sheri York, Paul Nadeau, Jackie Keating, David Tibbetts, Dave Mankus, Phil Twombly, Pat Smith, Shawn Donnell, Heather Thibodeau

The Meeting was called to order at 10:04 by John Katwick, Chair.

Town owned Cemeteries Work Shop

Introductions were made. Mr. Katwick reviewed Yearly Cemetery Maintenance Requirements. Mr. Katwick noted the number of Milton cemeteries, and Wakefield representatives stated they have 125 cemeteries, two are public and two others that are active, but not public. Mr. Katwick reviewed spring and fall clean up with regards to hiring contractors. Milton usually ends up with three or four bids. Mr. Katwick fielded questions from Wakefield representatives on who comes in to clean the monuments. There were comments from Wakefield representatives regarding repair of gravestone and how that should be handled privately. Mr. Katwick talked about the perpetual care funds being used for such things. There were questions from Wakefield on the budget for repair from highway dept. Mr. Smith responded about a \$5,000 line item in his budget for cemetery use. The highway dept. can repair a little bit but it's generally for potholes, down a tree, etc. Ms. York commented that they have a full time caretaker and that Alton has two active cemeteries that they bury in. Alton also has over 111 cemeteries, but the town is only responsible for 11 of them. They have a sexton that is a full time employee of the town. Alton no longer has cemetery trustees, any cemetery business is now handled by selectmen but it was in turned handed to the Parks & Recreation Department. Ms. York works in the finance office and handles the secretarial work surrounding the cemetery. Their trustees were getting paid, but after the trustees were dissolved, they moved those payments into stipends for the current employees who work on cemetery items.

Mr. Katwick spoke on turning off the water system a couple years back and shutting a water tank down. It's a lot of work, 2-3 days to start it up, and another day in the fall to drain the systems. Wakefield town cemetery is on the town water system. They are also in the process of putting in a dug well and setting up an irrigation system. Alton water department turns on and off their own system. Mr. Katwick spoke on all the volunteer help for the Memorial Day flowers. In Wakefield, the maintenance person who mows the fields, is also the same person who lays out the flowers on certain plots as required by the perpetual care. Part of their bid package was the supplying of flowers. Alton has perpetual care but does not put out flowers. Wakefield has a list of historic graves where they put out flowers.

Currently, the cemetery trustees do a review of the private cemeteries (up to 20 a year) to make sure no work needs to be done on those. Pat spoke saying that sometimes we use Strafford County to come in some years for a couple days to clean up or do work around the cemeteries that need some cleaning up. Wakefield said that only about 40 of their cemeteries are perpetual care, the others they don't check at all. They don't have any interaction with the private owners of the other cemeteries.

Mr. Katwick reviewed the summer cemetery interment requirements. Wakefield used to have someone who contracted to dig their own graves. Alton digs their own graves but a Parks and Rec member is on site so a 2nd person is there. Wakefield sets the flag, but there has been some issue with who is supposed to be putting the individual flags out. They used to have the VFW help put out the flags, the town would buy them. The flags for this year were poor quality. They had question on what the other towns do. Milton American Legion veterans order the flags, the flags get sent to them, the invoice goes to the town of Milton and they set the flags out. There is no longer a VFW in Wakefield, it's combined with Milton. The town of Milton budgets for the flags plus the holders. Mr. Katwick was happy with the quality of this year's flag. Wakefield stated that the quality of the flags was poor this year though and they're concerned on where they buy them for next year. The boy scouts did help this year with Wakefield. Ms. Mee stated that the girl scouts help in Acton.

Mr. Katwick reviewed the process for the sale of burial lots and requirements. After Mr. Katwick stated one item that Milton makes out deposit slips for the Expendable Trust Fund and the Perpetual Trust Fund. Alton & Wakefield stated that the town is required to take care of the graves anyways, so everything is now going into the expendable trust funds, they don't put anything into perpetual care funds. Wakefield spoke on their cemetery electronic filing system. Alton has the same system, but it isn't currently in use yet.

Mr. Katwick reviewed the clerical requirements. Everyone that gets perpetual care funds should be on the MS9 form, it's required by law. That report lists all private funds received and which cemetery they are going. Mr. Katwick listed out the number of families who've paid into the perpetual care fund and works out a formula so that when there is a certain amount of money within an individual grave, work is done on that plot. Wakefield states they don't see the MS9. Mr. Katwick states that it's the responsibility

of the Cemetery Trustees to list out the individual amounts per grave for perpetual fund and to make sure that money from one plot is not used for another plot. Mr. Katwick states that it's also the responsibility of the Cemetery Trustees to give this report to the Trustees of the Trust Fund.

Mr. Katwick reviewed the winter entombment requirements. There was discussion on number of cremations allowed per plot. Wakefield talked about how some family members request to dig a cremation grave, but a trustee or other town staff is required to be there. There was at least one situation that a family dug their own cremation grave without telling anyone.

Mr. Smith asked about contractors coming in and leaving damage. He asked Mr. Katwick if they submit a certificate of insurance prior to doing the work. He also asked if the same amount of coverage is used since ownership of the cemetery has transferred to the town. Mr. Katwick answered in the affirmative as it's required by the town. It's 2 million in coverage.

New Business

Mr. Woodruff spoke with Pontem in Michigan and they explained that they have a core software that you must buy if you're going to buy their software, there are 4 other modules which are optional. There is a mapping module, which can be married with the GIS, they have the image and document module which allows uploading of photos to be attached with each lot. There is a burial search module. The 4th module is a client list which we need more information on. Cemetery size, number of users, which modules needed and conversion of any data will all affect final pricing. They would rather not come visit here, but we can do a live video conference to teach us how to use the software.

Approve Meeting Minutes for August 23, 2017

Mr. Woodruff motioned to approve the August 23, 2017 minutes as written, Mr. McQuade seconded the motion. The motioned passed 3-0.

Next meeting

The next meeting will take place on Wednesday, October 18th, 2017

Mr. Katwick motioned to adjourn the meeting, Mr. Woodruff seconded, motion passed 3-0 and the meeting was adjourned at 11:45 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary