



## **Milton Cemetery Trustees Meeting Minutes August 23, 2017**

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

**Members of the Public Present: Charlotte Mee, Suzanne Babel, Lois Michaud, Bob Carrier**

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

### **Financial Report**

Financial Report reviewed by Mr. Katwick, we've used 44.6% of our budget, and are on target. Mr. Woodruff motioned to accept the report as is, Mr. McQuade seconded. The motion passed 3-0.

### **Approve Meeting Minutes for July 19, 2017**

Mr. McQuade motioned to approve the meeting minutes for June 14, 2017, as written. Mr. Woodruff seconded. The motion passed 3-0.

### **Invoices**

There is a request to buy back two lots at the Milton Mills Cemetery. Mr. Katwick will review the documentation and get back with the owner.

### **Review Cemetery Volunteer Programs**

Mr. McQuade updated and finalized the program notes for Mr. Katwick to present to the Board. It was noted that there was a write up in Foster's regarding the program. Volunteer service forms will need to be complete for those involved. Mr. Katwick handed a copy of the form he used for the town house to Mr. McQuade to show the template of what was used before. Members of the trustees and public commented on the good publicity from the article.

### **Update on Milton Mills Cemetery progress on red pine removal**

Mr. Katwick spoke on the ongoing work at the Milton Mills Cemetery. The Board of Selectmen gave approval for the donations from Spencer Ricker and the Milton Mills Cemetery Association and have been added to the Cemetery Capital Expendable Fund. Mr. Katwick shared photos of the work currently being done at the cemetery, the trees cut, and how far out from the back wall the work is being done. They'll be placing the logs across the street where they will be cut.

#### **Cemetery document filing at Town Hall**

Mr. Woodruff & Mr. McQuade will be taking care of this on September 7<sup>th</sup> at 10:00 am unless otherwise rescheduled.

#### **Burial process training**

Mr. Katwick spoke about his future plans and making sure whoever is still here knows the cemetery process and can take over in his absence. Mr. Woodruff spoke on how the mapping system was the number one point of action to the Planning Board. A final draft of a report from the Planning Board which will be sent to the public hearing on the 19<sup>th</sup> of September. Mr. Katwick spoke with the town of Alton and they are willing to help out by sending those involved with their IT & Cemetery out to our next meeting to talk with us about digitizing our card tracking system. Mr. Woodruff will call Pontem to see if they can send a representative out to talk to us regarding their database. Mr. Katwick will contact Alton that we'd like those involved with their IT & Cemetery processes to attend our next meeting.

#### **New Business**

Mr. Katwick is concerned about the workload in the future. The town of Milton has never had to deal with managing a business of this size. In the last eight or nine days, Mr. Katwick had to spend many hours with Urban Tree Company to explain how important it was to not get close to graves and other details. Tuesday he received a call that a delivery truck would be at his place to deliver a monument for a veteran within the hour. He then received a call for the buy back of the plots which took approximately 10 hours of research. He had a call up in Union for a burial at the George Plummer Cemetery, then had to attend the ceremony. He then had to do a follow up with Urban Tree Company. He had to stake out where the logging truck could drive through to get to the back. He had to do another Union burial process, speak with a selectman and still needed to submit burial permits to the town. Given the amount of time spent by Mr. Katwick for a handful of days, there was much discussion on the new role of the cemetery trustees since the acquisition of the cemetery should be. The trustees discussed what's mandatory for the trustees to do, and what should be the job of the funeral directors and sextons. Mr. Katwick spoke about training us with what is mandatory for the cemetery committee, starting at the next meeting with 1-2 important items per meeting. Mr. Katwick at the next meeting would like to plan on voting on the cemetery database system.

Mr. Katwick spoke on the donation from the Milton Mills Association and it causing a delay in the closing of the business due to an error made in the process by the Board of Selectmen with regards to the deposit. The bank is aware we are up against a delay and

Mr. Katwick and Ms. Mee will be going there to close the account soon.

There is a request to adopt the Lyman Tomb cemetery from Lynette McDougall. Mr. Katwick will review what she would like to do and approve an adopt a cemetery program for her. There was some discussion on the adopt a cemetery program and ways to keep updated that an individual who previously requested to adopt a cemetery is still taking care of the cemetery.

Mr. Katwick spoke on a list for the perpetual care work but hasn't had a chance to complete it, he will still complete this.

**Next meeting**

The next meeting will take place on Wednesday, September, 20<sup>th</sup> 10:00 am.

Mr. McQuade motioned to adjourn the meeting, Mr. Woodruff seconded, motion passed 3-0 and the meeting was adjourned at 11:09 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

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

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

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