



Milton Cemetery Trustees Meeting Minutes July 19, 2017

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

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

The Meeting was called to order at 10:00 by John Katwick, Chair.

Approve Meeting Minutes for June, 14th 2017

Mr. Woodruff motioned to approve the meeting minutes for June 14, 2017, as written.

Mr. Katwick seconded. The motion passed 3-0.

Financial Report

Mr. Katwick reviewed the expenditure report for the cemetery maintenance which is mainly used for Milton Mills Cemetery. We've used around 35% of the budget and expenditures are now likely to fall much lower for the rest of the year. The mistake with a York County Registry of Deeds line item was corrected and removed instead from the town administration budget.

Invoices

We're receiving quotes on the Milton Mills Cemetery. Mr. Katwick would like to take around \$8,200 out of the capital reserve fund to remove around 47-50 Red Pine Spruce which have significant damage from worms and are prone to fall. These are at the tree line at the back of the Milton Mills Cemetery. Mr. McQuade had questions about only having one quote. Mr. Katwick spoke on the lack of availability for someone to handle the significant amount of work in a timely fashion. Mr. Woodruff explained the motion would be for only a recommendation and it would be at the discretion of the board to approve. Mr. Woodruff made a motion to recommend the board use \$8,000 from the capital reserve fund for the removal of the trees and recommend a waiver of the three quote rule. Mr. Katwick seconded the motion. Motion passed 3-0

Mr. Katwick brought up a quote from Frederick A. Meyer III & Sons, Inc. for \$675 to be removed from the capital reserve fund for removing all of the white structural skin around the Milton Mills Cemetery Tomb. Mr. McQuade had questions on the need to replace this with another skin as opposed to leaving it off or using another method of covering. Mr. Katwick & Mr. Woodruff explained about how the building is made of concrete and that it should have a covering to prevent deterioration. Mr. Woodruff made a motion to recommend to the board of selectmen that they approve this transaction as well as waive the three quote rule to start work on the project. Mr. Katwick seconded. The motion passed 3-0.

Review Cemetery Volunteer Programs

Mr. McQuade presented a plan to start a Milton Cemetery clean up day which was included but limited to the scope, methods of soliciting volunteers, what the event would include and follow through activity to assess the success to those in attendance. Mr. Katwick stated that the volunteer group would need to be under the purview or guidance of the Cemetery Trustees and that all in attendance would need to sign liability forms to participate, though this form was simple in nature and he has a template in place already that may be used. Mr. Woodruff, Mr. Katwick and all members of the public in attendance had suggestions or comments on the project which were noted. Mr. Katwick will be adding this item to the agenda for the Board of Selectmen. Mr. McQuade will be making additions and changes to the document from the comments and suggestion received at this meeting and submit them to Mr. Katwick for the next Board of Selectman meeting.

Board of Selectman approval to sell Right to Inter lots

The board has corrected its previous motion on selling lots from the Milton Mills Cemetery Association to the Milton Mills Cemetery Trustees.

Cemetery document filing at Town Hall

Mr. Katwick is looking for volunteers to start filing the documents at Town Hall. The filing cabinet downstairs doesn't have a lock and we're in the process of getting that done. Mr. Woodruff & Mr. McQuade will work on this in August.

Burial process training

Mr. Katwick would like to find time to start training Mr. Woodruff & Mr. McQuade in the burial process. In order to do the process of the training, all of the cemetery trustees need access to the data. Right now it's only in manual form. There was some discussion on software programs and inputting the data into digital form as it's very tedious. Training will be difficult if there is only one physical filing system. Mr. Katwick also spoke about the map system in regards to training in conjunction with the card filing system.

New Business

Mr. Katwick stated the index sheets for the town of Milton now have the location of every cemetery in Milton mapped. All transactions with the state for the Milton Mills Cemetery Association are now complete. Next week, Mr. Katwick will go to Citizen's

Bank to write a check for the balance of \$1,083.06 from the Milton Mills Cemetery Association to be applied to the cemetery expendable trust fund for the town of Milton.

Mr. Katwick spoke on the Sam Plumber Cemetery and how the boy scouts put up a nice plate describing who is in the cemetery, the left over donation money will go to the cemetery fund.

Mr. Katwick spoke on a vehicle hitting and knocked out a granite post in the back field and also commented that we haven't sold any burial lots since December.

Next meeting

August 23rd next meeting

Mr. Woodruff motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 11:08 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary