



Milton Cemetery Trustees Meeting Minutes Wednesday, June 14, 2017

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

Members of the Public Present: Charlotte Mee, Suzanne Babel

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

Approval of Meeting Minutes for May, 17th 2017

Mr. Woodruff motioned to approve the meeting minutes for May 17, 2017, as written. Mr. McQuade seconded. The motion passed 3-0.

Cemetery Mapping Review

Mr. Katwick spoke about Tim Fountain coming out to the last meeting. There was some discussion about the need for a town-wide GIS system. Mr. Woodruff will put in an application for a capital improvement project for 2018, just enough to get the GIS started. The hope is this will put it on the radar for other departments, a few of which we know are interested. Mrs. Babel had a question and comments about the cemetery software interaction with the GIS.

Mr. Katwick received an email from the state of New Hampshire on the LCHIP, they have new employees for the summer and they're taking information for the GIS of the state. Mr. Katwick also spoke on cemetery software and whether it may be able to go directly on the town website.

Review Cemetery Volunteer Programs

Mr. McQuade spoke on putting together a volunteer program that would be used to alleviate more taxpayer burden in place of one day of paid maintenance to start, with a longer term goal of replacing the need for paid services.

Mr. Katwick spoke on several cemeteries in the town that we use Highway Department funds to clean up some of the smaller cemeteries. Mr. Katwick also spoke on getting approval from land owners, the need for liability waivers, and cemeteries that have tax relief type things such as

painting the cast iron fences & pipework at the Milton Mills Cemetery. Those in attendance believed it was a good idea to look into and Mr. McQuade will write up a synopsis & proposal. Mrs. Babel questioned liability issues and that led to some discussion on whether it should be a subcommittee or a completely voluntary group separate and distinct from the Cemetery Trustees.

Board of Selectman approval to sell Right to Inter lots

Mr. Katwick stated he went to the June 5th meeting of the Board of Selectmen and submitted forms so they can do research on opening the sale of plots back up in Milton Mills Cemetery, but they didn't know what it was. The forms were regarding the transfer of a privately owned cemetery to a town-owned cemetery. The financial transactions need to be stopped before the transaction could take place and this was done in October. Mr. Katwick went to the board to get approval to start selling lots now that it's town-owned. They incorrectly made a motion and voted that the Milton Mills Cemetery Association be able to sell plots, instead of the Milton Town Cemetery as it is now known.

Mr. Katwick also stated the town lawyer set up a bill for the Milton Mills Cemetery Association as well which is incorrect. Mr. Katwick recommended that publicly in the future, anything to do within cemeteries in the town of Milton, the Cemetery Trustees should be the first point of approval.

Cemetery document filing at Town Hall

Mrs. Mee brought the cemetery documents to the town hall and they are now located adjacent to the Town Administrative Office, and they need to be filed. It's mostly deeds & notes from the meetings. The committee will schedule at the next meeting when to file these.

Update on Boy Scout Eagle project

Mr. Katwick stated this project went great and brought some photos to show the amazing work done by Spencer Ricker and the others who helped complete this project. There was some discussion about possibly folding this into the volunteer group discussed earlier.

Any other business

Mr. Katwick mentioned there was one more date for a state seminar for cemetery & library trustees on June 19th. Mr. Woodruff will email and see if he can get in as the RSVP has passed. Mr. Katwick mentioned that he's started a temporary report to make sure that the town follows the format that is required for expenditure reports and handed out examples to show where there was a mistake made on the town's report as compared to the Cemetery Trustees Report.

The Highway Department has a maintenance budget for some cemetery maintenance and that budget is generally \$5000 per year. In 2018 we're reviewing this to see if we can relieve tax funding between the Highway Department budget and our own budget. So far, only 361.46 has been spent from the Highway Department's budget. Last year, on this budget, Mr. Katwick used this several time to obtain flowers on Memorial Day within the cemetery and other maintenance. Again, they were budgeted for \$5,000, but there was still approximately \$2,000 left after last year, showing that some possible cuts can be made.

In addition to this, with the Milton Mills Cemetery operation, we ended up with a surplus of over

\$1,700. There was discussion on making cuts to the budget down the road and making changes on costs.

Financially, the Cemetery business is in good shape. The capital reserve funds are approximately \$47,500. That includes the \$25,000 for the expendable trust fund. The committee is going to start doing some work we haven't done before including cleaning and fixing several monuments, mainly for those plots where the money brought in is well exceeding the cost it takes to currently maintain those plots.

Mr. & Mrs. Woodruff & Mrs. Mee helped put geraniums on the plots. Mr. Katwick stated there were many nice comments about how great it looked. Mr. Katwick mentioned this task may also go well with the volunteer committee spoken of earlier.

The pots we buy for the cemetery are at times a problem. If there isn't an urn, the wind will tip them over. Mr. Katwick had an idea about buying wooden dowels or something to put in through the ground. If they aren't stable enough they do fall over, even with the urn. We'll discuss a better way to anchor them to the ground next year. There were some questions and discussion about if there are two urns and there are flowers for just the one spot, whether they should get split between the two.

Next meeting

The next meeting will take place on July 19th at 10 am.

Meeting adjourned at 11:00 am

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary