



## **Milton Cemetery Trustees Meeting Minutes Wednesday, April 19<sup>th</sup>, 2017**

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

**Members of the Public Present: Charlotte Mee, Lois Michaud, Bob Carrier, Tim Fountain**

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

### **Approval of Meeting Minutes for March 29, 2017**

Mr. Woodruff motioned to approve the meeting minutes for March 29, 2017, as written, Mr. Katwick seconded. The motion passed 3-0

### **Cemetery Mapping Review. (Bruce Woodruff).**

Tim Fountain, Vice President for CAI Technologies, talked about GIS and how they don't get down to the plot level, but he works with point mapping technology and companies, and will work with Mr. Woodruff on vendors that specialize in that. Mr. Woodruff asked if we could have data attached to the points, and Tim confirmed they could, just not at the plot level. Mr. Katwick commented on our number of cemeteries (102) ranging from one burial to 4,000-5,000 each. Mr. Katwick showed Mr. Fountain examples of the info we want for individual persons for each cemetery. Mr. Katwick let him know we have a GPS reading for each. Mr. Fountain inquired as to how the GPS was captured. Mr. Katwick stated it was done originally on UTM, and we want a more accurate longitude and latitude. Mr. Fountain spoke to the experience they have with water & sewer systems and the three different grades of GPS. Survey grade, expensive, super accurate, and one must stand in a location for quite a while. Mapping grade, which Mr. Fountain uses, is more affordable, doesn't require as much time in a location, and is accurate within 3 ft. Then recreational grade survey, used by the general public is generally within 30 ft. Mr. Fountain suggested we could drop those coordinates on a map, and assign attribute info to each cemetery such as the name and information we wanted. Then on the parcel, we could scan and link the documents wanted on there. There are companies that will map the entire cemetery. Mr. Fountain can do the general mapping, or make recommendations for those companies. There was more discussion on mapping, database uploading, and managing these databases. Mr. Fountain's company only does the mapping portion, not the database upkeep. Mr. Fountain talked about his parcel research. The town has 2718 parcels. There would be significant initial cost for the GIS mapping. The first thing

would be to take CAD data for the tax map and implement that into his maps. Part of the GIS work would be correcting some of the parcel lines that are currently on the CAD data. Initial costs to get everything setup is \$12,000 for the structure & formatting into the database. In addition to that implementation would total \$3,900 for the first year, \$1,500 to set up the website, \$2,400 to run the website. After this, the costs would be \$2,400 every year after for the website maintenance plus the usual costs to maintain the CAD data through Norway Plains. These costs don't include the cemetery solution. Mr. Fountain named nearby clients. Mr. Katwick stated that we'll have to put a package together with up front costs to present to the Board of Selectmen. Mr. Woodruff suggested putting a meeting together with some of the chairs and department heads that would use the GIS data as many other departments would benefit. There was agreement that we should hold a meeting as such prior to presenting to the Board of Selectmen. If that plan were to go through, we could then move on to plotting for the cemeteries. There was additional discussion on the meeting.

#### **Milton Mills Cemetery Perpetual Care review update.**

Mr. Katwick mentioned the Attorney General of NH is looking at the Perpetual Care Funds maintained by the Association, Mr. Katwick needs to attend a meeting next Friday in Concord, with trustees and the lawyers to discuss the actual process that the Milton Mills Association has been using. Mr. Katwick will be explaining to the Attorney General's Office that we don't handle this, the town of Milton handles it. Mr. Katwick has that documentation.

#### **Milton Mills Cemetery 2017 caretaker bids review**

Mr. Katwick stated we received three bids. The bids were reviewed. From the current contractor, All Land Enterprises, their quote for the mowing and trimming requirements was \$920 for each occurrence. Mr. Katwick stated they've been doing this for approximately 10 years. Mr. Katwick stated their costs have only increased \$80 during that entire time and they've done a satisfactory job. The second bid was from Winning Landscaping, a town business. The quote for mowing, trimming and total services \$1350. The third quote was from Morrill & Sons, also a town business. The quote for mowing, trimming & hauling away trash was \$795 per occurrence. There was some discussion on where the money was coming from, which is from the Cemetery Maintenance funds. Mr. Woodruff asked if there was a "lowest bidder policy" in place for the committee. There is no policy regarding the lowest bidder, only that we need to go with the most qualified. The public has commented that they are happy with All Land Enterprise's work. Mr. Katwick motioned to award the bid to the All Land Enterprises bid of \$920 per occurrence, Mr. Woodruff seconded. The motion passed 3-0.

#### **Milton Mills Cemetery Spring cleanup**

Mr. Katwick was talking about spring cleanup for the Milton Mills Cemetery. It's a one-day cleanup for the Cemetery normally for removing wreaths etc., though this year we had a few tops of trees come down onto headstones. A+ Property Maintenance is willing to clean up the trees for \$200. John stated there have been changes to the insurance for the town liability coverage required because of chainsaws, as it relates to this work.

#### **Cemetery document filing update.**

Ms. Mee says she's trying to get everything in order for the move, possibly a week from now.

#### **New Business**

Mr. Katwick mentioned we should start thinking about our order for Memorial Day flowers for Milton

Mills Cemetery. Ms. Mee normally orders the flowers and presents the invoice, she's been doing this for years. The purchase is normally made from Stewart's in Rochester. Ms. Mee solicited interest to help put the flowers out. That will be done on Friday, May 26<sup>th</sup>. Ms. Mee normally picks them up around 8:30 am from Stewart's. Mr. Woodruff said he would help Ms. Mee. Mr. Katwick stated we may want to reach out to some other organizations for placing the flowers on the graves in the future. The Boys Scouts and 4H were mentioned.

Mr. Katwick can now see the data for the earnings on the amount for the cemetery which shows the amounts have on each plot so we have the data available and don't exceed the balances there for expenditures. That data will be available to the cemetery trustees.

Mr. Katwick stated that he will order flowers for the other cemeteries in Milton, it only consists of four other cemeteries, and they're not too far out into the woods.

Mr. Katwick stated there are three burials being scheduled right now. The funeral directors are being referred directly to the grave digger now and it's up to one of them to call Mr. Katwick to let us know when those will happen. The trustees should be there to get the burial permit and turn it into the town of Milton within 6 days once notified.

#### **Next Meeting**

The next meeting will be held on Wednesday, May 17<sup>th</sup> 10:00 am at the Emma Ramsey Center.

#### **Adjournment**

Motion to adjourn made by Mr. Woodruff, seconded by Mr. Katwick. The motion passed 3-0 and the meeting was adjourned at 11:31 am.

Respectfully submitted,

Brian McQuade  
Secretary/Bookkeeper

Minutes Approved:

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

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

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