



**Milton Cemetery Trustees
Meeting Minutes
Wednesday, February 22, 2017**

Present: John Katwick (Chair), Bruce Woodruff, Suzanne Babel, Bob Carrier

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

Approval of Meeting Minutes for Jan. 25, 2017

Prior to approving the minutes, Mr. Katwick reported that Gordy Maness was currently in Minnesota and will be returning in a few weeks. Mr. Maness will not be running again as Cemetery Trustee. Mr. Woodruff then made a motion to approve the minutes for 25 Jan. as written. Mr. Katwick seconded the motion and the motion passed 2-0.

Update on Cemetery Software

The Cemetery budget currently has \$3,000.00 to purchase new Software. Mr. Katwick is anxious to move forward with deciding which software company to go with. He briefly read an article concerning the Boscawen Cemetery in Bow, NH where they have a GIS system to help identify and track burials. Boscawen has a very large cemetery with about 9,000 graves. We all agreed that a software system utilizing this latest technology is the way we should proceed. Mr. Woodruff has contacts with software companies that use GIS mapping and has agreed to ask them for their input. At the next meeting, Mr. Katwick would like to have a brainstorming session to indicate all of the features that we would like to see in a particular software system. Mr. Woodruff will contact someone from a software company that might be willing to come and talk with us at our April meeting.

Review process for buy back burial lots

Mr. Katwick reviewed the process/procedure for those people who wish to buy back a burial plot after purchase. Mr. Katwick referred us to #7 of the Rules and Regulations concerning this – (Any grave or graves wishing to be sold by a lot owner must be sold through the Milton Cemetery Trustees at the price at which it was purchased). Mr. Katwick recommended that we add more detail to this statement – such as – A notarized letter with the owner's name along with the release of others mentioned and a copy of the deed must be sent before a check can be mailed by the Milton Cemetery Trustees. This would insure that all parties on the deed would be cognizant of the request. We will finalize the statement at our next meeting.

Update on Prospect Hill Cemetery

Mr. Katwick will be delivering the Prospect Hill Cemetery Memorandum of Understanding along with a check from the cemetery perpetual care fund (Principle and Income at closing date) to the Lebanon, Maine town officials in about two weeks. Mr. Katwick will arrange a photo opportunity along with a story for the Lebanon Voice and the Foster's newspapers when he hands over the check.

New Cemetery Trustee Candidate – Brian Mcquid

Mr. Mcquid has expressed an interest to Mr. Katwick that he would like to become involved with the Milton Cemetery Trustees as an official member. Mr. Katwick will contact him and invite him to our next meeting.

Review process to start cemetery document filing at Town Hall

Michelle has a file cabinet that may be made available to Mr. Katwick for the Milton Cemetery Trustee files. Ms. Mee will turn over her Milton Cemetery Trustee materials to Mr. Katwick for the file.

Any other business

- Mr. Katwick will be posting an Ad for the hire of a Caretaker next Wednesday. He is hoping for at least 3 bids for the job. The Milton Cemetery Trustees have full authority to hire a Caretaker. Mr. Katwick will inform the Trustees of the applicants after the closing date.
- There were 16 Milton burials in 2016 – 4 burials and 12 cremations. Four or five of these were Milton residents. There are no bodies currently entombed.
- All vouchers have been submitted for approval –
\$2,978.97 – Capital Reserve Fund
\$1,447.70 – Milton Highway Department
\$4,426.67
- The cost for a burial is \$600.00 and \$250.00 for a cremation.

The next meeting will be Wednesday, March 29, 2017 10:00 a.m. at the Emma Ramsey Center.

Mr. woodruff made a motion the meeting be adjourned, Mr. Katwick seconded the motion. Motion passed 2-0 and the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Suzanne J. Babel for Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Gordy Maness, Secretary/Bookkeeper