



**Milton Cemetery Trustees
Meeting Minutes
Wednesday, January 25, 2017**

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

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

Approval of Meeting Minutes for Dec 28, 2016 and Dec 9, 2016

Prior to approving the minutes, Mr. Katwick passed out a handout for us to review and discuss as we head into 2017. Mr. Katwick then made a motion to approve the minutes for 28 Dec as written. Mr. Maness seconded the motion and the motion passed 3-0. Mr. Maness then made a motion to approve the minutes for 9 Dec and Mr. Katwick seconded the motion and the motion passed 3-0.

Review withdrawal of 2016 Milton Cemetery Perpetual Care Funds

Mr. Katwick passed out handouts for the Milton Cemeteries and the Milton Mills Cemetery with the documents necessary to transfer Perpetual Care Funds. We reviewed these and Mr. Katwick explained the process to transfer the funds each year and that the following documents are required:

- A completed Voucher for Disbursement
- A copy of the Cemetery Trustee Minutes approving the disbursement
- Copies of Invoices for flowers or any other expenditures
- Copy of spread sheet showing PC income and total maintenance cost.

Mr. Katwick then passed out a copy of an expenditure report that he receives each month enabling him to track the Cemetery Maintenance Budget. He also provided us a copy of the MS-9 Report of the Trust Funds of the Town of Milton and explained there is Perpetual Care Income which could be used to repair cemetery monuments. To determine which monuments to repair we would need to refer to the Master Index which lists the specific perpetual care requested.

Update on Agreement to convey the Prospect Hill Cemetery to Lebanon, ME.

The Memorandum of Understanding was approved, signed and sent from Milton Selectmen to

the Town of Lebanon, Maine. Mr. Katwick shared with us the latest email exchanges between the lawyers for both Towns indicating we are in the final stages of this transfer of responsibility and funds being completed. Mr. Katwick made a motion that, upon completion of these last few documents, all the Perpetual Care Principal Funds and Income for Prospect Hill Cemetery be transferred to the Town of Lebanon, ME. Mr. Maness seconded the motion and the motion passed 3-0.

Review Adopt-a-Cemetery Program

We briefly discussed this program and agreed that we should continue it and encourage our residents to participate. Our new forms contain a requirement for those participating in the program to send us a short progress report annually. We are hoping this will help motivate people to stick to complete the work required.

Bids for 2017 maintenance of Milton Mills Cemetery

Mr. Katwick provided a draft for a Request for Bids to perform the maintenance for this cemetery. He stressed it is important that all applicants must have a W-9 and a Liability Insurance Certificate. Request for bids is planned to go out Mar 1, 2017 with a bid closing date of Mar 25, 2017. Mr. Maness made a motion to approve the Request for Bids as drafted, Mr. Woodruff seconded the motion and it passed 3-0.

Review Cemetery Expendable Trust Fund

Mr. Katwick briefly reviewed/discussed this fund and how the Application for the Right to Inter clearly directs where the \$600.00 received for sale of cemetery lots will go. The Perpetual care fund will receive \$200 and the Expendable Trust Fund will receive \$400.

Budget update for 2016 Cemetery Software

Mr. Katwick showed us the Town Administrator's 2017 Budget line for \$3000.00 for the purchase of Cemetery Software. This will be voted on in March 2017. He noted that it was understood that the Cemetery Trustees would have to approve the software to ensure it will meet our needs.

Any other business

Mr. Katwick asked for inputs to the Annual Town Report. He also said that Eversource said it will cost \$5000 for the first power pole and line for the ballfield at the Milton Mills Cemetery. We then briefly discussed the old map showing the location of all the Town's cemeteries, the need to update the GPS listing the locations, and the need to get this added to our digitized Town maps. He also said he had gotten approval from the Town Clerk to use 2 file cabinets in the basement of the Emma Ramsey Center to store Cemetery Trustee documents, records, and files.

The next meeting will be Wednesday, February 22, 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 3-0 and the meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Gordy Maness, Secretary/Bookkeeper