

**Milton Cemetery Trustees
Meeting Minutes
Wednesday February 17, 2016**

Present: John Katwick (Chair), Larry Brown, Gordy Maness, Suzanne Babel, and Charlotte Mee

Meeting was called to order at 9:05 am by John Katwick, Chair.

Old Business:

The minutes for January 20, 2015 were reviewed. Mr. Katwick made a motion to approve the minutes as written. Mr. Maness seconded. All voted yea. Motion passed 3-0.

New Business:

Mr. Katwick passed out copies of the Milton Cemetery Trustee's By-Laws, the Milton Mills Cemetery Association Rules and Regulations, Milton Mills Cemetery Association By-Laws, Conflict of Interest Statement, and a Town of Wakefield Interment Process document. We then read through the Milton Cemetery Trustee By-Laws and thoroughly discussed what needed to be changed/updated. Several inputs were made and Mr. Maness consolidated them and said he will update the By-Laws with the changes and bring a draft of the new By-Laws to our next meeting. Mr. Katwick said, prior to the next meeting, he will provide a copy of the appropriate RSAs to each Trustee for reference as they work on creating/updating our operating guidelines.

Mr. Katwick briefly discussed some necessary updates to the Town Website. We all agreed, the information outlining 2013 perpetual care costs and an outdated list of Town Maintained cemeteries should be removed. Mr. Katwick said he will have the Landuse Clerk remove this information following the meeting.

2.17.16CT

Other Business:

The next meeting is scheduled for March 2, 2016 at 9 a.m. at the Milton Town Hall.

Mr. Maness motioned to close the meeting, Mr. Brown seconded the motion. Motion carried 3-0. The meeting adjourned at 10:30 am.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Larry Brown

_____ Gordy Maness, Secretary/Bookkeeper

DRAFT