

**Milton Cemetery Trustees
Meeting Minutes
Wednesday March 30, 2016**

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

Meeting was called to order at 9:00 am by John Katwick, Chair.

Old Business:

The minutes for March 2, 2016 were reviewed. Mr. Maness made a motion to approve the minutes as written. Mr. Katwick seconded. All voted yea. Motion passed 2-0.

New Business:

Mr. Katwick noted that Mr. Bruce Woodruff was elected as a Cemetery Trustee at the last Town Election. Consequently, we were required to vote for our officers. Mr. Maness made a motion that Mr. Katwick continue as the Chairman. Mr. Katwick seconded the motion and the motion passed 2-0. Mr. Katwick then made a motion that Mr. Maness continue as the Secretary, Mr. Maness, seconded the motion and the motion passed 2-0.

Mr. Maness noted that he had not yet completed consolidating the changes to the Rules and Regulations as discussed at our last meeting and would have them for our next meeting. Once the Rules and Regulations are completed we plan to have them added to the Town website. It was noted that Dana, Land use Clerk, has been doing an outstanding job updating the website on our behalf.

Mr. Katwick mentioned the need to update the Adopt-a-Cemetery program. We reviewed and compared our guidelines with those of Wakefield and decided that ours were fine and just needed to be retyped. Suzanne agreed to do this for us.

Mr. Katwick talked about the Warrant article for the Town Budget not being passed and the impact this will have on our activities. The proposed budget had included money for new software for the Cemetery Trustees. Mr. Katwick thought it may still be possible for us to get the software and a new laptop through the Capital Reserve Funds previously created.

Mr. Katwick also noted the warrant articles associated with the transfer of the

Milton Mills Cemetery were passed and that as of Jan 1, 2017, the Town of Milton will own this cemetery. The cemetery is currently being surveyed as required. Mr. Katwick noted that once this occurs we will need to expand the duties of the Cemetery Trustees to include a Treasurer.

Mr. Katwick is planning to meet soon with the Trustees of the Trust Fund and review/discuss with them Cemetery Perpetual Care Funds and the procedures/requirements on how they are handled and dispersed.

Mr. Katwick showed us a copy of the deed for Berry-Wiggins Cemetery and noted that the State Attorney General's office said we could, in the future, sell available lots in this cemetery. Mr. Katwick mentioned to Mr. Maness that they need to plan in the near future to walk the lines of this cemetery as noted on the deed provided by Mr. Lessard from Stafford County Office.

Mr. Katwick said that we need to add any new gravesites that we know of around town to our list of cemeteries and their gps locations.

Mr. Katwick said the Milton Mills Cemetery is now open for burials.

The next meeting date proposed was 13 Apr at 9 am; however, it was noted the morning time might not work for Mr. Woodruff. Mr. Maness said he will get in touch with Mr. Woodruff and determine an appropriate time for the meeting.

Mr. Maness made a motion the meeting be adjourned, Mr. Katwick seconded the motion. Motion passed 2-0 and meeting was adjourned at 10:05

Respectfully submitted,
Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Gordy Maness, Secretary/Bookkeeper