

**Milton Cemetery Trustees
Meeting Minutes
Wednesday April 13, 2016**

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

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

Old Business:

The minutes for March 30, 2016 were reviewed. Mr. Maness made a motion to approve the minutes as written. Mr. Katwick seconded. Motion passed 2-0. Mr. Woodruff abstained.

New Business:

Mr. Katwick said he will send all attendees, via email, the RSAs that cover Cemetery matters. Mr. Maness passed out draft copies of the Milton Cemetery By-Laws and Milton Cemetery Regulations. Mr. Maness read aloud the draft By-Laws. Mr. Woodruff noted his name was misspelled. Mr. Katwick made a motion to approve the By-Laws with the correct spelling of Mr. Woodruff's name. Mr. Woodruff seconded the motion. Motion passed 3-0. Mr. Maness said he will make the correction and provide a copy to the Land Use clerk for posting to the Town of Milton Website.

Mr. Maness recommended tabling the draft regulations till the next meeting to allow attendees the opportunity to read them. All attendees agreed.

We reviewed the Adopt-a-Cemetery program guidelines which had been retyped by Mrs. Babel. Mrs. Babel had several questions and recommendations to improve the guidelines. We made several changes; however, before we can finalize the guidelines, we need approval from the Selectmen to designate a point of contact for cemetery inquiries on the Town Office Staff and Cemetery Trustee file storage within the Town Office. Mr. Katwick said he will address this with the Selectmen in the near future.

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 said he will pursue getting the software and a new laptop with the Capital Reserve Funds previously created. He said will also set up a meeting with the Wakefield

Cemetery Trustees to learn about their software and get their recommendations. Mr. Katwick showed us the grave-site mapping data for the Milton Mills Cemetery which has been computerized. He then told us the Card File records of all the sold plots still need to be input onto an excel-type spread sheet. He has completed the input of all records of people with names beginning with the letters A – C. He asked for a volunteer to input the remaining files and Mrs. Babel volunteered to take this on.

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. However, we do need to renew the lease agreement between the Town and the Milton Mills Cemetery Association for 2016. He also reported that the survey of the Cemetery will be done in about a week.

Mr. Katwick invited all attendees to attend the next Milton Mills Cemetery Association meeting which will be on 7 May 16 at 9 am in the Liberty Chapel in Milton Mills.

Mr. Katwick said the title transfer process on Prospect Cemetery is in progress. Consequently, the final transfer of perpetual care funds and responsibility for Prospect Cemetery to the Town of Lebanon, Maine should be able to be completed soon.

Mr. Katwick said we need to discuss how and when to update our list of cemeteries and their gps locations at our next meeting.

The next meeting will be 27 Apr at 9 am in the Milton Town Hall.

Mr. Katwick made a motion the meeting be adjourned, Mr. Maness seconded the motion. Motion passed 3-0 and the meeting was adjourned at 10:14.

Respectfully submitted,
Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Gordy Maness, Secretary/Bookkeeper