

**Milton Cemetery Trustees  
Meeting Minutes  
Wednesday April 27, 2016**

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

**Guests: Bob Carrier, Kimberly Wayne, Lois Michaud**

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

**Old Business:**

The minutes for April 13, 2016 were reviewed for the benefit of our guests in attendance today. Mr. Katwick made a motion to approve the minutes as written. Mr. Woodruff seconded. Motion passed 2-0. A summary follows –

- The final version of the Milton Cemetery Trustee By-Laws have been distributed to committee members.
- John has a few issues/concerns relating to the Milton Cemetery Regulations. He suggested that we re-visit these at our next meeting when Gordy will be there.
- The Adopt-a-Cemetery Care Guidelines have been re-typed by Suzanne. The BOS have approved the editorial changes which Suzanne will make and send out to everyone. Kimberly Wayne lives on Tenerife Mountain Road and has agreed to adopt the Roberts Cemetery #68. A copy of the Adopt-a-Cemetery Care Guidelines Volunteer Agreement will be given to her.
- John has requested that a Town Hall support person should be designated as a first contact for Cemetery business. The BOS has agreed to let Dana perform this task. Dana has agreed to be the point person for this.
- John talked about the warrant articles associated with the transfer of the Milton Mills Cemetery that were passed. As of Jan. 1, 2017, the Town of Milton will own this cemetery. He also reported that the cemetery is currently being surveyed and that the survey will be completed very soon.
- A card file system is being used to record all the sold plots in the cemetery. The cards need to be recorded onto an Excel spreadsheet. John has already started the spreadsheet and has completed all last

names from A – C. Suzanne has agreed to help with this project along with Bruce.

- There is \$235,265 in the Cemetery Trust Fund. As of 3/31/16, the earning balance is \$1,154.91. The Trustees spend an average of \$4,000.00 per year for perpetual care. The request for flowers to be delivered to the gravesites has diminished, so some flowers will be eliminated due to lack of funds. John plans to make this announcement at the Milton Mills Cemetery meeting on Saturday, May 7. Kimberly Wayne asked if the Adopt-a-Cemetery owner can pay for flowers instead of having it come out of the perpetual care fund. John will pursue this further.
- A GPS location list has been discussed and will need to be updated. The information includes the Cemetery plot, Name, Location, GPS reading, and who takes care of it.

### **New Business:**

John has received a request from a Boy Scout (troop #155) to submit a proposal to earn his Eagle Scout badge. He wanted to know if he can get permission by the BOS to build a bridge on the Nute Varney Cemetery property. John said that he needs to meet with the property owner to ask permission.

The state of New Hampshire has seminars pertaining to Cemetery business. Generally, these are held in the Concord area. He gave a notice of these seminars to Bruce and will give one to Gordy.

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. A copy of this information was given to Bruce for perusal.

Mr. Katwick invited all attendees to attend the next Milton Mills Cemetery Association meeting which will be on May 7, 2016 at 9:00 a.m. in the Liberty Chapel of the Congregational Church.

The next meeting will be May 11 at 9:00 a.m. in the Milton Town Hall.

4.27.16CT

Mr. Katwick made a motion the meeting be adjourned, Mr. Woodruff seconded the motion. Motion passed 2-0 and the meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Suzanne Babel for Gordy Maness  
Secretary/Bookkeeper

Minutes approved:

\_\_\_\_\_ John Katwick, Chair

\_\_\_\_\_ Bruce Woodruff

\_\_\_\_\_ Gordy Maness, Secretary/Bookkeeper