

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

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

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

Old Business:

The minutes for April 27, 2016 were reviewed for the benefit of our guests in attendance today. Mr. Woodruff made a motion to approve the minutes as written. Mr. Maness seconded. Motion passed 3-0. A summary follows –

- The final version of the Milton Cemetery Trustee By-Laws have been distributed to committee members and has been posted on the Town's Website.
- John had a few issues/concerns relating to the Milton Cemetery Regulations. He suggested the regulations need to be shorter and more specific do's and don'ts regarding cemetery operations. Bruce offered to take the draft regulations, the Milton Mills Cemetery Regulations, and Wakefield Internment Instructions and develop another draft regulation document. Gordy agreed to email the draft Milton Cemetery regulations to Bruce. We will review the draft at our next meeting.
- The Adopt-a-Cemetery Care Guidelines were briefly discussed and Gordy made a motion to accept the updated guidelines as written. Bruce seconded the motion. Motion passed 3-0. Suzanne volunteered to send the final version to Dana, Milton Landuse Clerk, for posting on the Town's Website. Gordy agreed to take the file of Adopt-a-Cemetery participants and verify they still wish to participate with the program.
- John talked about the recent meeting of the Milton Mills Cemetery Association. He said we will to create a Treasurer position to handle the finances of the cemetery once the cemetery is transferred to the Town on 1 January 2017. 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. Suzanne and Bruce have

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volunteered to help with this. They are currently working on last names beginning with C & D.

- John said that the income from perpetual care has decreased by 43%, so purchase of flowers for Memorial Day will be impacted significantly. John said he will take care of ordering and distributing what flowers are purchased.
- The 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. John will email the list to each Trustee

New Business:

John said we need to schedule a meeting with Wakefield Trustees to review/discuss the software they use to manage cemeteries in Wakefield, before we decide to purchase software to help us.

John also said we need to schedule time to walk the line for Berry-Wiggins Cemetery.

We also briefly discussed adding two more Cemetery Trustees and decided to add this to our agenda for the next meeting.

The next meeting will be Jun 17 at 9:00 a.m. in the Milton Town Hall.

Mr. Maness made a motion the meeting be adjourned, Mr. Woodruff seconded the motion. Motion passed 3-0 and the meeting was adjourned at 9:55 a.m.

Respectfully submitted,
Gordy Maness
Secretary/Bookkeeper

Minutes approved: 6/17/16

_____. John Katwick, Chair

_____. Bruce Woodruff

_____. Gordy Maness, Secretary/Bookkeeper

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