

**Milton Cemetery Trustees
Meeting Minutes
Friday June 17, 2016**

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

Guests: Bob Carrier, Lois Michaud, Kimberly Wayne, Dana Smith, and Spencer Ricker

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

Old Business:

The minutes for May 13, 2016 were briefly discussed and a motion was made to approve the minutes as written by Mr. Maness. Mr. Katwick 2nd the motion and the motion passed 3-0.

Mr. Katwick said he had reviewed the cemetery regulations for New Durham, Alton, Moultonborough, Gilmingtton, and Wakefield. Mr. Woodruff said he had also reviewed cemetery regulations from a variety of other towns. Mr. Katwick recommended we just revise/update the Milton Mills Cemetery Association regulations and adopt them for Milton. Suzanne volunteered to retype the regulations and make the appropriate changes. Mr. Maness made a motion that the Milton Mills Cemetery Association be updated/revised as Milton's Cemetery Regulations. Mr. Katwick 2nd the motion. Motion passed 3-0.

Mr. Katwick asked for a status of the Adopt-a-Cemetery Program review. Mr. Maness said he had attempted to contact 7 of the 8 previous participants. He was able to confirm that 2 of them were still interested in adopting a cemetery. Some were not able to be reached due to phone number changes, moving from town, not home, etc. Mr. Maness said he will continue with this review/update. He will also work to update the Cemetery GPS listing during this process. The discuss regarding this program led to a discuss on official file space for the Cemetery Trustees within the Town Hall. Dana, Landuse Clerk, suggested we use the 4 drawer file cabinet in the Selectmen's Conference room, but will talk about the issue with the Town Clerk as well.

Work is continuing on recording the card file system onto an excel spreadsheet. Mr. Woodruff and Mrs. Babel are about to complete inputting the C and D sections.

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. It was agreed we would meet with them at our next meeting. This was scheduled for 8 July 16, 9am

John also said we need to schedule time to walk the line for Berry-Wiggins Cemetery. We decided to do this following the meeting on 8 Jul 16

We also briefly discussed adding two more Cemetery Trustees and decided to not do this at this time. Mr. Maness said that we need to consider hiring a Sexton to manage the operations of the Milton Mills Cemetery once it is transferred to Milton.

We talked about the need to create a grave layout map for the Silver Street Cemetery and Mrs. Kimberly Wayne volunteered to take on this project.

Other Business:

Mr. Katwick said the transfer of the Prospect Hill Cemetery to Lebanon is getting closer as the legal counsels for both towns have filed the appropriate legal documents. We are just waiting for the documents to be reviewed and filed.

Mr. Katwick reported that the survey for the Milton Mills Cemetery has been completed and he will be asking the Board of Selectmen for \$7500 payment to Norway Plains Survey Company. The survey will be filed with the Register of Deeds.

The next meeting will be Jul 8, 2016 at 9:00 a.m. in the Milton Town Hall.

Mr. Katwick made a motion the meeting be adjourned, Mr. Woodruff seconded the motion. Motion passed 3-0 and the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____	John Katwick, Chair
_____	Bruce Woodruff
_____	Gordy Maness, Secretary/Bookkeeper