



Milton Cemetery Trustees Meeting Minutes September 19, 2018

Board Members Present: Burce Woodruff (acting chair), Brian McQuade

Members of the Public Present: Erin Hutchings

The Meeting was called to order at 10:08 am by Bruce Woodruff, acting chair.

Approval of Meeting Minutes for August 15, 2018

Mr. McQuade moves to table the meeting minutes as written for August 23, 2018 to the October meeting, Mr. Woodruff seconded the motion. The motion passed 2-0.

Review Cemetery Software suppliers. (iWorq's Meeting)

Mr. Woodruff spoke on his review with iWorQ meeting. Mr. Woodruff will be making another phone call as there are many similar named companies with different spelling and perhaps reviewed incorrect information.

Discuss Expenses for Winn Landscaping for Milton Mills Cemetery

Mr. Woodruff brought up the Winn Landscaping situation regarding a bill brought to the Board of Selectmen to be paid after a motion had not been brought forward to pay at a Cemetery Trustees Meeting. Mr. Woodruff talked about a way to let the Board of Selectmen know that this situation should not be happening, and these decisions need to be made at the trustees level. There was also discussion on how the work was done prior to a decision on whether we should pay for said service. There was discussion on if the money came out of the maintenance line of the government buildings and grounds, and if so, then it came out of the proper place. Further discussion needs to be held regarding this situation so this problem can be avoided in the future.

Silver Street Cemetery mapping project update

Mrs. Hutchings spoke regarding the mapping project and she has completed all of the information on who was there and when they were buried. The information now needs to be mapped out and Mrs. Hutchings will continue working on the project and provide updates.

Follow up on RSA 289 For Cemetery Trustees responsibilities

Mr McQuade motioned to table this until the next meeting to wait on Mrs. Babel's report. Seconded by Mr. Woodruff. Motion passed 2-0.

New Business

The budget for the cemetery costs is due on October 15th, Mr. Woodruff and Mr. McQuade reviewed numbers provided from other towns and given to them by the town administrator. Mr. Woodruff motioned to budget \$17,000 to pay for a part time Sexton, part time laborer and a stipend for administrative work. Mr. McQuade seconded the motion. Motion passed 2-0. The town administrator spoke with the cemetery trustees saying that there is already 10,000 in the budget. The number of \$17,000 was arrived from a figure of paying a sexton \$14 an hour for 20 hours per week and 26 weeks of work, a laborer \$10 an hour for 20 hours a week and 26 weeks of work, and administrative tasks for \$2 an hour for 40 hours and 52 weeks of work.

A bill was brought forward by the town administrator for painting because it was written up as if it was coming from the capital reserve fund. Mr. Woodruff motioned to change the wording on the check request by Craig Painting Company from "capital reserve" to the "expendable trust" fund, and we will make that written change on the check request. Mr. McQuade seconded. Motion passed 2-0. It should be noted that the motion in July was made to pay the vendor, but not out of the capital reserve fund, allowing this change to be made.

Mr. Woodruff brought up the cemetery walkthrough on Mi-Te-Jo and would like to discuss scheduling on this at the next meeting.

Next Meeting

The next meeting will be held on Wednesday, October 17, 2018, at 10:00 am.

Mr. McQuade motioned to adjourn the meeting, Mr. Woodruff seconded, motion passed 2-0 and the meeting was adjourned at 11:26 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary