



**Milton Cemetery Trustees
Meeting Minutes
Wednesday, December 28, 2016**

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

Guests: Lois Michaud

Meeting was called to order at 10:00 a.m. by John Katwick, Chair.

Approval of Meeting Minutes for Oct 13, 2016

The minutes for the Oct 13th meeting were reviewed and the status of topics in them were updated by Mr. Katwick. The Milton Cemetery Trustees web-site is looking great! We now have the By-Laws, Adopt-a-Cemetery Guidelines, and the Rules & Regulations. He said that people are being referred to site and are following the information provided. Mr. Katwick said the issue regarding a Sexton will need further review/discussion. He then passed around a picture of the burial ceremony for Nancy Ellen Plosza from Edintown, PA. The ceremony was on Saturday, October 15th, 2016 at 9:30 a.m. at the Milton Mills Cemetery. Charlotte volunteered to read the 23rd Psalm at the ceremony. Following this Mr. Katwick made a motion to approve the minutes as written, Mr. Woodruff seconded the motion and the motion passed 3-0.

Update on Boy Scout Spencer Ricker on Silver St and Sam Plummer Cemetery

Mr Katwick has spoken with Mr. Dave Barker and he said that it looks like this work will have to wait until the weather improves in the Spring.

Budget update for 2016 Cemetery Software

Mr. Katwick reported that the Town Administrator's Budget will include \$3000.00 for the purchase of Cemetery Software for the 2017 Town Budget. This will be voted on in March 2017.

Milton Mills Cemetery discussion

The Town of Milton now officially owns the Milton Mills Cemetery. Mr. Katwick, acknowledged and thanked Charlotte Mee for all her hard work and help to make this happen. The new Cemetery Budget line for the Milton Mills Cemetery is line #128, Account #01-4195-890, for \$10,000.00. All 2017 expenses for the Milton Mills Cemetery will be paid from this line. Year end 2017 total expenses will be paid back to this account from the new Expendable Trust Fund that was appropriated by the Milton Mills Cemetery Association with a balance of \$24,961.00. This means, that the Town of Milton now has, for the first-time in its history, without any tax impact, a Public Cemetery for internments. Mr. Katwick then reviewed the Cemetery Trustees duties for the new Cemetery as listed in NH RSA 289. He felt we were in compliance with the RSA.

Approval to withdraw 2016 Milton Cemetery Perpetual Care income

Prior to the motion to approve this action, Mr. Katwick passed out a spreadsheet of Prospect Hill Perpetual Care expenditures for 2016 and used this as an example of how we will track future PC incomes and expenditures. He noted that we are one of the few, and possibly the only community, in the State of NH tracking PC funds/expenditures correctly. He also noted this is time consuming; however, necessary. We all agreed the spreadsheet looked great and seemed to be an effective tracking tool. Mr. Katwick then passed out a summary of the Cemetery Trustees current financial responsibilities. These include:

Total Perpetual Care Income Balances -----	\$70,000.00
Total current Capital Reserve Fund -----	\$19,232.00
Expendable Trust Fund-----	\$24,961.00
2017 Operating Budget-----	\$10,000.00
Total-----	\$124,193.00

In addition there is also the Perpetual Care Fund Principal Balance of \$158,005, which cannot be used. Mr. Katwick then explained that all purchase order have been submitted and are in place to pay for all invoices. Mr. Katwick then made a motion to approve withdrawal of Milton Cemetery

Perpetual Care Income for 2016 Labor/Flower cost from the current income balance to reimburse the Town of Milton for their Expended amount if available. Also, to reimburse the Expended Trust Fund for Milton Mills Cemetery Expended Amount. Mr. Maness seconded the motion and the motion was approved 3-0.

Approval for Memorandum of Understanding to convey the Prospect Hill Cemetery.

Mr. Katwick provided background discussion and copies of the Memorandum of Understanding between the Town of Lebanon, Maine and the Town of Milton, New Hampshire to convey responsibility of the Prospect Hill Cemetery to the Town of Lebanon, Maine. Mr. Maness made a motion to approve acceptance of the Memorandum as written, Mr. Woodruff seconded the motion and the motion passed 3-0. Mr. Katwick had each Trustee sign 2 copies of the Memorandum of Understanding. He also requested that we all attend the Jan 9, 2017, Board of Selectmen's meeting to support getting their approval of the Memorandum of Understanding. In addition, he noted we will need the minutes from our meeting to be completed prior to the BOS meeting on 9 Jan 17. Mr. Maness said he will ensure the minutes are done in plenty of time.

Any other business

Mr. Katwick said in 2017, we will need to closely review the total Public Works Department and Cemetery Trustee's budgets to account for no longer be required to maintain the Prospect Hill Cemetery. We need also to closely review the cost differences and pro/cons between using Public Works personnel versus outside contractors to maintain cemeteries.

Mr. Katwick felt we should review the long-term benefit, if any, of the Adopt-a-Cemetery Program.

Mr. Katwick said in 2017 the Cemetery Trustees need to move files, papers and any records being stored in private residences into a set of files within the Town Hall. We will need to review all of these documents and data to determine what needs to be kept in accordance with RSA guidelines and what can be destroyed. Mr. Woodruff noted that we should be able to get some assistance/guide on this from the Town Clerk.

Mr. Katwick then brought up the topic of a ballfield located within the confines of the Milton Mills Cemetery. We discussed the possible

improvement/use of this ballfield and the possible impact on Cemetery operations. Mr. Maness made a motion to approve the continued of this ballfield located on the Cemetery land and to recommend the Town of Milton consider budgeting for the cost of maintaining the ballfield until such time as the space would be needed for cemetery burials/use. Mr. Woodruff seconded the motion and the motion passed 3-0.

Mr. Katwick proposed that we need to increase the cost of cemetery lots up to \$600 to cover future maintaince costs. Mr. Maness made a motion that we increase our lot cost from \$500 up to \$600. Mr. Woodruff seconded the motion and the motion passed 3-0.

The next meeting will be Wednesday, January 25, 10:00 a.m. at the Emma Ramsey Center.

Mr. Maness made a motion the meeting be adjourned, Mr. Woodruff seconded the motion. Motion passed 3-0 and the meeting was adjourned at 11:00 a.m.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Gordy Maness, Secretary/Bookkeeper