Milton Cemetery Trustees
Meeting Minutes
Friday, May 1, 2015

Present: John Katwick (Chair), Gordy Maness and Charlotte Mee

Meeting was called to order at 9:06 am by John Katwick, Chair.

Election of Officers:

Motion made by Gordy Maness to reelect John Katwick as Chairman, seconded by John Katwick. Motion passed unanimously.

Motion made by John Katwick to elect Gordy Maness as Secretary/Bookkeeper, seconded by Gordy Maness. Motion passed unanimously.

Old Business:

Approval of Meeting Minutes (04/14/2014)

The draft of this meeting's minutes was reviewed and discussed. Gordy Maness made a motion to approve the minutes as read and this was seconded by John Katwick. The minutes were approved; and will be filed pending concurrance and signature from Larry Brown.

New Business:

Approval for 2014 Perpetual Care (PC) Earning Withdrawal

John Katwick explained that for 2014, PC monies were voted to be drawn out in late Spring to pay for cemetery maintenance planned for the Summer and Fall months by the Town of Milton Public Works Dept. We have since learned that this procedure was not exactly proper, so for 2015 the request for PC monies for cemetery maintenance will occur later in the Fall after the actual costs for maintenace is determined. A separate request for funds will be submitted for the cost of Memorial Day Flowers.

2014 Total Milton Cemetery Maintenance and Flower Cost

John Katwick provided the following cost summary report for 2014

Total Milton 2014 Cemetery Maintenance Cost

	Total 2014 Hrs.	Total 2014 Cost
Total Labor Hrs.lDollars @$19.20	183	$3,513.60
Total FuelloillMaterial @ $4.50 per hr.	183	$823.50
Total Memorial Day Flowers (attachment #1)		$167.47
Total Tool/Equipment Cost (attachment #2)		$1,236.74
Total 2014 Cost		$5,741.31
Total Milton 2014 Budget	$5,000 (attachment #2) account # 01-41-94-725	
Total 2013 Perpetual Care income	$2,500 (attachment #3) account # 01-3501-034	

Total Budget and P/C. income	$7,500
Total 2014 Cost	$5,741.31

Balance to Date *(*11/21/2014*)* $1,758.69

2014 Cemetery Review Results

There were no cemeteries visited/reviewed during 2014. A discussion ensued regarding the need for the Cemetery Trustees to visit and document the condition of our cemeteries. If we want to do this together we will need to create a schedule of the visits and have this schedule posted as a public meeting. Following each visit, we will also need to compile minutes and post them. Gordy Maness volunteered to create a calender for visits and bring it to the next meeting for review/approval.

Update on Prospect Hill Cemetery

To start the transfer of the perpetual care funds to Lebanon a vote was needed by the Cemetery Trustees. Gordy Maness made a motion that all the Perpetual Care funds and associated interest be transferred to Lebanon, Maine as soon as possible. The motion was seconded by John Katwick and the motion passed unanimously. The current amount is approximately $22,232.08; however, it changes weekly. The following people make up the team currently working this issue:

John Katwick - Milton Cemetery Trustee, Chairman
Tom Gray - Milton Board of Selectmen, Chairman
Liz Dion - Milton Town Administrator
Jim Seisler, Milton Lawyer
Ben Thompson - Lebanon Board of Selectmen
Bradley Morin - Lebanon Lawyer
Terry Knowles - Asst Director NH Attorney General
Thomas Donvan - Director for NH Attorney General

The Milton Lawyer, Mr. Seisler, is working on a Cypres petition to be filed. Once a draft

is done it will be sent to the Milton Cemetery Trustees and the Milton Selectmen for approval. Once approved it will then be sent to the NH Attorney General's office for review and comment. If all is in order it will be filed with the Probate Court. From there we should be able to have the Town of Lebanon's Authorities receive the PC funds and take over ownership of this cemetery for the town of Lebanon, ME. Until all of this occurs, however, Milton Public Works will continue to maintain the cemetery as they have in the past with reimbursement from the PC funds. Currently, all maintenance has been paid.

Milton Mills Cemetery (MMC) Transfer Update

John Katwick opened discussion of the transfer of ownership of the Milton Mills Cemetery (MMC) from the Milton Mills Cemetery Association (MMCA) to the Town of Milton. He pointed out that the Town of Milton is required by RSA 289:2 to "provide one or more suitable cemeteries for the internment of deceased persons within its boundaries". Currently, this requirement is being fulfilled by a lease agreement between the MMCA and the Town of Milton. This agreement is viewed as short-term fix and that a better solution is for the town to have full ownership and control of a cemetery. In 2010 warrant article #29 for $5000.00 was put on the ballot for planning and establishment of a new public cemetery and was passed through 2015. The balance to date for establishing a new public cemetery is $25,286.99.

The MMC started as a private cemetery in 1830, the MMCA was formed in 1915, and the Cemetery consists of approximately 20 acres. In 2004, the MMCA had a beginning balance of $16,893.00. Over the 10 period from 2004 - 2013, the balance of the MMCA grew to $18,772. The Cemetery has a proven track record of solvency. In addition, the cemetery has over five acres that would not be needed for burials for an estimated 85 years and could be developed for recreational uses.

Since the MMC is already established, solvent, and the MMCA is willing to transfer ownership to the Town of Milton it seems the best course of action for the town to accept this transfer.

Gordy Maness made a motion that the Town of Milton take the actions necessary to accept the ownership of the MMC lands and any associated funds from the MMCA. The motion was seconded by John Katwick. The motion passed unanimously. The actual transfer of ownership will require a vote by town residents and the Cemetery Trustees will draft a warrant article in the coming months.

Prior to the transfer the property will need to be surveyed. An estimated cost of $7,500 to survey the property by Norway Plains was provided in 2013. Gordy Maness made a motion to contract Norway Plains to conduct a survey of the property with a cost not to exceed $10,000.00. John Katwick seconded this motion. The motion passed unanimously.

Other Business:

Budget requirements

John Katwick explained that RSA 289-7 clearly states that Cemetery Trustees are required to prepare an annual budget. In the coming months we will need to put together a budget for inclusion with the Town of Milton's budget.

RSA 91-A Right to Know

We discussed this RSA and how to get our work done legally. Draft minutes will be prepared and forwarded to the Land Use Clerk for forwarding to all Cemetery Trustees and Public Posting, any visits to review Cemeteries by more then one Trustee will be scheduled like a meeting and made available to the public, and old minutes will be sent to the Land Use clerk for posting on the Town Web Site. Gordy Maness volunteered to do this over the next few weeks.

George Plummer Cemetery Gates

John Katwick mentioned the gates of this cemetery are off its hinges and need to be repaired. They are very much in danger of being stolen. This will require further discussion for determining a course of action.

Software for Cemetery Record Keeping

John Katwick has been reviewing possible software packages for the Town of Milton to create a data base of all its cemetery records. He mentioned that the Town of Milton would be willing to purchase this software once we determine what we want. The Town of Wakefield has a pretty good package and has been very helpful in assisting us with this. We will be sorting this out in the coming months.

Veteran's Graves Committee

John Katwick has been working with Dave Tibbetts, Cemetery Trustee from Wakefield, Deborah Carter, Retired AF General from New Durham, Mike Horne, President of NH Cemetery Association, and Peter Burdett, State Veterans Advisory Committee to ensure all veterans within the State of NH are provided with an appropriate grave marker. They will be establishing a meeting schedule for 2015 with a goal of executing a 3 phase program. Phase 1: Review all Cemeteries within Town boundaries for conditions and record with picture examples; also review RSA:4 for Cemetery Maintenance; Phase 2: Review all cemeteries Veterans graves with no markers and review National Cemetery Administration General Info; and Phase 3: Set up a meeting with State Representatives.

Berry/Wiggin Cemetery

John Katwick discussed a land ownership issue with this Cemetery between the Town and Mr. Swanson. This has been resolved with no further action required at this time.

Genealogy Calls

John Katwick mentioned that he received several calls during the year from people wanting to track their genealogy and determine the burial location of long lost relatives. Hopefully, by automating our cemetery records, these calls will diminish or go away entirely.

Police calls on Prospect Hill Cemetery

John Katwick reported there have been several calls for vandalism in the Prospect Hill Cemetery. Handling these is difficult, since the Milton Police have no jurisdiction in Maine and the Maine authorities have a significant distance to travel.

Layout map needed for Silver Street Cemetery

We currently do not have a working copy of the Silver Street grave map. Gordy Maness volunteered to try and get one made from the original records in the Milton Free Library in Milton Mills.

Flowers for Memorial Day

Flowers for Memorial Day placement on graves was discussed. John Katwick volunteered to purchase the flowers. Gordy Maness made a motion that the Trusstees meet on 21 May 2015, at 4:30 pm at the Emma Ramsey Center to deliver the flowers to the grave sites. John Katwick seconded the motion. Motioned passed unanimously.

Adopt a Cemetery Program

This program was briefly discussed and John Katwick mentioned that recently another resident adopted a cemetery to maintain and that the program is still doing well.

Adjournment

Prior to adjournment Gordy Maness proposed the next meeting be scheduled for 15 May 2015, at 9 am at the Milton Town Hall. This was agreed upon by all in attendance. A motion was then made by John Katwick to adjourn the meeting at 11:00 am and seconded by Gordy Maness. Meeting was adjourned.

Attachments:

1. Total Memorial Day Flower Cost
2. Total Milton 2014 Budget account # 01-41-94-725 and Total Tool/Equipment Cost
3. Total 2013 Perpetual Care income account # 01-3501-034

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

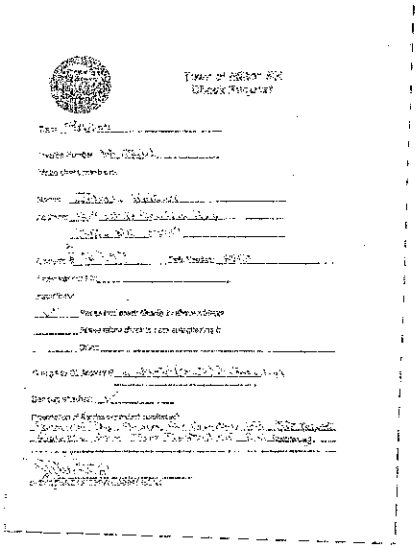
Minutes approved:

_____John Katwick, Chair

_____Larry Brown

_____Gordy Maness, Secretary/Bookkeeper

Attachment 1:



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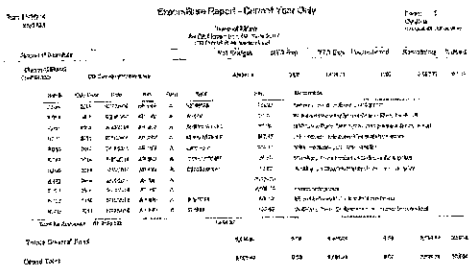
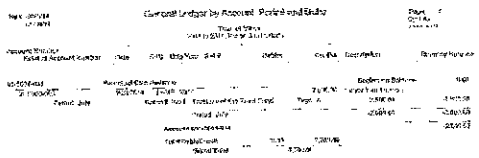
Attachment 3: