

**Milton Cemetery Trustees
Meeting Minutes
Friday, May 15, 2015**

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

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

Old Business:

This meeting consisted primarily of a review and discussion of the draft meeting minutes from our meeting on 1 May 2015

Approval for Perpetual Care (PC) Earning Withdrawals

John Katwick reiterated that our past practice of withdrawing PC funds, turning them over to the Town, and then comingling them with General Funds monies was improper. Consequently, for 2015 the request for PC monies for cemetery maintenance will occur later in the Fall after the actual costs for maintenance is determined. A separate request for funds will be submitted for the cost of Memorial Day Flowers. Mr. Maness made a motion that a request for funds, up to \$200, be submitted to reimburse Mr. Katwick for the cost of purchasing Memorial Day Flowers. Motion was seconded by Mr. Brown. Motion passed unanimously.

Cemetery Reviews

As previously noted there were no cemeteries visited/reviewed during 2014. We discussed the need for the Cemetery Trustees to visit and document the condition of our cemeteries. Mr. Maness suggested the following schedule and guidelines to accomplish these visits. Visits/reviews of 5 cemeteries should be done each month. Mr. Maness proposed May 23, June 20, July 18, August 22, September 19th, and October 17 for the visits. A copy of each cemetery's graves layout needs to be used to record/document which gravestones need repair. Along with this written record, photographs need to be taken. After further discussion it was decided that we use our first date, 23 May 15 to meet at the Milton Town House at 9am to develop a more comprehensive review plan. Related to this review Mr. Maness agreed to check with Nute's Library Archives to try and find a grave layout chart for the Silver Street Cemeteries. He had already checked the records located in the Milton Free Library in Milton Mills and the grave layout was not in them.

Milton Mills Cemetery (MMC) Transfer Update

Mr. Katwick reported that the Milton Mills Cemetery Association (MMCA) voted and approved transferring the MMC to the Town of Milton. He also reported that Norway Plains has agreed to perform the surveys required at the cost of \$7500.00. Mr. Katwick is on the agenda for the May 20, 2015 Milton Selectmen Meeting to ask their approval

for proceeding with the steps necessary for this transfer of ownership. All the Cemetery Trustees are planning to attend this meeting and will publish a separate Cemetery Meeting agenda per RSA 91-A Right to Know.

Other Business:

George Plummer Cemetery Gates

Mr. Katwick voiced his concern that the gates of this cemetery are off its hinges and are very much in danger of being stolen. Mr. Maness said he will be working with the Milton Public Works crew there next week and will discuss with them the possibility of moving the gates to a safe location until they can be repaired and reset onto the walls.

Software for Cemetery Record Keeping

Mr. Katwick suggested that we should set-up a meeting with Mr. Dave Tibbetts from Wakefield to be briefed on and review the software Wakefield is using. We are planning to do this sometime in the Fall (Oct/Nov timeframe.)

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 Trustees 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

Our next meetings will be: May 20, 2015; 6pm - Selectmen Meeting, Milton Town Hall
May 21, 2015; 4:30pm - Milton Town Hall, Meet to
deliver Memorial Day
Flowers
May 23, 2015; 9am - Milton Town House, Meet to plan
visits

A motion was made by John Katwick to adjourn the meeting at 10:20am and seconded by Gordy Maness. Meeting was adjourned.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

Minutes approved:

_____ John Katwick, Chair

_____ Larry Brown

_____ Gordy Maness, Secretary/Bookkeeper