

**Milton Cemetery Trustees
Meeting Minutes
Friday August 21, 2015**

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

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

Old Business:

The draft minutes for our meetings on May 20, 21 and June 20, 2015 were reviewed for approval. The minutes for May 21 were amended to include the list of cemeteries visited during the meeting. Larry Brown made a motion the minutes be approved and John Katwick seconded. All voted yea and the minutes were approved as written and amended.

New Business:

- Review of Town Website: We discussed the Town of Milton's website and what should be on it regarding our cemeteries. Mr. Katwick recommended we at least update the website, by removing the outdated information currently on there. We also need to determine what we want to be on there. This will be done in the coming months. Mr. Katwick provided a copy of Wakefields website as a suggested start point for us to build our website. This is included as attachment 1 to these minutes.

- Summary of cemetery visits/reviews conducted 20 Jun: We actually visited 8 cemeteries from our list of 102 cemeteries. The specifics of these visited are contained in the minutes for 20 Jun 15. As a part of our review process we are also updating our Adopt-a-Cemetery program. Along this line, Mr. Katwick told us that Leon Moore has adopted George Jones Cemetery (No. 77). Mr. Katwick submitted before and after photos showing the outstanding work Mr. Moore has done to improve the condition of the cemetery. These photos are included as attachment 2 to the minutes. Mr. Maness proposed drafting a letter to the Public Works Department which would provide them direction for which minimal care cemeteries are most in need of maintenance. There was some discussion regarding a liability waiver for town employees conducting town directed work on private property. Mr. Katwick said he will address this with Primex to ensure this is not an issue of concern.

- Overall cemetery maintenance: Mr. Katwick said he receives regular maintenance reports from the Public Works Dept showing the time and materials spent for maintaining specific cemeteries. He uses these reports to accurately track the monies budgeted for cemetery maintenance. In turn, we plan to use some of this money to outsource the maintenance of some cemeteries to help lighten the load for the limited resources of the Public Works Dept.

- Review new labour costs tracking form: We briefly discussed the new form Mr. Katwick created to track the labour costs of maintaining the cemeteries. The form seems to work fine. Mr. Maness pointed however, that we should not expect the Public Works Employees to add any new cemeteries to the maintenance list. Any additions for maintenance should come from us as a result of our review process.

- Cemetery budget for 2016: Mr. Katwick reported that the Town Administrator has agreed to budget \$3000.00 in 2016 for the purpose of purchasing software designed specifically for keeping cemetery records. We also all agreed that for the next 2 years we should maintain the status quo of the cemetery budget being a part of the Public Works Department's budget. Mr. Katwick then discussed if the town voters agree to accept ownership of the Milton Mills Cemetery, the monies from the Milton Mills Cemetery would likely go into the Town's General Fund and be recorded as a line item for Cemeteries. An alternative to this would be to review possibly using the Trustee of Trust account (like Durgin Fund) and have a dedicated account with the Cemetery Trustees having authority to expend funds.

- Milton Mills Cemetery financial status: Mr. Katwick provided a summary of the cemeteries finances. The cemetery is currently solvent with an estimated balance of \$20,000 and a Certificate of Deposit of approximately \$4500. Bottomline is ownership transfer of this cemetery to the Town of Milton should not be a tax burden on the Town. During this discussion, Mr. Katwick reviewed with us the complex process of selling and recording cemetery lots in the cemetery. It was very clear that we will need to develop thorough, clearly written procedures and guidance to ensure all the requirements of this process are fulfilled.

- Software for recordkeeping: We also agreed that acquiring software tailored for this would be very helpful. Initial cost estimate for this would be an initial \$2300, with an annual maintenance cost of \$800.00 and approximately \$1100 for laptop computer.

- Update of Prospect Hill Cemetery: Mr. Katwick said that the Town of Lebanon has recently gotten a new lawyer, so the process of transferring this cemetery to Lebanon has slowed down in order to get the new lawyer up to speed on this issue. However, Mr. Katwick reported that he was going to meet with our attorney at 1:30 this afternoon to get an update on exactly where we are on this issue.

- Locating lost cemeteries:

-- Silver Street Cemetery: We need to create a physical map of the stones in this cemetery. Our records do not have one at this time.

-- Morgan Street: We need help in finding the exact location of this cemetery. Mr. Katwick said that he is planning to get together with Mr. Cliff Trafton who claims he can assist us.

- Adopt a cemetery forms: We need to review these for currency.

Other Business:

- We need to develop a warrant article regarding the transfer ownership of the Milton Mills Cemetery to the Town of Milton. This will be on the agenda of our meeting in October.

- We also all agreed we need to talk with the Selectmen regarding the need to increase the number of Cemetery Trustees from 3 to 5 to be able to handle managing the cemetery.

- Our next meeting is scheduled for 14 Oct 15 at 0900 in the Selectmen's Hall.

Meeting adjourned at 11:15 am.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

2 Attachments

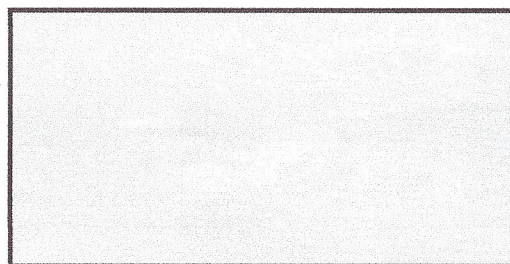
1. Extract of Wakefield Website
2. Before/After Photos of Cemetery #77

Minutes approved:

_____ John Katwick, Chair

_____ Larry Brown

_____ Gordy Maness, Secretary/Bookkeeper



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Phil Twombly

David Tibbets

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Term Expiry

2016

2017

2018

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Town of Wakefield, NH
 2 High Street, Sanbornville, NH 03872

Attachment 1 for minutes

http://www.wakefieldnh.com/Pages/WakefieldNH_Bcomm/cemtrust/index

8/17/2015


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Burial Records Current As Of: **Saturday, December 20, 2014**

Every effort has been made to provide the most current and accurate information possible on this site.
No warranties, expressed or implied, are provided for the data herein, or for its interpretation.

Burial Information
[Click Here for Search Tips](#)
Last Name:

DOW

Example: T, Th, Thomas

First Name:

Example: A, Abb, Abbey

Cemetery Name:

(All)

Year of Interment:**Veteran:**

Unknown

Example: 2002

Clear

Search

Search Results

Click the name to view burial location and detailed information for each record. To change the column sorting, click on a column header.

Name	Birth Year	Death Date	Burial Date	Cemetery
Dow, Abbott Low	1845	05/05/1914		Dow - 77
Dow, Albert L.	1820	08/30/1871		Gage Hill - 15
Dow, Amelia	1843	07/18/1843		Dow - 77
Dow, Anna DeBevoise	1816			Dow - 77
Dow, Anna Maria	1834	07/29/1835		Dow - 77
Dow, Anna Prince	1839	01/27/1930		Dow - 77
Dow, Ann Augusta	1821	01/27/1821		Dow - 77
Dow, Asa	1788	04/09/1858		Weeks / Dow - 85
Dow, Asa P.	1811	10/09/1832		Dow - 77
Dow, Benjamin	1850	02/14/1855		Dow - 77
Dow, Benjamin Prince	1854	02/25/1878		Dow - 77
Dow, Charles Alexander	1814	04/12/1900		Dow - 77
Dow, Charlotte A.	1827	10/12/1886		Gage Hill - 15
Dow, Enoch C.	1813	01/04/1876		Dow - 77
Dow, George W.	1811	03/04/1882		Dow - 77
Dow, Harriette	1819	07/10/1904		Dow - 77
Dow, Harriette Antoinette	1829	12/31/1850		Weeks / Dow - 85
Dow, John Furber	1822	03/01/1857		Weeks / Dow - 85
Dow, Josiah	1782	11/02/1850		Dow - 77
Dow, Josiah	1836	02/14/1925		Dow - 77

1 [2](#) [3](#) [Next >>](#)

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**Adopted Cemetery
George Jones Cemetery**



Before



After

Attachment 2

Reviewed.
8/21/15