

**Milton Cemetery Trustees
Meeting Minutes
Friday October 14, 2015**

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

Meeting was called to order at 9:00 am by John Katwick, Chair.

Old Business:

The minutes for May 21 were presented for signatures as amended with the list of grave sites flowers were delivered to for Memorial Day. The minutes for August 21 were reviewed and several corrections were required, so these minutes will be amended and approved at our next meeting.

New Business:

Mr. Katwick decided to review the minutes from August 21 meeting and provide updates to each item.

- Review of Town Website: Mr. Katwick asked if we had reviewed our website and what inputs we had to improve it. It was agreed that we needed to update the information on the site with the most current data available and remove the discussion on Prospect Cemetery. Mr. Maness said he would provide the updated information to the Landuse Clerk and have her make the changes.

- Summary of cemetery visits/reviews conducted 20 Jun: Mr. Maness stated he had not yet drafted a letter to the Public Works department as discussed in the last meeting and that he now felt this letter is not necessary since Mr. Katwick was already working closely with Public Works. The other trustees agreed. A discussion ensued regarding whether liability waivers for town employees was needed when maintaining cemeteries located on private property. Mr. Katwick pointed out how State RSAs spelled out what towns needed to do in order to take over management of cemeteries on private property. We noted that we have no record of this process ever being done, so we decided we needed to do it now at least for the cemeteries we are currently maintaining. We also noted that we will probably do this again in a year or so following the completion of our visit/review of all 102 cemeteries located within Milton. Mr. Brown agreed to draft an ad for the local newspaper in accordance with the applicable RSA

announcing the town's intention to maintain the cemeteries as listed in our town report. Mr. Katwick would ensure Mr. Brown had the cemetery list.

- Overall cemetery maintenance: Mr. Katwick has started arranging contract maintenance for some of our neglected cemeteries using available funds from the cemetery line of funds under the Public Works Dept budget. He hired Winning Landscapes and they have completed cleanup of Tasker Cemetery (#4). Before and after photos are included at attachment 1. The cost for this was \$325.00. Mr. Katwick has also requested quotes from them to perform cleanup of Wentworth-Hayes (#70) cemetery. In addition, negotiations are ongoing to remove the timber and also cleanup Berry-Wiggins cemetery. This action requires approval by our town code officer.

- Cemetery budget for 2016: Mr. Katwick reported that the Town Administrator has set up a contract service for software #014130.

- Milton Mills Cemetery financial status: Mr. Katwick provided a draft warrant article for the transfer of the Milton Mills Cemetery to the Town of Milton to be ready for the Town election in March 2016. There is a meeting tentatively scheduled with the Town Administrator, the Town's Attorney, and other Town officials to review and discuss this draft warrant article.

- 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 reported that the Town Attorney has made no progress on this issue because Lebanon has gotten a new attorney who needs time to get familiar with the issue.

- Locating lost cemeteries:
 - Silver Street Cemetery: We discussed getting the High School involved with creating maps and physical description for this cemetery. Mr. Brown will approach the school to arrange a meeting with school officials

Other Business:

10.14.15CT

- Our next meeting is yet to be determined.
- Mr. Brown motioned to close the meeting, Mr. Katwick seconded the motion and the meeting adjourned at 10:45 am.

Respectfully submitted,

Gordy Maness
Secretary/Bookkeeper

2 Attachments

1. Before and After Photos Tasker Cem (#4)

Minutes approved:

_____ John Katwick, Chair

_____ Larry Brown

_____ Gordy Maness, Secretary/Bookkeeper