



Milton Cemetery Trustees Meeting Minutes June 27, 2018

Board Members Present: John Katwick (Chair), Bruce Woodruff, Brian McQuade

Members of the Public Present: Susanne Babel, Bob Carrier, Erin Hutchings, Jeanmarie O'Herron

The Meeting was called to order at 10:05 am. by John Katwick, Chair.

Approval of Meeting Minutes for May,16,2018

Mr. Woodruff moves to approve the meeting minutes as written for May 16, 2018, Mr. Katwick seconded the motion. The motion passed 3-0.

Review Cemetery Software suppliers

Mr. McQuade gave a quick review of his talk with Mike Doyle from Plotbox. See addendum. There was talk on Pontem and the costs associated with services offered. Mr. Katwick spoke on having an interview with IworQ. There was more discussion on the data input and the acceptance that this will all be done by the town, not by the software suppliers.

Progress updates on card file input

Mr. Katwick has no updates on this and apologized to Mrs. O'Herron.

Approve revised Rules and Regulations

Mr. Katwick drafted up a revised Rules and Regulations. Mr. Katwick spoke on a legal situation that he's dealing with now involving someone who would like their ashes mixed with the ashes of her late husband, but the urn can't be located. There was discussion on the legalities of doing this and whether or not things like this should be addressed in the rules and regulations. Mr. Katwick will address these types of situations in the rules and have the updated version at the next meeting.

Approve Capital Expenses for 2018 Capital Improvements for Milton Mills Cemetery

Mr. Katwick would like to approve the capital expenditures for 2018 capital improvements for the Milton Mills Cemetery, but these also need to be approved by the selectmen. The first motion is to pay an invoice for \$500.00 to A+ Property Maintenance for cutting 22 stumps and remove them from the cemetery, approx 2 ft in diameter and cut them down low so loam could be placed and maintained on top. Mr. Woodruff first had a question, he was

curious when this was done. Mr. Katwick said that it was done on June 19th. Mr. Woodruff moves to authorize payment for the stump removal, Mr. McQuade seconded, motion passed 3-0. Mr. Katwick then spoke on the check request system to Milton and how a voucher must be made to the Trustees of the Trust Fund to reimburse the Selectmen. With regard to the capital fund, the amount is \$10,484.30. Mr. Woodruff clarified that the invoice is paid out of the general fund, and the voucher is needed to take the money out of the cemetery fund and put it back into the general fund. Mr. Katwick spoke on the 2010 Warrant Article that was used to form the public cemetery and establish a capital reserve fund.

Mr. Katwick spoke on an invoice to spread the loam with a tractor and prepare for seed for a quote of \$450.00 from A+ Property Maintenance. Mr. Woodruff asked if he expected the work to be completed before our next meeting. Mr. Katwick said that it would. Mr. Woodruff motioned to authorize A+ Property Maintenance to spread loam and prep for seed. Mr. McQuade seconded. Motion passed 3-0.

Silver Street Cemetery mapping project update

Mrs. Hutchings said she would take over the Silver Street Cemetery mapping project and enlist help from any interested volunteers. She will reach out to Mr. Poth to acquire any information needed to help complete the project.

Cemetery Trustees responsibilities discussion

Mr. Katwick put this on the agenda because he's been attempting to transfer duties and it hasn't been well received by the town. Mr. Katwick noted that Mr. Woodruff would be interested in taking over Chair next year. Mr. Katwick is concerned that the work he has done for years will not be picked up and continued, he wants to make sure that any town-owned cemeteries and all cemeteries that have perpetual care are passed on to the town administrator and Board of Selectmen to see that all functions not specifically handled by the cemetery trustees per the state RSA are properly addressed. Mr. Woodruff said that the law said the town must have a town-owned cemetery. Mr. Hutchings feels that it's something we need to discuss here, there are a lot of towns where the cemetery work falls under a town budgetary item in other towns public work departments. She believes it should be on the agenda for the budget committee this fall. Mr. Woodruff agreed. Mr. Katwick spoke again on the rules and regulations and that those should also be approved beyond the cemetery trustees. Mr. Woodruff believes the budget committee and selectmen need to work on what's needed for the cemetery. Mr. Woodruff also stated that some of what Mr. Katwick does should be handled by funeral directors. Mr. Katwick stated that our town administrator is going through what other towns have gone through in regards to the current situation where a town has taken on cemetery responsibilities where there were none previously. Those towns have hired caretakers, and those caretakers take care of many of the things that he currently does. There was discussion of a position paper for what is needed. Mr. Woodruff spoke to what cemetery trustees should be doing, involving mostly financial decisions and the management of money. Mr. Woodruff stated that right to inters etc. should be done through the town administration. There was discussion of going through the RSA and making notes of what we should and should not be doing and designing the position paper off of that. Mr. Katwick went through an example of what's currently being done with right to inters and how it should be handled by the town.

Warrant Article revision needed for 2019

Mr. Katwick noted that a warrant article last year which stated that the sale of lot income

cannot be put into the expendable trust fund, the warrant article was not worded correctly and it will be put in for next year. When Mr. Katwick sells a burial lot it goes into the general fund for the town of Milton, at the end of the year it goes back into the expendable trust fund. Mr. Woodruff noted that the words “corrective action” should be used to let the voters know that it’s a housekeeping item.

Any other business

There was no other business.

Next Meeting

The next meeting will be held on Wednesday, July 18, 2018, at 10:00 am.

Mr. Woodruff motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 11:00 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary