



Milton Cemetery Trustees Meeting Minutes August 14, 2019

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

Members of the Public Present: Susanne Babel

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

Approval of Meeting Minutes for May 15, 2019

Mr. McQuade motioned to table the approval of the meeting minutes to the next meeting. Mr. Woodruff seconded the motion. Motion passed 3-0.

Old Business

Alternate Cemetery Trustee members

Mr. Katwick told us that the Cemetery Trustees are allowed two alternatives and those who have an interest in filling those positions can show to the next meeting to notify us of their interest.

Update on Burial Search data input

Mr. Katwick stated he believed we should approve an expenditure of up to \$3,000 of a laptop for the housing of the town cemetery documents and to have to take out in the field for cemetery records updates and input. Mr. Woodruff believed that input should take place at town hall directly with the collected data as well as the plots which are purchased. Mr. McQuade stated he believed having a laptop for the field would be temporary and limited.

Cemetery Software and Hardware

Mr. Woodruff believes we should go ahead and purchase the software given that we've already have a good accumulation of data to get started and that he believes the prices will continue to go up the longer we wait. Mr. Woodruff motioned to authorize make the expenditure of no more than \$5,625.00 to be spent on the necessary Pontem software as referenced in the January 16, 2019 meeting. Mr. Katwick seconded. Motion passed 3-0. Mr. Woodruff will reach out to Pontem to get the process started.

Repair Cemetery Cement Wall

Mr. Woodruff will reach out to Mr. Norm Vetter who does this sort of work and will update us.

Cemetery Volunteer Program Progress

Mr. Katwick suggested working on cemeteries that the Department of Public Works takes care of when they have the time and extra funds.

New Business

2019 Milton Mills Cemetery workload update

Mr. Katwick has been busy with many phone calls and inquiries regarding the purchasing of lots.

Repair Water Tank and all Cemetery Plumbing at Milton Mills Cemetery

Mr. Katwick spoke with a contractor regarding the possibility of flipping the water tank over and setting up the plumbing. Mr. Katwick motioned to approve an expenditure for \$2,150, Seconded by Mr. Woodruff, motion approved 3-0. This expenditure has already been approved by the Board of Selectmen.

Discussion on Cemetery Trustees meeting times.

There was discussion of possibly changing the meeting times to accommodate more public input and to include a possible liaison with the Board of Selectmen. It was decided that meetings can't feasibly be moved to the evenings; but, after discussion due to changes in multiple member's schedules, the new normal meeting day and time will be Tuesday at 9:00 am with the exception of the next meeting. Mr. Katwick will not be available at the next meeting.

Workshop to review total 2018 results for Milton Mills Cemetery with Milton BOS

Mr. Katwick will be setting up a time for a workshop review with the Board of Selectmen with regards to the total 2018 revenues and expenditures for the Milton Mills Cemetery.

Next Meeting

The next meeting will be held on Tuesday, September 10, 2019, at 10:00 am.


Mr. McQuade motioned to adjourn the meeting, Mr. Katwick seconded, motion passed 3-0 and the meeting was adjourned at 10:18 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

 _____ Bruce Woodruff

 _____ Brian McQuade, Secretary