



Milton Cemetery Trustees Meeting Minutes May 16, 2018

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

Members of the Public Present: Charlotte Mee, Erin Hutchings, Susanne Babel, Lynette McDougall, Jeanmarie O'Herron, Bob Carrier, Lois Michaud

The Meeting was called to order at 10:02 am. by John Katwick, Chair.

Approval of Meeting Minutes for April,18,2018

Mr. Woodruff moves to approve the meeting minutes as written for April 18, 2018, Mr. Katwick seconded the motion. The motion passed 3-0.

Review Cemetery Software suppliers

Mr. Katwick looked to Mr. Woodruff for an update. Mr. Woodruff contacted Plotbox and their representative, Mike Doyle. He had an email and phone conversation. Mr. Woodruff believes we need to try and have a sit down with both Plotbox and IworQ as he believes we were derailed before in our review process. Mr. Doyle is open to talking to the committee and the screen time would be about 30 minutes. Mr. Katwick noted that Mrs. McDougall would be interested in reaching out to surrounding towns who use the products and bringing them in as well. Mr. Woodruff will get with Mr. Doyle to figure out when is a good time to meet.

Progress updates on card file input

There are no current updates on this. There is still a lot of work to be done on this.

Follow up on Roberts Cemetery Call

Mr. Katwick noted that Mr. Woodruff was looking into a finding a volunteer mason to see if they could rework the wall that's been damaged. Now that the weather is nicer, Mr. Woodruff will be doing this.

Follow up on Spring Clean up

Mr. Katwick wanted to thank everyone who attended the voluntary cemetery cleanup, it was a great turnout. Mr. Katwick asked for a total of volunteer hours. Mr. McQuade will

get that number. Mr. McQuade thanked all of those for their hard work and attendance.

Mr. Katwick noted there were a few members of the public who weren't happy about some of the items removed from the cemetery. Due to this, Mr. Katwick revealed a draft of Milton Cemetery Rules and Regulations, as well as a notice to all Milton Mills Cemetery Lot Owners, and the Committee will discuss at length at the next meeting what needs to be added, removed or adjusted.

Mr. Woodruff asked if these are, or would be, posted at the cemetery, and Mr. Katwick responded that they will be after we've approved them. There was some additional discussion on how and where these would be posted. There was more discussion on adding a few items that were on the notice of the rules and regulations for clarity. Motion by Mr. Katwick to add items #2, 4 and 5 from the notice in between #2 and #3 for the rules and regulations. These items addressed decorations within the cemetery such as glass containers, solar or battery powered lights, ornaments, toys, metals, stones, and vases among other assorted items that were prohibited. Mr. Woodruff seconded the motion. The motion passed 3-0.

Memorial Day Flowers

Mr. Katwick thanked Mrs. Mee and Mrs. Hutchings for their work with the Memorial Day flowers. This year silk geraniums were used and Index Packaging donated some styrofoam. There are new pots, and there was spray used on the flowers so the color doesn't fade. At a rough estimate, Mr. Katwick estimates we could have saved around \$300. There are fresh flowers to be picked up from Stewarts.

Mr. Katwick wants the other cemetery trustees to meet up with him so he can show them the other cemeteries and specifically where some of the memorial flowers will be going. There are eight to ten pots of flowers to be placed in these other cemeteries.

Any other business

Mr. Katwick asked about the Silver Street Cemetery. There is no update.

Mr. Katwick asked where the volunteer forms would be stored. Mr. McQuade stated they were currently held in a red binder in Mrs. Crossley's work area.

Mr. Katwick mentioned again the volunteer hours so we can get an idea of how many hours are needed to manage and maintain the cemetery.

Mr. Katwick is working with Dignified Cemetery Services (DCS) who is doing a lot of burials in New Hampshire. Mr. Katwick is looking at giving DCS electronic maps so Mr. Katwick doesn't need to be involved any time a burial needs to be prepared and it can go directly to DCS. They are open to working with us. There are also certain functions that should be handled by the family and not the trustees. Mr. Katwick has been working to make this transition and direct those in need to the right resources.

Mr. Katwick wants to work out with the Trustees of the Trust Funds to handle some of the functions that he does now. Mr. Katwick has worked out how much it costs for a single burial and yearly totals and he feels that all we'll need to do is know how many burials there are per year so we can figure out to calculate our costs more efficiently. He

is also trying to keep track of how many volunteer hours he has personally put into cemetery functions. To put a new foot marker for a veteran is \$130, the foot marker itself is free. Mr. Katwick is looking to possibly use volunteers for resetting any foot markers.

Mr. Katwick noted that the grass is growing and we need to mow the lawn. The contractor will be up here next Wednesday and Thursday to take care of that.

Mrs. McDougall recommends Tom Drew for sign creation. Mr. Katwick noted that is who makes the signs currently.

Mrs. McDougall noted that if the release forms could be filled out from the website that would make things easier. Mr. Woodruff said that if he can get a pdf of the form, he can make that into a fillable form, which can then be placed on the website.

Mrs. O'Herron said she was willing to help with the data entry, particularly with the card file system.

Mr. Woodruff will attempt to set a meeting with Plotbox on Wednesday, May 23, 2018 at 10:00 am.

Next Meeting

The next meeting will be held on Wednesday, June 27, 2018, at 10:00 am.

Mr. Katwick motioned to adjourn the meeting, Mr. Woodruff 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