



Milton Cemetery Trustees Meeting Minutes April, 18, 2018

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

Members of the Public Present: Charlotte Mee, Erin Hutchings, Susanne Babel, Lynette McDougall, Zane Poth

The Meeting was called to order at 10:00 am. by John Katwick, Chair.

2018 Chair/Book Keeper

Mr. Woodruff asked if Mr. Katwick was interested in running one more year - as he's now in for another three years, as Mr. Woodruff would like another year to learn the position. Mr. McQuade nominates John Katwick as chair/bookkeeper, Mr. Woodruff seconded. The motion passed 3-0. Mr. Katwick spoke to Pat Smith about being sexton for the cemetery. Mr. Smith was no longer interested but is willing to take the role on for an additional year until we find a replacement. Sexton is responsible for the maintenance of perpetual care and town own cemeteries in the town of Milton. Mr. Woodruff asked if someone under Mr. Smith was available to take the role on, but Mr. Katwick talked to some of them and couldn't find interest. Mr. Katwick motioned to make Pat Smith sexton, Mr. Woodtuff seconded. The motion passed 3-0. Mr. McQuade asked if this was a paid position, Mr. Katwick said that it was not.

Approval of Meeting Minutes for January 18, 2018

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

Review Cemetery Software suppliers

Mr. Katwick spoke to Shawn Donnel who was working on this for us, but Shawn left the town as an employee, and she was also working on the card file input system. Some of the card files have been misplaced. Mr. Katwick mentioned IworkQ and Plotbox software. Mr. Woodruff will be reaching out to IworkQ and Plotbox and ask the relevant questions for more comparison. Mrs. McDougal noted that there is someone from another town who is willing to walk us through the process as they currently use it.

Progress updates on card file input

Mr. Katwick figured a \$12 an hour budget for the work for inputting the card file information and is seeking to re-work the misplaced card files. Mr. Katwick stated that the software companies will not take on the responsibility of manually inputting the card file system. Mr. Katwick showed the trustees a binder of the map and log system he has for documenting the sections and plots. Mr. Woodruff spoke on the integration of plots, information, and searches of what we want, and how this schematic is a good move.

Follow up on Roberts Cemetery Call

A call had come in regarding a wall being in danger of falling over and that the cracks were in bad shape. Mr. Woodruff took a look and it's a raised cemetery. Mr. Woodruff said there are cracks in there but that the wall is not in danger of falling. Mr. Woodruff stated that any repairs on the wall could wait until late spring. Mr. Katwick noted he was at that cemetery a couple times over the last year and thought the same. This cemetery has very little perpetual care and is private per Mr. Katwick. Once we decide what needs to be done, we'll try and find where we'll get the funding from. Mr. Woodruff noted that not every plot in that cemetery has perpetual care. Mr. Woodruff stated that it would be good to reach out and see if we can find a mason willing to donate some time to fix this.

Volunteer Program and Strafford County Work Program

Mr. Katwick spoke on the debris at the cemetery that needs to be cleaned up and asked Mr. McQuade what we had for volunteers on helping out at the cemetery. Mr. McQuade said we had only a couple people fill out the forms, but that it felt rushed as he thought the trustees would be planning for a specific date. Mr. Woodruff said that we can do something every four to six weeks Saturday mornings for 4 hours or so, and then solicit volunteers for whatever particular thing is being done that week. Mrs. McDougall noted that she'd like to volunteer and has a tractor and other things that can help out. Mrs. McDougall also noted that she is willing to mow the lawn free of charge. Mr. Woodruff wondered if the Strafford County Work Program would be better for the wire brush and painting. Mr. Katwick stated that they normally do a good job, but sometimes there is an issue or to and it does require supervision. Mr. Katwick spoke to the highway department and said they may or may not be able to supervise this if the trustees go this route. Mr. Katwick talked about Silver Street Cemetery and mapping that out as a possible volunteer effort. Mrs. Hutchings said she could volunteer to help with that. Saturday, May 5th is set as a tentative date set for approximately 3-4 hours starting at 9 am for a cemetery cleanup by the volunteer group. Friday, April 20th, at 10:00 am the Cemetery Trustees will do a quick site review to make notes on what needs to be done.

Order and set Memorial Day Flowers

Mrs. Mee will be ordering the live flowers today to include pansies and begonias. She also bought 30 silk flowers in pots which will be weighted down by rocks, and she talked about spraying them with a clear formula that prevents the colors fading. This is essentially an experiment to see how these will last throughout the year. Mrs. Mee said she could use some more pots, at least 15. Mr. Katwick said that we spent around \$500 dollars last year on the flowers. The date for placing the flowers will be on Saturday, the 26th of May. Mr. Katwick spoke about having someone shadow him for where to place the flowers out and noted that Mr. McQuade and Mr. Woodruff should come out at least once so we can take that over in the future.

Any other business

Mr. Katwick spoke to Mr. Poth about the Silver Street Cemetery and mapping it out discussed earlier. Mr. Poth was eager to make the schematic up for the Trustees.

Mr. Katwick wants the Trustees to come together to start thinking about the budget. Mr. Katwick would like to possibly look into hiring a person for maintenance of the cemetery. This maintenance person would be responsible for the burials, the cleanup, managing the cemetery itself and other assorted responsibilities. This is separate from the sexton position which is responsible for making sure this work gets complete.

Mr. Woodruff motioned to approve the bylaws as written, seconded by Mr. McQuade. The motion passed 3-0.

Next Meeting

The next meeting will be held on Wednesday, May 16, 2018, at 10:00 am.

Mr. McQuade motioned to adjourn the meeting, Mr. Katwick seconded, motion passed 3-0 and the meeting was adjourned at 11:10 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary