



Milton Cemetery Trustees Meeting Minutes January 18, 2018

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

Members of the Public Present: Charlotte Mee, Shawn Donnell, Lynette McDougall, Danielle Marique

The Meeting was called to order at 10:01 am. by John Katwick, Chair.

Approval of Meeting Minutes for Dec. 20, 2017

Mr. Woodruff motioned to approve the December 20, 2017, meeting minutes as written, Mr. Katwick seconded the motion. The motion passed 3-0.

Progress update on card file input - Shawn/John

Mr. Katwick updated the committee on the hard copy plot cards and data input and asked for formatting feedback. Mr. McQuade noted some headings that were in multiple cells that would need to be fixed for sorting options. Mr. Woodruff noted that some columns could be combined for burial type. Mr. McQuade noted the same could be done with the cemetery name and number. Mr. Katwick handed out a current hand drawn cemetery map and how he'd like it to be viewed by a user. Mr. Katwick handed out Plummer Cemetery information which shows additional details which he'd like added to the database after the most important information is entered.

Review of other Cemetery Software suppliers

Mrs. McDougall revealed her research on cemetery mapping programs available and they were reviewed by the trustees. Mrs. McDougall did not want to make a recommendation until she was completed, but the review was very thorough. Mr. McQuade noted that Plotbox and IworkQ both have the items we need and appear to offer more services. Mr. Katwick asked Mrs. Donnell if she can contact IworQ. Mr. Woodruff noted that Plotbox has a few more options that aren't available with IworQ. Mr. Katwick stated that once the information from the card file system is finished being put into excel, the costs associated with the transfer into one of these software

suppliers should be less.

Transfer funds for 2017 cemetery operating expenses

Mr. Katwick spoke on the transfer of operating expenses. Mr. Katwick motioned to reimburse the general town fund \$5,524.74, with the funds to come from the town of Milton Cemetery Expendable Trust Fund. Mr. Woodruff seconded. The motion passed 3-0.

Perpetual Care total income amounts for 2017

Mr. Katwick reviewed the total income for perpetual care for all the cemeteries in the town of Milton. The perpetual care income amount for Milton Mills Cemetery totaled \$4,236.10. The perpetual care total income for the George Plummer Cemetery was \$556.74, The Silver Street Cemetery was \$110.68. Twenty other smaller cemeteries had a combined total of \$714.10. The Milton Mills Cemetery income of \$4,236.10 will be deposited in the cemetery expendable trust fund after an approved voucher made out by the cemetery trustees has been submitted to the Trustees of the Trust Funds. The remaining cemetery income will be paid to the Milton Highway Department.

Administrator labor monitoring

Mr. Katwick wanted to review the hours he has spent working on the cemetery data transfer as well as Mrs. Odonnell, and they are working to determine how to put a stipend on this work being done. Mr. Katwick noted that in the future we'll need someone to answer phone calls and lay out the plots within the cemetery on GIS, and other tasks. Mrs. McDougall asked if volunteers were allowed to help with this type of thing and Mr. Katwick stated that some of these tasks can be done by volunteers.

Other business

Mrs. McDougall spoke about the schools with children working towards scholarships for colleges and that we could find volunteers from there. Mr. Katwick noted that the volunteer form is now available on the website and has been approved by the town attorney.

Mr. Katwick spoke on the year-end review and asked Mr. Woodruff and Mr. McQuade to add a few items.

Mr. Katwick recently made a statement that the Milton Mills Cemetery was closed; but, he had to go back and check and see the last time it was opened up during the winter when someone asked him to open it up for a family member. A gravedigger from the Concord area came in to take care of that. It involved careful plowing so as not to hit stones. The Milton family residents, due to desperately needing closure and moving on, contacted Mr. Katwick, and given the circumstance, he decided it should be done. This hasn't been done since the 1970's.

Next Meeting

The next meeting will be held on Wednesday, February 21, 2018, at 10:00 am.

Mr. McQuade motioned to adjourn the meeting, Mr. Woodruff seconded, motion passed 3-0 and the meeting was adjourned at 10:55 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary