



Milton Cemetery Trustees Meeting Minutes December 20, 2017

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

Members of the Public Present: Bob Carrier, Charlotte Mee, Susanne Babel, Lois Michaud, Shawn Donnell, Kathy Wallingford, Lynette McDougall

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

Approval of Meeting Minutes for Nov. 8, 2017.

Mr. Katwick motioned to approve the November 8th, 2017, meeting minutes as written, Mr. Woodruff seconded the motion. The motion passed 3-0.

Pontem Cemetery Software Quote update.

Mr. Katwick received a call from Sherry Hood. Mr. Katwick notified her that we need someone to input the data and they wished us luck as they do not offer that service.

Review of other Cemetery Software suppliers.

Mr. Katwick spoke on IWorQ and Plotbox. Mr. Katwick spoke on the card file system and filtering through the pertinent information and removing what isn't needed. Mrs. Donnell is currently going through and entering the card data into the excel form. Mr. Katwick noted that the data not entered into the system will be kept on file with the Cemetery Trustees.

Mrs. McDougall spoke about going into each software supplier's details and making sure that it offers what we need and that it be tested by the user to make sure there is nothing we're missing. Mrs. McDougall offered to volunteer to help with whatever the Cemetery Trustees need help with. She says we could be the department that sets a precedence for proper testing and evaluation for the town.

Cemetery Volunteer Program.

Mr. Katwick spoke about the program being approved by the Board of Selectmen. Mr. McQuade spoke about the volunteer form, that he hasn't heard back from the town on what is needed. There was a conversation about the town clean up not using these forms. Mr. Katwick spoke of using one volunteer form across all departments.

Perpetual Care expended amounts for 2017.

Mr. Katwick did a year-end review for the town cemetery. It covered the cemetery fund and the perpetual care funds. The perpetual care fund calculations for over 400 lots are being worked on. Mr. Katwick has information for the highway department on what they'll be doing.

Mr. Katwick motioned to approve the withdrawal of the Milton Cemetery Perpetual Care Income for 2017 labor maintenance and memorial day flowers to reimburse the Milton Highway Department. and the expendable trust fund for the Milton Mills Cemetery. Mr. Woodruff seconded the motion. The motion passed 3-0.

Mr. Katwick reviewed the year-end financial status, a copy is included in the minutes as an addendum.

Mr. Woodruff had a question regarding investing the money in one lump sum, or whether they were taken individually. Mr. Katwick said it was the total, but would like to address it next year because he's not happy with the earnings overall.

Mr. Katwick noted that the Budget Committee and the Board of Selectmen approved the Cemetery Trustees Budget.

Mrs. Donnell asked why the government wasn't taking care of the town-owned cemetery. That was followed up by Mr. Woodruff asking about the difference in costs between having the town take care of the maintenance and having it contracted out. Mr. Katwick noted that the highway department budgets out labor and costs for the maintenance of the other town maintained cemeteries. Mr. Woodruff asked if it was better for them to budget for the town cemetery and if our committee could reduce our budget. Mr. Katwick noted that would be something that Pat Smith would have to answer.

Mr. Katwick made a motion to approve the withdrawal of unused balance from Milton General Fund (01-4195-890) for \$4,475.26 and deposit into the Milton Cemetery Expendable Trust Fund for 2017 Milton Mills Cemetery maintenance. Mr. Woodruff seconded the motion. The motion passed 3-0.

Any other business.

Mrs. Donnell discussed the numbers from IWorQ and Plotbox. Mr. Katwick will be handing off paperwork on the companies we've looked into so far to Mrs. McDougall so she can investigate additional companies, and set up all of the information for easy review and evaluation by the Cemetery Trustees.

Mr. Katwick reviewed the Cemetery Trustees year. He noted it was unusual that we didn't sell any lots. Cremations did increase.

The total Milton burials for 2017 included 28 total burials for all cemeteries. This broke down as follows: Milton Mills Cemetery, 14 cremations, 7 full burials; George Plummer Cemetery 3 cremations, 1 full burial; Prospect Hills Cemetery (no longer town-owned) 1 cremation, 1 full burial; Hay Cemetery, 1 burial, 1 cremation.

Milton Mills Cemetery is closed for the season, the highway department will keep the tomb plowed this year.

Mr. Katwick stated we did not get all the fall clean up done. We used the services of All Land Enterprises and A1 this year but they were all very busy and not everything was complete. The leaves were picked up, but silk flowers etc. weren't picked up.

Mr. Katwick spoke on the annual report and asked Mr. Woodruff & Mr. McQuade if they would like to add anything.

Mr. Katwick noted that he would be running for the Cemetery Trustees in March.

Mr. Katwick is going to start monitoring all the hours that are required for administrative labor regarding the input of the cemetery data from the card system and then we'll review the process to see if there is an alternative way to take care of this and how that will affect the budget.

Mr. Katwick reviewed what's been accomplished during 2017 including the website updates with cemetery state laws. Mr. Katwick stated we've done a good job updating that and will keep adding necessary links for the public. Now on the website are the following: the bylaws, the adopt a cemetery guidelines, rules & regulations, application for the right to inter and certificate of right to inter, state cemetery laws, and about ten years worth of meeting minutes. This saves the administrators a lot of time.

Next Meeting.

The next meeting will be held on Wednesday, January 17, 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