



Special Meeting

Wednesday, April 8, 2026, 3:30 p.m.

Town Manager's Conference Room, 43 Bombardier Road, Milton, VT 05468

In Person

Members Present: Jim Ballard; John Mayville; Rod Moore; Peter Staniels

Members Absent: Allen Beaupre

Staff Present: Kristin Beers

Others Present: John C. Gifford, Betsy Paret

I. Call to Order

Peter Staniels called the meeting to order at 3:30 p.m.

II. Public Forum

Betsy Paret shared her appreciation for everything that this group does for Milton's cemeteries and acknowledged the wonderful repair work recently completed on the Miltonboro Cemetery wall.

III. Approval of Prior Meeting Minutes from February 11, 2026

Motion made by John Mayville to approve the February 11th meeting minutes, with a second by Rod Moore. Motion approved unanimously.

IV. Milton Cemetery Funds

John Gifford, Town Treasurer, attended a recent cemetery advisory committee meeting and shared that Milton's cemetery fund has a large balance. John came back to this meeting to clarify expectations for spending out of that cemetery fund.

The Milton town audit currently shows two cemetery accounts: one with a balance of about \$5,700 at KeyBank earning interest at 0.01% and one with a balance of about \$103,000 at TD Bank earning interest at 2.07%. John would like to close the KeyBank account and move those funds into the TD Bank account to increase the interest earned. \$4,500 of the cemetery funds must remain permanent and non-expendable, which means we are only allowed to spend the interest earned from that money.

Jim Ballard made a motion to move all the funds from KeyBank to TD Bank. Peter Staniels seconded and the motion passed unanimously.

John explained the importance of keeping a large cemetery fund balance, so that the interest earned will supplement any revenue collected. Going forward, the budget plan for this cemetery account will be the previous year's revenue. For example, the total revenue in FY25 was \$16,739.36, which will be our spending budget for this year, FY26. Revenue is generated from plot sales, burial fees, vault fees, interest, and donations.

Purchases will be governed by the Town Purchasing Policy FI413.067. The Town Clerk will approve purchases that come from the cemetery Fund 60. Kristin will consult with the Department of Buildings and Grounds, and with the Friends of Milton Cemeteries, as needed.

John Mayville brought up the perpetual care of the cemetery roads (potholes, etc.) and those repairs could be made by, and with material from, the town Highway Department. There was a brief discussion about the school donating a bell to the Historical Society on School Street, but it was determined that transactions within town departments are internally tracked, but transactions between the school and town need to be carefully documented.

V. Vermont 250th Anniversary Update – Veteran Grave Markers

Jim Ballard brought in the fabric he purchased and a variety of poles and driveway stakes for the committee to help decide how to mark the veteran headstones. When visitors follow along the self-guided tour of honored veterans, we want to make sure those gravesites are easy to find. The fabric will need to be crafted into ribbons or bows. There was discussion regarding the 48-inch poles versus the 72-inch poles. Everyone agreed the orange color was great for visibility, but some thought the shorter poles would be best and others preferred the taller ones. For the Plains cemetery, with mostly small, low headstones the lower poles would be sufficient. But in the Village Cemetery, where there are larger headstones and monuments, the taller poles would be more visible. It was left to Jim's discretion to order some of each size.

VI. VOCA 2026 Work Day

Peter has communicated with Tom Giffin and Jay Nadeau of VOCA. This year's cemetery clean-up day is not going to be an official VOCA workday, listed on the VOCA calendar. But some VOCA members are going to try to attend Milton's clean-up day.

As mentioned in our last meeting, VOCA cannot be expected to visit Milton every year. There are many other towns and cemeteries that need VOCA's help. Peter has been contacting local groups looking for volunteers, not only for the annual clean-up day, but also willing to learn VOCA stone repair techniques. VOCA shared that Colchester could be a good resource for Milton, as Colchester has become self-sufficient in stone repair. It would be great if we could have more than one clean-up day each year.

Peter circulated photos that he and Rod took during their visit to the West Milton Cemetery on Bear Trap Road. There are many broken stones in that cemetery that need repair. Much more than in the Village Cemetery. Some of the stones are so big and heavy that machinery might be required. Jim Ballard shared information about a "Tombstone Jack", a tool designed to help lift and replace heavy tombstones.

The committee agreed to schedule the 2026 Cemetery Work Day on Saturday, June 6, from 8:00 am – 12:00 pm in the West Milton Cemetery. Kristin and Peter will ask the Town Manager's office for help emailing past volunteers and making social media posts.

VII. Other business as needed

Kristin asked if the next meeting would be on May 13th, back on the quarterly schedule and everyone agreed.

Peter was pleased to find the Milton Historical Society's 2021 Calendar online featuring Milton Cemeteries, which is exactly what he had hoped to create in a brochure someday.

Kristin let everyone know that she renewed their VOCA memberships.

VIII. Adjournment

**Motion made by Rod Moore to adjourn the meeting at 4:40 p.m., with a second by John Mayville.
Motion approved unanimously. Meeting adjourned by Peter Staniels.**

All documents pertaining to this meeting may be viewed using the following link:

https://miltonvt.sharepoint.com/:f/s/TownOfMiltonFilesFolders/IgAMB7TI_iIESrun4Mt4hvTAAUZhGuYorPdnrMPpbBIAM6E?e=ujJmL5

Minutes recorded and submitted by Kristin Beers, Town Clerk.

APPROVED
MINUTES:

Chair

Date

ATTEST:

Milton Town Clerk

Filed this day with the Milton
Town Clerk's Office.

DRAFT