



## **Milton Cemetery Trustees Meeting Minutes November 8, 2017**

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

**Members of the Public Present: Bob Carrier, Dana Crossley, Charlotte Mee, Susanne Babel, Lois Michaud, Shawn Donnell**

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

### **Approval of Meeting Minutes for Oct. 23, 2017 & Oct. 18, 2017**

Mr. Woodruff motioned to approve the October 23, 2017 meeting minutes as written, Mr. McQuade seconded the motion. The motion passed 3-0. Mr. McQuade motioned to approve the October 18, 2017 meeting minutes as written, Mr. Katwick seconded the motion. The motion passed 3-0.

### **Pontem Cemetery Software Quote.**

Mr. Katwick received the Pontem quote, and the numbers were reviewed. The total proposal was for \$7,500. This included the data manager with 1 user for \$3,000, integrated mapping for \$1,500, two additional concurrent users for \$1,800, and premium onboarding services for \$1,200. In addition to this, there is an annual support for \$1,575, with the first year complimentary upon the software purchase. Mr. McQuade stated he would not make a motion to approve this as the costs far exceed what was planned and that Pontem would not input the data themselves. Mr. Woodruff stated that he will not be voting yes on any motion unless the software in question covers every facet of what the trustees need and we should submit a detailed request for quote to all interested or available companies who do this.

### **Review of other Cemetery Software suppliers.**

Mrs. Donnell discussed reaching out to the other towns and two of the companies she seemed positive about were PlotBox and Iworq. Mrs. Donnell discussed Iworq as she works with it regularly and uses it for different town functions. Mr. Woodruff spoke on

needing to make sure the companies interested know exactly what we need before getting the quotes and that this should all be done in a detailed request for quote. Mr. Katwick said we'll put together a request for quote to these companies at our next meeting and review the responses at a later time. The trustees will review what information we need from a broad list previously created in September of 2016 and pare that down to the vital information needed to achieve what the cemetery trustees need. Mr. Katwick spoke on the cemetery survey recently done and talked about the possibility of plotting out spaces on the existing CAD maps and seeing if Norway Plains could do this, and if so for how much. Mr. Woodruff stated that this should go in the request for quote as well, as an available option.

#### **Budget for 2018.**

Mr. Katwick submitted the Cemetery Trustees budget for 2018. The town administrator will encumber the \$3,000 we asked to be set aside for a digital database. The original budget for maintenance was \$10,000, next year it drops to \$6,000. The trustees added a line item for \$4,000 for administrative costs. Mr. Woodruff brought up the concern on whether the \$4,000 would be used for setting up the digitizing as well given how high the quotes are coming in at. Mr. Katwick noted that the \$4,000 was to be used for a stipend or other form of payment for work related to the input of the cemetery data into a digital database.

#### **Perpetual Care expended amounts for 2017.**

Mr. Katwick spoke on reviewing the current income balance through the MS9 and will start bringing this to the meetings to review. Mr. Woodruff asked if the cost for this will remain the same next year. Mr. Katwick stated that it changes every year due to the amount of maintenance needed. A question from Mrs. Michaud asked the percentage amount of the perpetual care that can be used. Mr. Katwick said we can use the total amount available for income only.

#### **Any other business.**

Mr. Katwick spoke on the last storm we had and said we had heavy damage in the Milton Mills Cemetery. Trees were uprooted and there are many limbs and sticks about. Thankfully, there was no damage to any monuments. The debris on the property is extensive. Mr. Woodruff spoke on this being the perfect opportunity for the volunteer group. Mr. McQuade spoke of putting a message on the facebook group and Mr. Woodruff spoke about getting the different organizations involved including the scouts and school. Peg Hurd may be interested in helping. Mr. Woodruff stated that concentrated work done in a couple hours could take care of this.

#### **Next Meeting.**

The next meeting will be held on December 20<sup>th</sup>, 2017.

Mr. Katwick motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 10:40 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

\_\_\_\_\_ John Katwick, Chair

\_\_\_\_\_ Bruce Woodruff

\_\_\_\_\_ Brian McQuade, Secretary

Respectfully,  
John Katwick, Chair