Milton Cemetery Trustees
Meeting Minutes
October 23, 2017

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

Members of the Public Present: Bob Carrier, Heather Thibodeau, Lois Michaud, Shawn Donnell, Kathy Wallingford, Sherry Hood (via web conference speaking for Pontem)

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

Pontem Cemetery Software Conference

Mrs. Hood was speaking about New Hampshire towns and happy there was networking going on between the towns regarding their software. Mr. Katwick spoke to Mrs. Hood regarding the number of cemeteries and what we're looking for in cemetery software. Mr. Katwick reviewed the manual card file system that is currently being used and what items are in there that the trustees would like the database to contain. Mrs. Hood answered in the affirmative that we can copy/paste to the software from word, excel & pdf. Once the software is installed, we can then use it for new business, adding in all the information associated with what we want to be moved into the software from existing burials.

Mrs. Hood said the number of users is dependent upon what we're doing and how many people we want to be involved. If the software is on our server, it can be accessed by any number of people. Some could have a station connect directly to the server, others may access remotely from a location outside of the office. Pontem is sold by user license, meaning the restrictions are only on how many people are in the system at one time, it doesn't limit the number of people that have access. We have the option of starting with many users to help with all of the input, and then reducing the number of users at a later time. All data entry is done by the users. Online data is automatically published to the web servers as directed by the users. Pontem doesn't do any input, there is an annual subscription fee that starts after the purchase. They have an online help center that provides all documentation, and all updates are done automatically. Mr. Woodruff asked

if we could send the excel type schematic of the burials to Pontem for them to input, but Mrs. Hood restated that they do not do any input.

Mrs. Hood stated that there is a product that allows us to associate any digital maps we have with Pontem in a way that as we're doing our data entry we can associate that property with its respective location on the map. It would give us the ability to locate individual plots in a quick fashion on the map in the software. Mr. Katwick spoke to having maps created on CAD here for digital use, and whether or not that would be possible. Mrs. Hood spoke to the GIS mapping not necessarily helping us with all of the small cemeteries and that it would be potentially helpful to use CAD. Mr. Katwick asked when clicking on a spot on the map if you can select between the graves within the lot. According to Mrs. Hood, there can be as many points within the lot as we allow in a given cemetery. When there are multiple burials within a property, such as a cremation, they can be broken down by different types such as two burials and two cremations, they can all be assigned to one property and broken down into numbered spaces within the said property. Notations can be made as to the location of each property where a given burial is.

Mr. Katwick suggested we'd be more interested in getting all of the card file system input into the software first and later obtaining the mapping module. Mrs. Hood restated that later, a digital copy of the map may help immensely. The only consideration to the mapping would be when we'd like to do the assigning of every burial to the mapping.

Mr. Katwick asked the original software cost and what the yearly managing costs would be. Mrs. Hood talked about the options for how many users we have. With three concurrent users, we could have five of six people who have access to the system, but only three people at a time would be able to use it. We have an unlimited number of cemetery groups are defined and used in the system. Mrs. Hood wanted to make us aware of that there is a standard procedure which comes with a form for who will be working and installing the software, that person will be directed to some how-to documents on the website. There will be someone available to help with that, and essentially some homework, and then later on some training to learn user-defined fields and other functions. There is an additional service and cost that would include someone to advise us best practices, how we run things, and how to best use the software that will translate best to how we run and would like to run the cemeteries. Mr. Katwick relayed his contact information to Pontem so they can call with a few more questions so we can acquire the proposed costs to review later.

Any other business
There was a discussion among the trustees and members of the town administration on how to get the data implemented as Pontem does not do any input for the data, and cemetery trustees are not responsible for this. There was discussion and review from what we learned from the other towns in the September meeting. There was more discussion on stipends for the upkeep. Mrs. Thibodeau spoke on Mr. Katwick speaking to the BOS to let them know how important it is for them to understand how much help he needs with the up keeping on the cemetery tasks he's been doing that do not fall under

the cemetery trustees purview. There was more discussion between the trustees and the town administration regarding seeking additional companies out who may be able to offer a similar service but that input all the data we have.

<u>Next meeting</u>
The next meeting will be held on November 8th, 2017.

Mr. Katwick motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 11:04 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary