



Milton Cemetery Trustees Meeting Minutes October 18, 2017

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

Members of the Public Present: Charlotte Mee, Suzanne Babel, Bob Carrier, Heather Thibodeau, Lois Michaud, Dana Crossley, Shawn Donnell

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

Approve Meeting Minutes for September 20, 2017

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

Live Video conference to teach Cemetery Trustees how to use Pontem Software

The Pontem software is open source SQL and very nonproprietary.

Mr. Woodruff played a prerecorded video & demonstration of the Pontem Software.

The video spoke to the Data Manager which is the core of the system, Integrated Mapping which includes engineering maps (GIS), and the Online Burial Search. The program went over the landing screen and the navigation. There are three main sections including the graves, address books, and occupants. There are two additional section including an overview which allows notes and organizing a landing page. There is a support request form in the system which is the quickest way to get help. All help is received via WebX. We're allowed as many cemeteries in a single database as we want. The software has the ability to have multiple databases and multiple cemeteries within a database. If multiple cemeteries, the program can use different addresses or grave numbering for ease of use. The system default for titles can be changed in place of words like "sections".

In the graves section, address books, and occupants sections, a list view is used. Columns can be customized and can be sorted by any column. Quick Search & Advanced Search options are available. When searching for a record, and clicking into that record, there will be a detailed screen. A unique name and status for each cemetery is required. The detail screen will show

owner, occupant, graves that are specific for individuals, among other information. There is an unlimited number of lines in the detail screen and an unlimited number of burials in a cemetery. When a new burial is created, it will create the grave owner record as well as update the occupant record. When not in edit mode, records will have embedded hyperlinks. Purchase and Care plans can be tracked using the software, including memorial places on the space. The program has a section for tracking deeds (proof of rights to be buried in a space). The program has the ability to produce a deed certificate, one can be custom created for us at no charge. There is a notes area for each detail screen. The program is unlimited in space, unlimited in categories, alters and date stamps are available for notes. Searches on categories and date ranges of notes is an option. Alert notes for records will show up in red.

User-defined fields can be changed and customized, data entry rules can also be created. They are in property records, deeds, address books and burial records. This is where customization comes in, and these are included on reports and forms.

Pontem allows scanning and associating any number of images with a grave record, can link word, excel, pdf etc. and we can have as many images as we want with any particular grave record. If a document is an image, it can be edited within the software as well.

The address book section is where all of our contacts are saved. An owner record automatically creates a link from the owner to the grave. Genealogical information tabs are available in the program as well. All information will automatically be copied to the burial record so there is no redundancy. Contacts can be linked to each other, these can be next of kin or anyone who is related and relationships can be defined. The program can indicate new primary contacts related to the owner. Roles can be created for the contacts in the address book (owner, volunteer). There is an area to record service items, such as flower services or greenery. Pontem is in the process of building integration with contracts and sales/receipts for cemeteries which have a data exchange with QuickBooks - and the information for that product would likely come into this area.

There is an occupants or burial records section. The interment record has general information, has veterans status, and a link to the property. We can link individuals to our address book in the burial detail record. A section for genealogical information is available on this page - and this section can be published to the web.

Advanced Search allows for filtering. The advanced search can search by plots, sections, status (sold or open), the user-defined fields, the occupant user-defined fields, veterans, it can show all WW2 vets, or by branch such as Air Force, etc. There is an extremely large amount of search tabs and options. We can also define a particular search and send it to a report that can be printed out. Many reports are available to us and they can have simple edits done to make them more customized to what we need. A custom report can be created for us if needed, though it is at an extra expense. A report being created can be sent via email by the program, creating a pdf version. Reports and forms can be saved in a variety of different file types so they can be used outside of the system by others.

Pontem then went over the mapping portion of the software. From the grave detail screen, the

mapping can be selected. We can immediately zoom into the selected property/graves, the status can be detected by the colors of the properties. The map is automatically updated in real time when any grave or owner record is updated. The map can view the address, occupant name, owner name or other options for each property. A backward search can be done. From the map, you can search for a different occupant and it will show that information back on the detail screen. The map also allows for a ranged selection of properties. On the map, we can select spots that haven't been sold in a range, then on the detailed screen use that information to create a receipt for the purchaser. The software allows for searches in the occupant's list for things like veterans to place flags for memorial day, and when that is done, the map can show the plots for each veteran or any other category selected.

We can subscribe to the online burial search service which allows the public to search for the data. A copy of the information will be automatically updated regularly to a web server without giving the public access to the actual database. Individuals can choose whether to crowdsource their genealogical information and they'll receive updates on whether or not to allow that information. GIS mapping was viewed via the online burial search, and there are color-coded graves with a key, and zooming in enough shows the names of others buried in the area. They showed a Cemetery 360 product which uses the latitude & longitude to bring up 360 imaging from the spot that is selected. When a search is done, if there are multiple cemeteries, the online search will designate which cemetery a given name is associated with. A memorial can be recorded for an individual where people can leave stories, memories, images etc. There isn't a cremation page, but a burial can be noted as a cremation. No scheduled running of reports is available.

With a new client, an interview helps them gather documents and understand what records we're working with, an initial consultation which includes setup, best practices, and data entry approach that is best for us, and any problems we have that the program can help solve. There is initial help with user-defined fields, and customizing the available reports. They do at least one training for the staff on how to do the data entry, and one to run reports and searches once the data is in the system. There is a remote service for help that has no additional charge. They are currently working with Osiris, integrating contracts, receipts, and sales with the Pontem system. The online burial search uses mobile-first technology and it is device aware. When they do a GIS project, they can capture the latitude and longitude of every plot. If location services on someone's phone are turned on, the phone can navigate them to the grave. The pontem help center has the system requirements for running the system. That is located at support.pontem.com.

Review Purchase of Software

Mr. Katwick spoke on looking to get cost information on data entry. The trustees spoke on the number of records we have for the Milton Mills Cemetery so we can get a price point from Pontem. Trustees spoke on the budgetary items available for the software. There was some discussion on the storage of the software and where access would be from within town hall. Remote access was discussed. There was additional discussion on who would be taking care of the administrative tasks that John has done for years through his volunteer work and now with the addition of Milton Mills.

Review Cemetery Expenditure Report and Expendable Trust Fund to Date, and discuss remaining balance

The expenditure report hasn't changed from the last meeting. \$4,925.26 (about 50.7%) of the budget has been spent.

2018 required man-hours and Cemetery Budget

Mr. Katwick would like to change the total budget from \$10,000 to \$12,000. He recommended \$4,000 would be a 2nd line item for administrative costs for a salary part-time or stipend for whoever is assigned that work. Bruce said we should consider a third line item for the annual hosting fee for the cemetery software at \$2,000. There was a motion for maintenance work 2018 for the trustees budget from \$10,000 to \$6,000 by Katwick. Mr. McQuade seconded. The motion passed 3-0. The maintenance only will be paid from the expendable trust funds, the software and salary would not come from the expendable trust funds.

\$63,269 is available for whatever maintenance is needed from the private funds.

\$48,954 is available from the cemetery fund and cemetery trust.

Follow up on 9/20 Work Shop

Wakefield was very happy with the workshop and they learned a lot from the last meeting. Mr. Katwick will have lists from other towns on what the responsibilities are for their cemetery trustees.

New business

The volunteer group has been approved by BOS. Mr. McQuade will clean up the proposal, and we'll put it online, we can start searching for volunteers.

Next meeting

The next meeting will take place on Wednesday, November 8th, 2017.

Mr. Katwick motioned to adjourn the meeting, Mr. McQuade seconded, motion passed 3-0 and the meeting was adjourned at 11:48 am.

Respectfully submitted,

Brian McQuade, Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary