



Milton Cemetery Trustees Meeting Minutes Wednesday, May 17, 2017

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

Members of the Public Present: Charlotte Mee, Lois Michaud, Bob Carrier, Tim Fountain, Dana Crossley, Larry Brown, Clarence Nason, Bob Graham, Brian Boyers, Suzanne Babel, Kathy Wallingford, Susan Henderson, Heather Thibedeau, Chief Richard Krauss

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

Approve Meeting Minutes for April 19, 2017

Mr. Woodruff motioned to approve the meeting minutes for April 19, 2017, as written. Mr. Katwick seconded. The motion passed 3-0.

Presentation by Tim Fountain for Precision Mapping Systems

Mr. Katwick introduced Mr. Fountain (CAI Technologies). Mr. Fountain gave a brief history about CAI Technologies and talked about specializing in helping towns maintain parcel data and using it to serve the taxpayers and assist town staff more efficient with mapping systems. Mr. Fountain notified the public he'd like to keep an open discussion and will separate the talking between data and application. Mr. Fountain spoke on maintaining the data yearly as it doesn't do any good to initialize it and then keep up with the maintenance.

Mr. Fountain looked at the CAD data to see how well it lines up with the global imagery for accuracy. Mr. Fountain had a visual display of the map overlays on the projector for the public.

Mr. Brown asked the direction of north on the map. Mr. Fountain pointed out the top of the screen was north. Mr. Fountain showed a few examples of where there may be some corrections that need to be made. Mr. Brown asked if Mr. Fountain stated a particular example was an error and Mr. Fountain stated it's an assumed anomaly. Mr. Fountain is only showing the data we have overlayed on the global imagery.

Mrs. Wallingford asked who's job it was to correct the imagery. Mr. Fountain stated it's done by the state and didn't know the exact vendor. Mrs. Crossley stated these aren't surveyed maps which can explain the difference and possible error. Mr. Woodruff made comments regarding someone trying to subdivide and how

they make the maps more accurate when they survey. Mr. Fountain explained how the tools used could allow him to adjust abutting properties based off of more accurate data.

Mr. Fountain's assessment is that our data is good data, there are no major inaccuracies from his review. Mr. Fountain stated in the auto cad data he received, he didn't get any of the texts to go with the maps and once we have the parcel data in the geographic format all in one database, it's sustainable. Mr. Fountain suggested don't want to be maintaining and updating data in two different places. Mr. Fountain's presentation was to show us what we would be getting/seeing upon completion and then putting that information on a web viewer. Mr. Fountain described a platform service where they build this all and host it through their company, the product is called Axis. Mr. Fountain used Wakefield as an example as they are a client and went through a short demo of the online mapping page. They pay CAI an annual fee to keep their online mapping up and running, and the town updates their mapping with a few clicks. Mr. Fountain showed their google analytics page to show how often people are visiting the page and how long a user is on the page.

Mr. Fountain described how he sees the system as the wheel and the different departments and users as the spokes of the wheel as in many groups could use the data beneficially. Mr. Fountain showed a cemetery property and how you can view additional documents and links such as survey images as well as the avatar data. The town can select how many points of information they would like to show or make available to the public. Mr. Fountain showed an example of how to find abutters of a property by using either a parcels within x amount of feet, or by clicking and highlighting properties that are known.

Mr. Woodruff asked regarding older imagery to see how the information may have changed. Mr. Fountain showed examples of other base maps, like topography maps to see how things apply. Also in the abutters section of the program, Mr. Fountain showed how to add and remove specific multiple targets and then select a footage amount outside of those targets. Mr. Fountain showed built in reports and mailing labels to print for the specified properties selected. Mr. Fountain showed built in controls to illustrate the many different maps a town may use including zoning maps, flood maps etc. and view them by themselves or lay them over one another to see where things interact.

Mr. Fountain showed the zoom function to areas of interest, ability to add arrows and other graphics as well as creating custom maps, to use and print out or map to a pdf and email. Mr. Woodruff asked Mr. Fountain to give us examples on how the town staff could use the data. Mr. Fountain said we would get to that, he showed more zooming options and street view data. Mr. Fountain showed Hampton mapping examples of how different data can be used, and the difference between what the public can see and when he logs in, how the town staff can see additional information when logging in such as sewage and drainage. The data shows the manholes, direction of flow, etc.

Mr. Fountain showed data available under Multonborough to show all the different options available and specifically the road maintenance maps, crash data, etc. They have a hazardous waste data layer which can be overlayed on individual parcels as well. Mr. Fountain stated they can also view the results of upload and download tests. Mrs. Crossley had a question on how all of the documents would be uploaded onto the system. Mr. Woodruff stated since the town would need to decide what would be made available to both the staff and public, it would be done individually.

Mrs. Crossley and Mr. Katwick had questions on burial search data. There was discussion on burial search options and how to link it to the Axis system. Mr. Fountain explained while that would be a different program, there are ways to map that and implement it into the Axis system.

Mr. Brown asked if there was information that is supposed to be available to the public but is not on the website has caused any problems, and Mr. Fountain replied they have not. Mr. Fountain explained that the data is easily available from town in paper form when asked. Mr. Woodruff explained that residents can opt out of the web program data viewability to the public even though it is still available from town hall and Mr. Fountain showed an example of how many parcels in a particular town have opted out.

Mr. Woodruff spoke on how to implement an orderly operation of how to add to the axis system on an expected amount for each year. Mr. Brown spoke on snowplow routes and information on how the school could utilize the data. Mrs. Crossley asked about day to day usage for example the public works or police flagging a particular spot for attention. Mr. Fountain talked about a staff only editor tool where if someone was out in the field they could pinpoint a spot for their own or another user's attention.

Question by Mr. Graham about how often the aerial photography is updated. Mr. Fountain stated around 4-5 years between each event from the data he had immediately available. Mr. Fountain stated many states do this every 2 years.

Mr. Woodruff asked about how we would start and the costs associated. Mr. Fountain stated the initial setup and conversion of the data would be \$12,200. Then the Axis application would cost \$1,500 to build, and to host each year would be \$2,400. For the maintenance, it would be around \$3,500 per year. The other tools that could be used would have additional costs. These costs would get the data setup, build the site, and maintain the mapping. Mr. Fountain named a few things, \$500 for the upload tool, \$950 for staff sites, the costs for building the data and mapping the data for individual needs is on a case by case basis.

Mr. Fountain left some business cards and brochures for those who were interested.

New Business

Mr. Katwick spoke with the attorney general and they misunderstood the way we handled the money with the perpetual trust. Mr. Katwick determined that by the time our attorney reviewed it, it would be ok. So the Milton Mills Cemetery is moving forward.

Mr. Katwick needs to take a vote for the ability to sell the plots, all financial transactions were stopped in October 2016 in anticipation of the transfer, and once we the trustees make an approval and the selectmen do the same, we may open the transactions back up. Motion made by Mr. Katwick for the approval to start selling right to inter lots again. Mr. McQuade seconded. Passed 3-0.

Mr. Katwick thanked Mrs. Mee for helping with the flowers and Mr. Woodruff will be helping her. Mr. Katwick provided Mrs. Mee a photocopy of the payment made by the town to Stewart's Flower Shop.

Mr. Katwick presented the award to the cemetery vendor, All Land Enterprises, and that contract is completed.

Mrs. Mee has all the Milton Mills Cemetery records which are in one box, when we have time that will be filed downstairs in the town hall.

Mr. Katwick talked about the Plozzaj remains found at Second Hand and that the burial has been completed.

Next meeting June 7th, 10:00am.

Mr. Woodruff noted that the next step is to speak to the department heads and see if they are behind the mapping system and weigh the costs and benefits. In addition to this, talk to the town administrator and see if the different departments who may be interested had money that otherwise wouldn't be spent this year to put into this project.

Meeting adjourned at 11:20am

Respectfully submitted,

Brian McQuade
Secretary

Minutes Approved:

_____ John Katwick, Chair

_____ Bruce Woodruff

_____ Brian McQuade, Secretary