

Cemetery Trustee Meeting
held August 8, 2013
at the DPW Facility on Lockehaven Road
at 6 P.M.

Attending were: Mary Quintana, Chairperson, Richard Henderson, Trustee and Will Shoemaker, Sexton. Also Alisa Bonnette, Enfield Executive Assistant as a consultant in regards to future Cemetery Records Program by Pontem Co.

First item was cost and availability of new metal signs for cemetery rules by Will Shoemaker. Approximate cost was \$20 per sign and which was approved and voted on by Quintana and Henderson to accept the lowest bid for this item that meets our criteria.

Next item was Safety Screen for Kioti Tractor by Will. He said that Safety Screens have been installed and are ready for use.

3rd item was fence repair at Union Church cemetery which has not been completed due to availability of service truck to drill holes in granite posts as needed.

Last item was discussion of obtaining a new Record keeping system for our Cemetery Records due to the present DOS (Disc Operating System) having become obsolete, a new updated system will be required. This new system will be primarily for our new Countryside Cemetery which is our main source of burials at the present time. One source is a company called "Pontem" which produces software for various agencies including cemetery records. Brochures describing features and benefits were given to all Trustees present and Sexton Shoemaker. Mary Quintana had called Pontem to obtain tentative prices for our needs to see if affordable for Enfield's requirements. This will be the main source of record keeping for our Enfield Cemeteries and will require planning for future Trustees and others involved in this program. This is the reason that Alisa Bonnette was invited to this meeting as she is familiar with our present system. Her suggestions are very valuable to the Trustees to determine our needs for a new system. It was noted that the Town of Lebanon is using this system by Pontem and could possibly give us assistance if needed. Alisa will contact the person at Lebanon to arrange a meeting in the near future. Cost will vary according to our needs and it is the hope by the Trustees that the Town of Enfield will take an interest in providing financial assistance in this very important and needed endeavor.

Meeting was closed at 7:00 PM.

Respectively submitted by Richard M. Henderson, Secretary.