



# CEMETERY TRUSTEES

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## MINUTES OF THE CEMETERY TRUSTEES

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Tuesday, November 28, 2017 – 7:00 p.m. – Town Hall Conference Room

*Members Present:* Bob Ellwood, David Gill, Michele Kaulback

*Also Present:* Paul Hayden – Sexton; Amy Bauer – Deputy Town Clerk; Kevin Van Etten – Former Sexton

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Chair Gill opened the Cemetery Trustees meeting at 7:13 p.m. A roll call was taken by the Chair; he announced a quorum was present and the meeting was being recorded.

### 1. Computer Software – Amy Bauer

Amy Bauer reviewed the cemetery software program proposals with Trustees. Her recommendation was Pontem Software for Cemeteries. The cost was less than other programs: \$2,100 for the program and \$375 annual maintenance fee starting in 2018. Residents will be able to access the program through the Town website and search by individual; customized reports can also be done. Additional modules can be purchased and added to the Pontem program. The Trustees were in agreement that the program is much better than what is currently being used.

One user license will be purchased. M. Kaulback has offered to help input information from the current system. Funds are available through the 2017 budget.

MOTION: B. Ellwood moved to approve the purchase of the Pontem Software for Cemeteries program from the 2017 budget. Second – M. Kaulback; all in favor. MOTION CARRIED

The Trustees will continue to use BMSI for one year.

### 2. Administrative Updates

A short work session took place. Maps will be labeled “Not to Scale”; the 8 person lot was the same size as the 12 person lot and that created a problem recently. P. Hayden stated that he guaranteed Priscilla Bourassa she would be buried next to her husband, which was her concern. Priscilla Bourassa will be added to a future agenda.

There will not be a December meeting due to the holiday; the Board of Selectmen will meet on Tuesday, December 26, 2017.

Chair Gill asked the Bookkeeper to purchase two boxes of stakes. He would like them ordered from this year’s budget.

Corner markers that the Trustees thought may have been stolen were sunken. P. Hayden noted that many were located when the mapping was done.

### 3. Approval of Minutes

B. Ellwood questioned the statement under “Other Business” that Priscilla Bourassa was present when the lots were purchased.

MOTION: Chair Gill moved to approve the minutes of the meeting on Tuesday, October 24, 2017, contingent upon any amendments. Second – M. Kaulback; all in favor. MOTION CARRIED

If amendments are made to the minutes, the Trustees will re-approve.

### 4. Other Business

- The Trustees will be contacting Heidi Hamilton.
- After the Pontem software is installed, the Trustees will meet with A. Bauer. P. Hayden suggested speaking to A. Bauer to make sure the laptop is up-to-date and can handle the program.

### 5. Adjournment

MOTION: Chair Gill moved to adjourn at 7:58 p.m. Second – B. Ellwood; all in favor. MOTION CARRIED

NEXT MEETING
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Tuesday, January 23, 2018 – 7:00 p.m., Town Hall Conference Room

Respectfully Submitted: Charlotte Hussey, Secretary to the Boards

Approved: Tuesday, January 23, 2018