

Barrington Cemetery Commission (Approved Jul 8, 2015)

The Barrington Cemetery Commission met on Wednesday, June 10, 2015 at 1:00 PM in the Meeting Room at the Barrington Public Library-Community Center.

Present Mr. John A. MacIntyre, Jr., Chair; Mr. Robert Black; Mrs. Sarah P. Small, Secretary of the Commission and Mr. Steven Primiano, liaison to the Town Council; Mr. Enzly Ramsay, Superintendent of Operations; Meredith DeSisto, Town Clerk; Susan L. Taylor, cemetery volunteer; Mr. Ted Dooling of Boston Computer Scanning, 59 Albion Street, P. O. Box 1646, Wakefield, MA 01880, Tel. 781-245-1050, Fax: 781-245-1025. www.BOSSCAN.COM

Mr. MacIntyre called the meeting to order at 1:10 PM.

Mr. Ted Dooling of Boston Scanning was introduced and he proceeded to describe his company and the services it offers. Boston Computer Scanning is a records management company that specializes in scanning and electronically storing cemetery records such as lot cards, deeds, and other paper records typically generated by the operation of a cemetery. The records can be scanned to create an "intelligent" database that can then be searched by entering keywords such as the lot owner's name, lot or grave number type of interment and many other data. Additionally, the database can be cross-linked to maps of the cemetery so the user could identify the location of a grave or lot in the cemetery. It can also show on the cemetery map which lots are sold, available for sale and which graves are occupied.

Templates within the system can be used to generate and store electronically deeds and other documents that can be printed.

Other business records such as meeting minutes, agendas, letters, etc. can be scanned intelligently into the system to make them searchable.

Should we engage his company, he stated that company representatives would come onsite to scan the documents. No documents would leave the possession of the town.

All information is managed on servers at the company's office. The servers are backed up weekly or monthly as needed.

Mr. Dooling gave a live demonstration of the system using a real account. He showed how data can be added, revised, updated queried. He also showed the flexibility of the system in that it can be set up to the customer's specifications.

There was discussion including questions and answers to further examine the capabilities of this system and how it could be of use to the Barrington Cemetery Commission. Mr. Dooling said in order to provide a quotation; he would need to survey our records. Given what information we provided on the size and scope of our operation, the start up cost might be in the range of \$4,000 to \$15,000. There would then be an annual maintenance fee of \$1,000 - \$1,500. All of this is dependent on how elaborate we wish to develop the system.

The meeting adjourned at 3:00 PM.

Robert Black, Barrington Cemetery Commissioner