



## TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

### Minutes – May 22, 2015 Meeting

**Commissioners Present:** Robert Guptill, Debra Stewart, William Arakelian

#### AGENDA ITEMS

The meeting opened at 4:30 p.m.

##### 1. Meeting Minutes

Motion made by Deb Stewart and seconded by Bill Arakelian to accept the minutes of the May 6 and May 7, 2015 meetings. Vote unanimous.

##### 2. Cemetery Superintendent Report

Frank Bryan was unable to attend the meeting. During discussion, Deb Stewart offered to make a chart to help the superintendent manage his activities.

##### 3. Lawn Care

Discussed need to care for and manage the lawns in the cemetery, especially the need to control the grubs. Motion made by Deb Stewart and seconded by Bill Arakelian to purchase up to \$5K in grub control, fertilizer, weed control, and grass seed from the Perpetual Care Fund. Vote unanimous.

##### 4. Cemetery Entrance Restoration

Bob Guptill reported that CME Associates will perform the engineering support activities for this project, especially to help write the RFP and develop the project specifications. At this time, there is no contract in place for CME Associates to perform this work. He will contact CME to get a contract from them for the Town to sign. He will also discuss with Denise whether they can begin their work prior to July 1<sup>st</sup>.

##### 5. Drainage Study

Bob Guptill reported that CME Associates Inc. submitted a proposal for \$34.5K to perform the design engineering for this project. He cannot sign the contract with CME Associates. Only the Finance Director can sign it as the Procurement Officer of the Town. He will give the contract to her for signature.

##### 6. Trial Court Community Service

Deb Stewart reported that tomorrow, May 23th, is when the Trial Court parolees will be coming to the cemetery. The work to be performed by the parolees was discussed. She will manage the work to be performed with the Trial Court supervisors. She will bring donut holes and Bob Guptill will bring a folding table, cooler, ice, and bottles of water.

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#### **7. Boston Computer Scanning Presentation**

Bob Guptill reported that BCS will be coming to the cemetery on May 28, 2015 to view the records for scanning.

#### **8. Flower Planting**

Deb Stewart reported that no one came to the flower planting in the cemetery on Sunday, May 17<sup>th</sup>. She and Bob Guptill planted all the flowers. Left over flowers will be planted around the cemetery.

#### **9. Preservation Plan Presentation**

Bob Guptill reported that the date for the public presentation of the Preservation Plan has been re-scheduled for Tuesday, June 9, 2015 at 7:30 in the Town Hall meeting room. Bob Guptill will prepare a handout and large maps on foam board for the presentation. Deb Stewart will send one letter to area funeral directors and another letter to pertinent Town boards and committees. It was decided to send the letter to the Board of Selectmen, Highway Department, Finance Committee, Conservation Commission, Planning Board, and Community Preservation Committee.

#### **10. Cemetery Commissioner Concerns**

**10.1 Lawn Mower:** Bill Arakelian volunteered to work with Frank Bryan to develop a specification for the new lawn mower and to obtain quotes.

**10.2 Tree Arborist:** Bob Guptill will contact Bob Arakelian to get recommendation for an arborist to evaluate the cemetery's trees.

**10.3 Roads:** When closing roads, removing asphalt, and seeding them to grass, the commissioners agreed that the best approach would be to do them in sections from the front of the cemetery and then to the rear.

**10.4 Signs:** The commissioners looked at some cemetery sign literature found by Bob Guptill. He will contact Bob Arakekian to get his recommendations.

**10.5 Price List:** Deb Stewart volunteered to develop a price list of cemetery products and services.

**10.6 Facebook:** Deb Stewart volunteered to set up a cemetery Facebook page.

#### **11. Next Meeting**

The Commission decided to hold a regularly scheduled meeting each month. The 2<sup>nd</sup> Thursday of the month was decided as the day. Motion made by Deb Stewart and seconded to have the next meeting on June 11th.

#### **12. Adjournment**

The meeting was adjourned at 6:20.

Respectively Submitted,



Robert Guptill  
Secretary