



TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY
161 Main Street
Groveland, Massachusetts 01834

TOWN OF GROVELAND
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TOWN CLERK
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Minutes – May 5, 2016 Meeting

Commissioners Present: Robert Guptill, Debra Stewart, Rock Dower, Frank Bryan

AGENDA ITEMS

Motion made by Deb Stewart and seconded by Rock Dower to open the meeting at 4:30 p.m.

1. Meeting Minutes

Motion made to table the acceptance of the minutes until the next meeting.

2. Cemetery Superintendent Report

2.1 Lot Request Report:

Lot N-87: No action taken.

Lot 776: Frank reported that next week he would put the footstone in the ground.

2.2 Burial Report: No action taken.

2.3 Sale of Lots and Services Report: Bob and Frank continue to review the information provided by the Town Accountant and fill in holes using cemetery records.

2.4 Work Order Report: No action taken.

2.5 Maintenance Schedule:

- Deb suggested that perennials should be placed on some headstones that are covered by the Flower Fund. Everyone agreed that this was a good idea.
- Frank reported that he is putting tags on overgrown shrubs.
- He reported that the Smallpox Cemetery is to be cleaned again.
- He also stated that the grub protection was going to be spread tomorrow

2.6 Other:

- **Part Time Labor:** Town Meeting approved the Part Time labor request of \$8.5K. Motion made by Bob Guptill and seconded by Deb Stewart to hire one primary part time worker who will work 32-hours/week for 22 months. A total of 704 hours will be devoted to this position from July 1, 2016 to June 30, 2017 at \$10/hour. Majority vote. A second part time worker will be hired at a later time to work during peak times.
- **Stump Grinding:** Frank is coordinating stump grinding bids. Iron Tree Service coming on Monday; Bradford Tree & Lawn Service on Friday; and Mayer Tree Service later. Will have quotes for May 26 meeting.

3. Cemetery Commissioner Concerns

3.1 FY16 Budget Status:

- Frank and Bob will meet to develop a closeout budget for FY16 and will report back at next meeting.
- Motion made by Bob Guptill and seconded by Deb Stewart to purchase a new leaf blower with supplies not to exceed \$750. Majority vote.

3.2 FY17 Budget Request:

- Budget requested was approved at Town Meeting.

3.3 FY17 Capital Improvement Request:

- Utility vehicle approved at Town Meeting
- Rock Dower will take lead in purchasing the new vehicle.

3.4 Action Plan: Attached with changes.

3.5 Looking Ahead: No action taken.

3.6 Other: No action taken

4. Flag Request

No further action.

5. Security Strategy

Deb reported that the neighbor is pleased with the increased police surveillance.

6. Next Meeting

Next meeting scheduled for May 26, 2016 at 4:30 p.m. Motion made by Rock Dower and seconded by Deb Stewart. Vote unanimous.

7. Adjournment

Motion made by Deb Stewart and seconded by Bob Guptill to adjourn the meeting at 6:35 p.m. Majority vote.

Respectively Submitted,



Robert Guptill
Secretary

CEMETERY DEPARTMENT ACTION PLAN

1. MANAGEMENT

Revised 5/5/16

No.	Goal	Lead	Completion Date	Status
1-1	Develop, document and implement operating procedures to manage the Cemetery's burial process			
1-2	Develop a job description for the superintendent position	Stewart	FY17	Preliminary draft being completed
1-3	Develop a document format for recording standardized information about Cemetery lots	Guptill	4 th QTR FY16	
1-4	Complete research on Cemetery software programs and acquire a license to a program that best meets the Riverview Cemetery's needs	Guptill	1 st QTR FY17	
1-5	Inventory all Cemetery lot deeds and develop an Excel spreadsheet to organize and search the deeds	Guptill	4 th QTR FY16	All deeds have been entered into the spreadsheet. Reconciling discrepancies and updating.
1-6	Complete the review and acceptance of the Riverview Cemetery Preservation Plan	Gemission	4 th QTR FY16	Final plan received; Completed
1-7	Complete the review and acceptance of the Cemetery's drainage study	Commission	4 th QTR FY16	Boundary and contour map reviewed. Draft plan expected 4 th QTR FY16
1-8	Update and revise the Riverview Cemetery Rules and Regulations	Stewart	FY17	2nd draft developed
1-9	Develop an e-mail account for the Cemetery	Guptill	3 rd QTR FY16	Completed
1-10	Develop a Cemetery web page as part of the Town's website	Guptill	3 rd QTR FY16	Completed. Update as required.
1-11	Develop a walking tour of the cemetery that includes a brochure with map	Guptill	4 th QTR FY16	First brochure: Eleven Groveland Civil War soldiers buried in cemetery

2. GROUNDS MAINTENANCE

No.	Goal	Lead	Completion Date	Status
2-1	Acquire sufficient grub protection and treat the entire cemetery twice during the year	Bryan	4 th QTR FY16 1 st QTR FY17	\$3K in grub control pellets acquired; Initial application in 2 nd QTR FY16
2-2	Complete one drainage project recommended by the drainage study	Guptill	FY17	Chapter 90 funds; Work performed by Highway Dept.
2-3	Award a contract to a tree service to trim and remove unwanted trees on the East and North side of the cemetery	Guptill	FY17	Perpetual Care Fund. 7 days of tree service completed
2-4	Award a restoration contract and complete the restoration of the Cemetery's entrance arch, stone wall, and holding crypt	Guptill	2 nd QTR FY17	Contract to CME Engineering to write specs has been awarded; Draft specs received; Denise to send RFP boilerplate to CME
2-5	Complete the restoration of the east side of the Cemetery behind Woodland Ave.	Dower	4 th QTR FY16	Sale of Lots Fund; Groveland Landscaping to perform?

2-6	Clean the Smallpox Cemetery three times during the year and mow as required	Bryan	4 th QTR FY16 1 st QTR FY17 2 nd QTR FY17	
2-7	Grind tree stumps, fill holes with loam, and seed	Guptill	4 th QTR FY16	Cost estimate received from Dunn Landscaping
2-8	Remove maple trees along the Billis' side of the Cemetery entrance	Guptill	2 nd QTR FY17	Jim Billis will remove trees at no cost; Highway Dept. will chip brush
2-9	Reseed one section of the Cemetery	Bryan	4 th QTR FY16	Perpetual Care Fund
2-10	Close one road, fill and seed	Guptill	1 st QTR FY17	Road reclaimed by Highway Dept.
2-11	Solicit donations for three new trees and plant them in the Cemetery	Stewart	1 st QTR FY17	Dependent on closing road

3. HEADSTONE CONSERVATION

No.	Goal	Lead	Completion Date	Status
3-1	Using the cemetery staff, replace the foundation of 10 headstones or monuments	Bryan	2 nd QTR FY17	Materials from expense account
3-2	Using the American Legion team, reset 10 headstones or monuments	Guptill	1 st QTR FY17	11 headstones reset 3-4/16;
3-3	Using American Legion Team, clean 20 headstones or monuments	Guptill	2 nd QTR FY17	7 headstones cleaned 3-4/16
3-4	Award a contract to a professional headstone conservator to restore broken or damaged headstones and monuments	Guptill	1 st QTR FY17	\$3K from Perpetual Care Fund; Jonathan Appell will restore headstones on May 11-12
3-5	Apply for a grant to restore the Old Burying Ground (OBG)	Guptill	2 nd QTR FY17	May be multiple grants

4. INFRASTRUCTURE

No.	Goal	Lead	Completion Date	Status
4-1	Implement the Building Inspector's recommendations regarding the office/maintenance building deficiencies	Dower	FY17	Capital Improvement funds will be required to complete expensive recommendations; Medal plate to be put on door
4-2	Determine the restoration requirements of the hearse building and identify a path to accomplishing the restoration	Stewart	2 nd QTR FY17	Initial contact made with Whittier VOTEC; Meeting being arranged
4-3	Complete the reconfiguration of the fencing around the aggregate storage area	Guptill	4 th QTR FY16	Contract with Groveland Fence awarded; Jersey barriers may be available from Highway Dept.
4-4	Acquire a new utility vehicle	Commission	1 st QTR FY17	Acquisition approved at Town Meeting; Need to develop spec and RFP
4-5	Convert and update the Cemetery's map from a Mylar map to a computer-based map	Guptill	FY17	CME Engineering contacted for recommendation to accomplish