



# TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

## Minutes – June 8, 2016 Meeting

**Commissioners Present:** Robert Guptill, Debra Stewart, Rock Dower

### 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 by Deb Stewart and seconded by Rock Dower to accept the meeting minutes for March 24, 2016 and April 14, 2016. Vote Unanimous. Motion made by Deb Stewart and seconded by Rock Dower to table the minutes of the last meeting. Vote Unanimous.

#### 2. Cemetery Superintendent Report

##### 2.1 Lot Request Report:

Lot N-87: Jordan Lighthall's sister Lindsey died and was buried in the Holly Lot.

Lot 776: Bob Guptill reported that the footstone was installed by Frank.

2.2 Burial Report: No action taken.

2.3 Sale of Lots and Services Report: No action taken.

2.4 Work Order Report: No action taken.

2.5 Maintenance Schedule: No action taken.

2.6 Other: No action taken.

#### 3. Cemetery Commissioner Concerns

##### 3.1 FY16 Budget Status:

- A discussion was conducted regarding budget expenditures already approved to not exceed the appropriated amount. Approved items include:
  - Leaf Blower \$750
  - Fence Changes \$250
  - Future Utilities \$300
  - Shop Tools \$200
  - Battery Powered Tools \$400
  - Headstone Conservation Supplies \$50

Additional items are being considered for end of year expenditure.

3.2 FY17 Budget Request: No action taken.

3.3 FY17 Capital Improvement Request: No action taken.

3.4 Action Plan: Attached with changes.

- The preliminary drainage study plans submitted by CME were discussed. It was agreed that the Commissioners need to do a site visit to better understand the drainage recommendations and to make corrections. Motion made by Deb Stewart to send a letter to CME requesting a clarification of their survey proposal. Rock Dower seconded the motion. Vote unanimous.

3.5 Looking Ahead: No action taken.

3.6 Other: No action taken

#### 4. Flag Request

TOWN CLERK  
RECEIVED/POSED

2016 JUN 28 PM 3: 25

TOWN OF GROVELAND

No action taken.

**5. Security Strategy**

No action taken.

**6. Next Meeting**

Next meeting scheduled for June 22, 2016 at 4:30 p.m.

**7. Adjournment**

Motion made by Deb Stewart and seconded by Rock Dower to adjourn the meeting at 6:42 p.m.

Vote unanimous.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Robert V. Guptill". The signature is written in a cursive style with a prominent initial "R".

Robert Guptill  
Secretary

## CEMETERY DEPARTMENT ACTION PLAN

### 1. MANAGEMENT

Revised 6/6/16

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 <sup>th</sup> 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 <sup>st</sup> QTR FY17	
1-5	Inventory all Cemetery lot deeds and develop an Excel spreadsheet to organize and search the deeds	Guptill	4 <sup>th</sup> QTR FY16	All deeds have been entered into the spreadsheet. Reconciling discrepancies and updating.
1-6	<del>Complete the review and acceptance of the Riverview Cemetery Preservation Plan</del>	Commission	4 <sup>th</sup> QTR FY16	Final plan received; Completed
1-7	Complete the review and acceptance of the Cemetery's drainage study	Commission	4 <sup>th</sup> QTR FY16	Boundary and contour map reviewed. Draft plan expected 4 <sup>th</sup> QTR FY16' Preliminary Plan received 6/1/16
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 <sup>rd</sup> QTR FY16	Completed
1-10	Develop a Cemetery web page as part of the Town's website	Guptill	3 <sup>rd</sup> QTR FY16	Completed. Update as required.
1-11	Develop a walking tour of the cemetery that includes a brochure with map	Guptill	4 <sup>th</sup> 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 <sup>th</sup> QTR FY16 1 <sup>st</sup> QTR FY17	\$3K in grub control pellets acquired; Initial application in 2 <sup>nd</sup> 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 <sup>nd</sup> QTR FY17	CME completed specs. Denise issued RFP. 6 contractors requested the specs. Site walk completed 6-1-16
2-5	Complete the restoration of the east side of the Cemetery behind Woodland Ave.	Dower	4 <sup>th</sup> 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 <sup>th</sup> QTR FY16 1 <sup>st</sup> QTR FY17 2 <sup>nd</sup> QTR FY17	
2-7	Grind tree stumps, fill holes with loam, and seed	Dower	4 <sup>th</sup> QTR FY16	Additional cost estimates being obtained
2-8	Remove maple trees along the Billis' side of the Cemetery entrance	Guptill	2 <sup>nd</sup> 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 <sup>th</sup> QTR FY16	Perpetual Care Fund
2-10	Close one road, fill and seed	Guptill	1 <sup>st</sup> QTR FY17	Road reclaimed by Highway Dept.
2-11	Solicit donations for three new trees and plant them in the Cemetery	Stewart	1 <sup>st</sup> 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 <sup>nd</sup> QTR FY17	Materials from expense account
3-2	Using the American Legion team, reset 10 headstones or monuments	Guptill	1 <sup>st</sup> QTR FY17	11 headstones reset to date
3-3	Using American Legion Team, clean 20 headstones or monuments	Guptill	2 <sup>nd</sup> QTR FY17	12 headstones cleaned to date
3-4	Award a contract to a professional-headstone-conservator-to-restore broken-or-damaged-headstones-and-monuments	Guptill	4 <sup>th</sup> QTR FY17	Jonathan Appell restored 20 headstones on 5-11/12-16; \$3K from Perpetual Care Fund;
3-5	Apply for a grant to restore the Old Burying Ground (OBG)	Guptill	2 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>th</sup> QTR FY16	Contract with Groveland Fence awarded; Jersey barriers may be available from Highway Dept.
4-4	Acquire a new utility vehicle	Dower	1 <sup>st</sup> 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