



TOWN OF GROVELAND
CEMETERY COMMISSION
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Minutes – January 28, 2016 Meeting

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

AGENDA ITEMS

The meeting opened at 4:30 p.m.

1. Meeting Minutes

Motion made by Deb Stewart and seconded by Rock Dower to accept the minutes of the January 7th meeting. Vote unanimous.

2. Cemetery Superintendent Report

2.1 Lot Request Report:

Lot N-87: No action taken.

Lot 776: No action taken.

2.2 Burial Report: Frank will further update this report. Bob and Frank will meet to review the information.

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

2.4 Work Order Report: No action

2.5 Action Plan: Draft of new Action Plan was reviewed. The Action Plan consists of all the goals that were submitted as part of the budget submission with several new goals added. Adjustments were made in the lead for each goal, the date of completion, and the notes.

2.6 Maintenance Schedule: Draft of maintenance schedule reviewed. Updates will be made as new maintenance items are identified.

2.7 Other:

- **Office Supply Vendor:** Bob Guptill will ask Denise about who our office supply vendor is and how to set up an account.
- **Home Depot:** Bob Guptill will ask Denise about how the Cemetery can set up an account with Home Depot.
- **Tax Exempt Letter:** Bob Guptill will ask Denise about getting a copy of the Town's tax exempt certificate.
- **E-mail Address;** Bob Guptill will ask Denise about setting up an e-mail address for the Cemetery and how to access it.

3. Cemetery Commissioner Concerns

3.1 Cemetery Superintendent Concerns: The concerns expressed at the previous meeting of the Commission by the Cemetery Superintendent were further discussed. Various ways to improve communications and to manage expectations between the Commission and the Superintendent were discussed.

3.2 Deed Inventory: Bob Guptill showed the format of the spreadsheet that has been developed to conduct the deed inventory and also discussed progress to date.

4. Winter Preparations: Frank placed all of the snow stakes in the cemetery. The plowing that was performed for the first snow storm was poor. A new driver had been assigned to the cemetery. Hopefully, this will improve by the next storm.

5. Next Meeting. Next meeting scheduled for February 18, 2016 at 4:30 p.m.

6. Adjournment

Motion made by Rock Dower and seconded by Deb Stewart to adjourn the meeting at 6:15 p.m.
Vote unanimous.

Respectively Submitted,



Robert Guptill
Secretary