



TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY
183 Main Street
Groveland, Massachusetts 01834

Minutes – October 13, 2016 Meeting

Commissioners Present: Robert Guptill, Debra Stewart, Rock Dower

AGENDA ITEMS

Meeting was opened at 4:30 p.m.

1. Meeting Minutes

Motion made by Rock Dower and seconded by Deb Stewart to accept the minutes of the June 30th meeting as amended, the minutes of the August 25th meeting, and the minutes of the September 13th meeting. Vote Unanimous.

2. Cemetery Superintendent Report

2.1 Lot Request Report:

Lot N-87: Letter dated 9/25/16 received from the lot owner instructing the cemetery to take no action on any requests from other family members. Motion made by Rock Dower and seconded by Deb Stewart to take no action on the letter. Vote unanimous.

Lot 839-B: Motion made by Deb Stewart and seconded by Rock Dower to declare the deed issued for Lot 839-A&B as invalid. Vote unanimous. Motion made by Deb Stewart and seconded by Rock Dower to send certified letter to Mr. Gouthier stating the Cemetery Commission's decision to invalidate his deed. Vote Unanimous.

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 FY17 Budget Status: No action taken.

3.2 FY18 Capital Improvement Request: No action taken.

3.3 Action Plan: No action taken.

3.4 Looking Ahead: No action taken.

3.5 Other:

FY18 Community Preservation Requests will be added as a Cemetery Commission concern to next agenda. Discussion conducted on what CPA projects would be requested for this coming year. The following projects were identified: (1) Restoration of Hearse House, (2) Restoration of Old Burying Ground, (3) Restoration of Veteran's Markers, (4) Acquisition of Computer Software and Storage Cabinet.

TOWN OF GROVELAND
2016 DEC 13 PM 2:52
TOWN CLERK
RECEIVED/POSTED

Motion made by Bob Guptill and seconded by Rock Dower to conduct an executive session on October 20, 2016 to discuss the discipline of a public employee. Vote Unanimous.

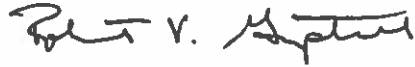
4. Next Meeting

It was decided to have the next meeting on November 11, 2016 at 4:30 p.m.

5. Adjournment

Meeting adjourned at 6:12.

Respectively Submitted,

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

Robert Guptill
Secretary

CEMETERY DEPARTMENT ACTION PLAN

1. MANAGEMENT

Revised 10/13/16

No.	Goal	Lead	Completion Date	Status
1-1	Develop, document and implement cemetery operating procedures that includes procedures to manage the Cemetery's burial process	Guptill	FY17	Draft financial procedures developed
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	1 st QTR FY17	
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	Request as CPA project?
1-5	Inventory all Cemetery lot deeds and develop an Excel spreadsheet to organize and search the deeds	Guptill	1 st QTR FY17	Working with Town Clerk half of the deeds with discrepancies have been married up to reconcile and update.
1-6	Complete the review and acceptance of the Riverview Cemetery Preservation Plan	Commission	4 th QTR FY16	Final plan received; Completed
1-7	Complete the review and acceptance of the Cemetery's drainage study	Commission	1 st QTR FY17	Final plans have been received for review and comment. Need to print copies for submission.
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	1 st QTR FY17	Brochure about Civil War Dead completed. Have contacted Martha Lyon – wants \$1,200. Need to find another source to develop map.

2. GROUNDS MAINTENANCE

No.	Goal	Lead	Completion Date	Status
2-1	Treat front lawn and new section with weed-killer, pesticide, and fertilizer	Guptill	4 th QTR FY17	Proposal by Prescription Tree Service to treat front lawn and new section was accepted for \$1,500/year. Contract has been awarded
2-2	Complete one drainage project recommended by the drainage study	Guptill	FY17	Drainage plans need to be completed first. Work performed by Highway Dept. using Chapter 90 funds
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	1st QTR FY17	Met with Valley Tree Service to review work to be performed..
2-4	Award a restoration contract and complete the restoration of the Cemetery's entrance arch, stone wall, and holding crypt	Guptill	1 st QTR FY17	Contract to CD Masonry awarded. Contract to be returned by 7/19/16. Work will start in September.
2-5	Complete the restoration of the east side of the Cemetery behind Woodland Ave.	Dower	2 nd QTR FY17	More brush needs to be removed on North end. Area needs to be seeded

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	Dower	1 st QTR FY17	Highway Dept. has ground some of the stumps. Many other stumps were not ground. Need to hire contractor to complete work..
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	Guptill	2 nd QTR FY17	Section to be reseeded in early September. Need to identify contractor
2-10	Close one road, fill and seed	Guptill	1 st QTR FY17	Meeting again with Kendal
2-11	Solicit donations for three new trees and plant them in the Cemetery	Stewart	1 st QTR FY17	Construction to obtain cost estimate. 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	Approximately 10 headstones on Redwood Ave. have been reset
3-2	Using the American Legion team, reset 10 headstones or monuments	Guptill	4 th QTR FY17	11 headstones reset to date
3-3	Using American Legion Team, clean 20 headstones or monuments	Guptill	2 nd 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 th 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 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	Need to prepare Capital Improvement request to complete remaining recommendations
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	1 st QTR FY17	Groveland Fence finished their work; Need to acquire Jersey barriers
4-4	Acquire a new utility vehicle	Dower	1 st QTR FY17	Vote taken at 9/13/16 meeting to acquire John Deere Gator.
4-5	Convert and update the Cemetery's map from a Mylar map to a computer-based map	Guptill	FY17	CME Engineering has submitted bid to map the new section