



# TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

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TOWN OF GROVELAND

## Minutes – November 12, 2015 Meeting

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

### AGENDA ITEMS

The meeting opened at 4:17 p.m.

#### 1. Meeting Minutes

Motion made by Deb Stewart and seconded by Bob Guptill to accept the minutes of the September 10, 2015 meeting. Vote unanimous. Motion made by Deb Stewart and seconded by Bob Guptill to accept the minutes of the October 8, 2015 meeting. Vote unanimous.

#### 2. Financial Report

**2.1** Reviewed the financial report from the Town Accountant. Three utility charges were assigned to the Expenses line item and need to be reassigned to the Utility line item. Bob Guptill will speak to the Town Accountant about making these transfers.

**2.2** Bob Guptill announced that the Cemetery Commission will meet with the Capital Improvement Committee on November 17<sup>th</sup> at 7:40 p.m. Deb will also attend. We will present our capital expense request for the utility vehicle at this meeting.

**2.3** Bob Guptill met with Denise about the part time expense over run. She said that a form to make a transfer from the Reserve Fund to the part time labor line item needs to be completed and submitted to the Finance Committee. An alternative would be to wait until the Special Town Meeting before the Annual Town Meeting and transfer money from another town account to pay for the overage. Covering just the overage will not give the cemetery any additional part time labor funding for May and June. No action was taken.

#### 3. Cemetery Superintendent Report

**3.1 Lot Request Report:** Frank and Bob will meet to complete the report for CY15.

**Lot N-87:** Certified and first class mail letter sent to Jordan Lighthall. Awaiting response. Note book has been updated, but needs further updating.

**Lot 776:** Ornaments and plastic angel not removed on Lot 776. Bob will speak with Frank about getting this done.

**3.2 Burial Report:** Frank will further update this report. Bob and Frank will meet to review the information. Deb will convert the Microsoft Word table report to an Excel spreadsheet.

**3.3 Sale of Lots and Services Report:** Bob and Frank will meet to review information provided by the Town Accountant and fill in any holes using cemetery records. Deb will convert the Microsoft Word table report to an Excel spreadsheet.

**3.4 Work Order Report:** No action.

**3.5 Leaf Blower:** Motion made by Deb Stewart to spend up to \$600 to buy a new leaf blower. Seconded by Bob Guptill. Unanimous. Blower to be paid for from Cemetery's Expenses line item.

#### **4. Cemetery Commissioner Concerns**

**4.1 Telephone:** Motion made by Bob Guptill to enter into a cell phone contract with Verizon Wireless to spend \$72 a month that includes 1,000 minutes of voice and unlimited texting. Seconded by Deb Stewart. Unanimous.

**4.2 Road Commissioner Request:** No action.

**4.3 Hearse House:** Deb working on getting the Hearse House on to the National Register of Historic Places. Getting the Hearse House on the registry is part of getting the whole cemetery on the registry. Hearse House needs sand bags around it to prevent further damage.

**4.4 Bench on Poplar Ave.:** Bench is in garage being fixed.

**4.5 Capital Plan:** The top capital Perpetual Care projects are (1) Tree Work, (2) General Lawn Care, (3) Gravestone Preservation. The top Sale of Lots project is Reclaim land behind Woodland Ave.

**4.6 Fee Schedule:** Motion made by Deb Stewart to approve revised fee schedule and present to Board of Selectmen for final approval. Seconded by Bob Guptill. Unanimous.

**4.7 Internment Form:** Motion made by Deb Stewart to approve use of the new Internment Form. Seconded by Bob Guptill. Unanimous. Deb will send the form to all area funeral directors.

**4.8 Surplus Equipment:** Cemetery trailer that is at Frank's father's house needs to be moved to the Highway Department garage. Bob will speak to Frank about doing this. Bob Guptill will speak to John McCluskie to get lawn mower returned to the Cemetery. No decision made as to where it is to be stored before being declared as surplus.

**4.9 Rules and Regulations.** Deb has completed first draft of revised Riverview Cemetery rules and regulations.

**5. Aggregate Storage:** The decision to make changes to the storage area is on hold to conduct a further review of the changes by the Commission.

**6. Tree Service:** Motion made by Deb Stewart to accept the bid of Valley Tree to do 3-days of tree work in the Cemetery at a price of \$1,350 per day. Funding is to be taken from the Perpetual Care Fund. Seconded by Bob Guptill. Unanimous.

**7. Drainage Plan Status:** CME has begun work. Groveland Electric Department has marked the location of buried electrical lines.

**8. Cemetery Software:** No action taken.

**9. Restoration Plan Review:** No action taken.

**10. Winter Preparations:** Bob Guptill will set up meeting with Bob Arakelian to discuss snow removal plan for the cemetery.

**11. Next Meeting.** No future meeting date was set.

#### **12. Adjournment**

Motion made by Deb Stewart and seconded by Bob Guptill to adjourn the meeting. Vote unanimous.

Respectively Submitted,



Robert Guptill  
Secretary