



# TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
183 Main Street  
Groveland, Massachusetts 01834

## Minutes – December 8, 2016 Meeting

Commissioners Present: Robert Guptill, Rock Dower

### AGENDA ITEMS

Meeting was opened at 4:40 p.m.

#### 1. Meeting Minutes

Motion made by Rock Dower and seconded by Bob Guptill to accept the minutes of the October 13<sup>th</sup> meeting and the minutes of the November 10<sup>th</sup> meeting. Vote Unanimous.

#### 2. Cemetery Superintendent Report

##### 2.1 Lot Request Report:

Bob Guptill reported that many new deeds and deed transfers have been printed and sent via certified mail to deed owners. 10 of the 18 deed requests have been closed.

**2.2 Burial Report:** The Burial Report was reviewed. All entries are now up-to-date.

**2.3 Sale of Lots and Services Report:** The FY16 Sale of Lots and Services Report was reviewed. All entries are now up-to-date. The O-19 Lot dated 1-15-16 has not been issued a deed and Bob will complete deed and send. All other new lot sales have been issued deeds.

**2.4 Work Order Report:** No action taken.

**2.5 Maintenance Schedule:** Motion made by Rock and seconded by Bob to change the water shutoff date to November 1<sup>st</sup>. Vote unanimous. A discussion was held about when and by whom the US flags should be removed.

**2.6 Other:** No action taken.

#### 3. Cemetery Commissioner Concerns

**3.1 FY17 Budget Status:** No action taken.

**3.2 FY18 Budget Request:** Bob will draft budget request for the commission to review and approve.

**3.3 FY18 Capital Improvement Request:** No submission will be made for FY18.

**3.4 FY18 Community Preservation Request:** Bob will prepare a submission for cemetery management software and a fireproof records cabinet. The next meeting will further discuss CPA requests.

**3.5 Action Plan:** Action Plan reviewed. No action taken.

**3.6 Looking Ahead:** Look Ahead report reviewed. No action taken.

**3.7 Other:** No action taken.

#### 4. Next Meeting

Motion made by Rock Dower and seconded to have the next meeting on December 15, 2016 at 4:30 p.m. Vote unanimous.

TOWN CLERK  
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**5. Adjournment**  
Meeting adjourned at 6:30.

Respectively Submitted,

A handwritten signature in blue ink, appearing to read "Robert V. Guptill". The signature is written in a cursive style with a large initial "R" and a long horizontal stroke extending to the right.

Robert Guptill  
Secretary