



**TOWN OF GROVELAND  
CEMETERY COMMISSION**

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

**Minutes – February 25, 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 28<sup>th</sup> 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 Maintenance Schedule:** Maintenance schedule was reviewed. Updates will be made as new maintenance items are identified.

**2.7 Other:**

- **Office Supply Vendor:** Bob Guptill contacted Denise about who our office supply vendor is. The vendor is WB Mason and an account has been setup. Frank requested office supply funds. Motion made by Deb Stewart and seconded by Rock Dower to authorize \$200 from the Supply line item. Vote unanimous.
- **Home Depot:** Bob Guptill visited Home Depot in Plaistow. They were not much help. Home Depot accounts are set up through their website not through individual stores. The account needs to be set up through their website.
- **Tax Exempt Letter:** Bob Guptill acquired the Town's Tax Exemption form from Denise and has given it to Frank.
- **Christmas Decorations:** It was decided that the cemetery rule about removing Christmas decorations should be enforced with April 1<sup>st</sup> being the best date each year.
- **Shrub Maintenance:** It was decided that the cemetery rule about keeping shrubs trimmed should be enforced with Memorial Day being the best date each year. Frank found notification tags in the office and will start tagging shrubs and make a list of the lots that have been tagged. Deb Stewart will speak with Denise about making notification to the public about both the Christmas decorations and shrub trimming deadlines.
- **Office Supplies:** Frank requested office supply funds for the cemetery office. Motion made by Deb Stewart and seconded by Rock Dower to authorize \$200 from the supply line item to fund office supplies. Vote Unanimous.

**3. Cemetery Commissioner Concerns**

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

**3.2 FY17 Capital Improvement Request:** On February 18<sup>th</sup>, the commissioners met with the Board of Selectmen to discuss the Cemetery's request for the utility vehicle.

**3.3 Action Plan:** No action taken.

**3.4 Looking Ahead:** No action taken.

**3.5 Deed Inventory:** All deeds in the Cemetery office and Town Hall have been entered into the Excel spreadsheet. Discrepancies need to be reconciled and corrected.

**4. Flag Request**

American Legion has made a request to purchase and install five service-specific flag poles around the Cemetery's main flag pole. The flags would be flown only during major Memorial Day and Veterans Day holidays and any other veteran's observances. Discussion centered on the pending drainage study recommendations. It is not known where excavation will be made to install the drainage systems. Motion made Deb Stewart and seconded by Rock Dower to postpone any decision until the design plans are received. Vote unanimous.

**5. Next Meeting.** Next meeting scheduled for March 17, 2016 at 4:30 p.m. Motion made by Rock Dower and seconded by Deb Stewart. Vote unanimous.

**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

**CEMETERY DEPARTMENT ACTION PLAN**

**1. MANAGEMENT**

Revised 2/25/16

No.	Goal	Lead	Date	Notes
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	
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	4 <sup>th</sup> QTR FY16	
1-5	Inventory all Cemetery lot deeds and develop an Excel spreadsheet to organize and search the deeds	Guptill	3 <sup>rd</sup> QTR FY16	All deeds have been entered into the spreadsheet. Reconciling discrepancies and updating.
1-6	Complete the review and acceptance of the Riverview Cemetery Preservation Plan	Commission	3 <sup>rd</sup> QTR FY16	Commission comments returned for revision
1-7	Complete the review and acceptance of the Cemetery's drainage study	Commission	3 <sup>rd</sup> QTR FY16	Draft expected 3 <sup>rd</sup> QTR FY16
1-8	Update and revise the Riverview Cemetery Rules and Regulations	Stewart	FY17	Preliminary 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	4 <sup>th</sup> QTR FY16	Completed. Update as required.
1-11	Develop a walking tours of the cemetery that includes a brochure with map	Guptill	3 <sup>rd</sup> QTR FY16	First brochure: Eleven Groveland Civil War soldiers buried in cemetery

**2. GROUNDS MAINTENANCE**

No.	Goal	Lead	Date	Notes
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	
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	4 <sup>th</sup> QTR FY16 1 <sup>st</sup> QTR FY17	Waiting for Finance Director to award contract to CME Associates to write specs
2-5	Complete the restoration of the east side of the Cemetery behind Woodbine 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	Guptill	4 <sup>th</sup> QTR FY16	
2-8	Remove maple trees along the Billis' side of the Cemetery entrance	Guptill	4 <sup>th</sup> QTR FY16	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	4 <sup>th</sup> QTR FY16 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	4 <sup>th</sup> QTR FY16 1 <sup>st</sup> QTR FY17	Dependent on closing road

### 3. HEADSTONE CONSERVATION

No.	Goal	Lead	Date	Notes
3-1	Using the cemetery staff, replace the foundation of 10 headstones or monuments	Bryan	FY16 FY17	Materials from expense account
3-2	Using the American Legion team, reset 10 headstones or monuments	Guptill	FY16 FY17	Labor donated; Materials provided by Cemetery
3-3	Using American Legion Team, clean 20 headstones or monuments	Guptill	FY16 FY17	Labor donated; Materials provided by Cemetery
3-4	Award a contract to a professional headstone conservator to restore broken or damaged headstones and monuments	Guptill	FY17	Perpetual Care Fund; In FY16, 46 headstones and monuments were conserved
3-5	Apply for a grant to restore the Old Burying Ground (OBG)	Guptill	4 <sup>th</sup> QTR FY16	May be multiple grants

### 4. INFRASTRUCTURE

No.	Goal	Lead	Date	Notes
4-1	Implement the Building Inspector's recommendations regarding the office/maintenance building deficiencies	Dower	FY17	Capital Improvement funds will be required to complete some recommendations
4-2	Determine the restoration requirements of the hearse building and identify a path to accomplishing the restoration	Stewart	4 <sup>th</sup> QTR FY16	
4-3	Complete the reconfiguration of the fencing around the aggregate storage area	Guptill	4 <sup>th</sup> QTR FY16	Jersey barriers may be available from Highway Dept.
4-4	Using Capital Improvement Funds, acquire a new utility vehicle	Commission	1 <sup>st</sup> QTR FY17	
4-5	Convert and update the Cemetery's map from a Mylar map to a computer-based map	Guptill	FY17	CME has completed boundary and topographic map