



**TOWN OF GROVELAND
CEMETERY COMMISSION**

RIVERVIEW CEMETERY
161 Main Street
Groveland, Massachusetts 01834

Minutes – March 17, 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 Rock Dower and seconded by Deb Stewart to accept the minutes of the February 25th 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: No action taken.

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

2.4 Work Order Report: No action taken.

2.5 Maintenance Schedule: It was decided to move "Remove Christmas Decorations" from March 1st to April 1st and to add "Place Maintain Shrubs Reminder Tags" on May 1st. Added "Clean Smallpox Cemetery" to the schedule every other month with understanding that cleaning activities may need to be performed on a more regular basis.

2.7 Other:

- **Christmas Decorations:** It was decided that the cemetery rule about removing Christmas decorations should be enforced with April 1st 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.

3. Cemetery Commissioner Concerns

3.1 FY17 Budget Request: No action taken.

3.2 FY17 Capital Improvement Request: No action taken.

3.3 Action Plan: Attached with changes.

3.4 Looking Ahead: Corrected "Tree Work" entry from \$1,700 to \$2,700. Added "Stump Grinding" at \$500, which needs to be further researched for scope and cost.

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

Deb Stewart attended the American Legion Post meeting and notified them about our decision to postpone any decision about placing service-specific flag poles around the main flag pole until the storm water management design plans are received.

5. Next Meeting

Next meeting scheduled for April 14, 2016 at 4:30 p.m. Motion made by Rock Dower and seconded by Deb Stewart. Vote unanimous.

6. Adjournment

Motion made by Deb Stewart and seconded by Rock Dower to adjourn the meeting at 6:50 p.m. Vote unanimous.

Respectively Submitted,



Robert Guptill
Secretary