



TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY
161 Main Street
Groveland, Massachusetts 01834

Minutes – April 14, 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 March 17th 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:

- **USDA Representative:** A USDA Rep stopped by the cemetery and spoke with Frank about putting some traps to catch Long Horn Beetles. All agreed that this would be OK. Frank will call the Rep back to give permission.
- **Part Time Labor:** Need to post position for part time labor ASAP in order for worker(s) to be available for Memorial Day cleanup.
- **Highway Department:** Highway Department removed branches in the back of the cemetery that fallen during the winter. They will be asked if they can remove stumps in cemetery.
- **Bucket Truck:** Highway Department may be getting bucket truck, which could be used to do tree work. We will hold off doing any tree work until the availability of this truck is determined.

3. Cemetery Commissioner Concerns

3.1 FY17 Budget Request: No action taken. Town meeting will determine outcome.

3.2 FY17 Capital Improvement Request: No action taken. Town meeting will determine outcome.

3.3 Action Plan: Attached with changes.

3.4 Looking Ahead: No action taken.

3.5 Other

- **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.

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- **Trial Court:** Deb reported that Trial Court will be working two full days in the cemetery on May 5 and 6.

4. Flag Request

Waiting for storm water management design plans to be received before permission to install service-specific flags is acted upon.

5. Security Strategy

All agreed that the regular surveillance visits by the Groveland Police to the cemetery has been effective in deterring after hour activities.

6. Next Meeting

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

7. Adjournment

Motion made by Deb Stewart and seconded by Rock Dower to adjourn the meeting at 6:32 p.m. Vote unanimous.

Respectively Submitted,



Robert Guptill
Secretary

CEMETERY DEPARTMENT ACTION PLAN

1. MANAGEMENT

Revised 4/11/16

No.	Goal	Lead	Completion Date	Status
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 th 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	1 st QTR FY17	
1-5	Inventory all Cemetery lot deeds and develop an Excel spreadsheet to organize and search the deeds	Guptill	4 th 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	4 th QTR FY16	Commission comments on draft plan returned for revision; Waiting for final plan
1-7	Complete the review and acceptance of the Cemetery's drainage study	Commission	4 th QTR FY16	Boundary and contour map reviewed. Draft plan expected 4 th 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 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	4 th QTR FY16	First brochure: Eleven Groveland Civil War soldiers buried in cemetery

2. GROUNDS MAINTENANCE

No.	Goal	Lead	Completion Date	Status
2-1	Acquire sufficient grub protection and treat the entire cemetery twice during the year	Bryan	4 th QTR FY16 1 st QTR FY17	\$3K in grub control pellets acquired; Initial application in 2 nd QTR FY16
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	2 nd QTR FY17	Contract to CME Associates to write specs has been awarded; Waiting for draft specs
2-5	Complete the restoration of the east side of the Cemetery behind Woodbine Ave.	Dower	4 th 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 th QTR FY16 1 st QTR FY17 2 nd QTR FY17	
2-7	Grind tree stumps, fill holes with loam, and seed	Guptill	4 th QTR FY16	Cost estimate received from Dunn Landscaping
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	Bryan	4 th QTR FY16	Perpetual Care Fund
2-10	Close one road, fill and seed	Guptill	1 st QTR FY17	Road reclaimed by Highway Dept.
2-11	Solicit donations for three new trees and plant them in the Cemetery	Stewart	1 st QTR FY17	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	Materials from expense account
3-2	Using the American Legion team, reset 10 headstones or monuments	Guptill	1 st QTR FY17	5 headstones reset 3/12/16;
3-3	Using American Legion Team, clean 20 headstones or monuments	Guptill	2 nd QTR FY17	5 headstones cleaned 3-4/16
3-4	Award a contract to a professional headstone conservator to restore broken or damaged headstones and monuments	Guptill	1 st QTR FY17	Perpetual Care Fund; In FY126, 46 headstones and monuments were restored
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	Many inexpensive items completed; Capital Improvement funds will be required to complete expensive 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 VOTECH
4-3	Complete the reconfiguration of the fencing around the aggregate storage area	Guptill	4 th QTR FY16	Contract with Groveland Fence awarded; Jersey barriers may be available from Highway Dept.
4-4	Acquire a new utility vehicle	Commission	1 st QTR FY17	Acquisition approved in warrant; Awaiting Town Meeting approval
4-5	Convert and update the Cemetery's map from a Mylar map to a computer-based map	Guptill	FY17	CME Associates contacted for recommendation to accomplish