



**TOWN OF GROVELAND  
CEMETERY COMMISSION**

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

TOWN OF GROVELAND  
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**Minutes – August 13, 2015 Meeting**

**Commissioners Present:** Robert Guptill, Debra Stewart, William Arakelian; Frank Bryan  
Superintendent

**AGENDA ITEMS**

The meeting opened at 4:25 p.m.

**1. Meeting Minutes**

Motion made by Deb Stewart and seconded by Bill Arakelian to accept the minutes of the July 30, 2015 meeting. Vote unanimous.

**2. Financial Report**

Tabled until the next meeting when the new fiscal year will have begun and there are financials to report.

**3. Cemetery Superintendent Report**

**3.1 Lot Request Report:** Reviewed this updated report. Frank and Bob will meet to complete the report for CY15. It was decided to put these reports into a notebook, which will be kept in the office. Frank and Bob will make recommendations on the status of each lot request for Commission approval.

**3.2 Burial Report:** Reviewed this updated 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 Burial and Services Report:** Reviewed this updated 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.

**3.4 Work Order Report:** Reviewed this updated report. All agreed that this report will help develop a "To Do List" for the cemetery staff.

**3.5 Status of Grounds Keeper Replacement:** The grounds keeper replacement has been hired and is on board.

**3.6 Other:** The owner of Lot N-87 attended the meeting to discuss a burial problem. The background and particulars of the problem were recorded on Lot Request Report form. The commission decided that it needed to verify its legal authority over the problem before it makes any decision. The commission agreed to report back to the owner on a weekly basis.

#### **4. Cemetery Entrance Restoration**

Tabled - No new action to discuss.

#### **5. Drainage Study**

Tabled - No new action to discuss.

#### **6. New Lawn Mower**

The new lawn mower has been ordered and should be delivered in a week or two.

#### **7. Dick Sciacca Memorial Tree**

The Commission determined a location for the memorial tree and Mark McCabe planted it without charge.

#### **8. Cemetery Software**

No date has been determine to visit Amesbury and receive a demonstration of their cemetery software. The commission decided that Bob Guptill and Denise should attend this demonstration as they are available and best know what is needed.

#### **9. Preservation Plan**

The commission needs to complete its review of the Plan ASAP and provide changes back to Martha Lyon.

#### **10. Aggregate Storage**

Bob Guptill is looking into site preparation requirements. Hopefully, the Highway Department will be able to prepare the site for placement of the Jersey barriers.

#### **11. Cemetery Commissioner Concerns**

**11.1 Tree Arborist:** Bob Guptill will contact Bob Arakelian to get recommendation for an arborist to evaluate the cemetery's trees.

**11.2 Signs:** Bob Guptill will contact Bob Arakekian to get his recommendations.

**11.3 Price List:** Deb Stewart volunteered to develop a price list of cemetery products and services.

**11.4 Facebook:** Deb Stewart has set up a cemetery Facebook page.

**11.5 Telephone:** Deb sent e-mail to Denise requesting direction on how to get a new cell phone and to get off the Highway Department's plan.

**11.6 Hostas:** Deb will contact the Groveland Garden Club to see if they would like to remove some of the many Hosta plants in the cemetery and sell them.

**11.7 Highway Department Project List:** Bob will make a list of projects that need to be accomplished in the cemetery that the Highway could assist with. It is felt that this might help focus our needs with the Highway Department.

**11.8 Hearse House:** Deb will look into getting the Hearse House on to the National Register of Historic Places.

**12. Next Meeting**

Motion made by Deb Stewart and seconded by Bill Arakelian to have the next meeting on September 10<sup>th</sup> at 4:15 p.m.

**13. Adjournment**

Motion made by Deb Stewart and seconded by Bill Arakelian to adjourn the meeting.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Robert V. Guptill". The signature is written in a cursive style with a large initial 'R' and 'G'.

Robert Guptill  
Secretary