



TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY
161 Main Street
Groveland, Massachusetts 01834

TOWN OF GROVELAND
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Minutes – September 10, 2015 Meeting

Commissioners Present: Robert Guptill, Debra Stewart, William Arakelian

AGENDA ITEMS

The meeting opened at 4:15 p.m.

1. Meeting Minutes

Motion made by Deb Stewart and seconded by Bill Arakelian to accept the minutes of the August 13, 2015 meeting. Vote unanimous. Motion made by Deb Stewart and seconded by Bill Arakelian to accept the minutes of the September 2nd, 2015 meeting. Vote unanimous.

2. Financial Report

Reviewed the financial report from the Town Accountant. The funds for Part Time Wages are getting very low.

3. Cemetery Superintendent Report

3.1 Lot Request Report: Frank and Bob will meet to complete the report for CY15.

3.2 Burial 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: The Finance Department has provided a detailed spreadsheet report that documents all deposits to the cemetery accounts. The spreadsheet includes deposits from 7/8/2014 to 8/17/2015. Bob and Frank will meet to review this information and to fill in any holes using cemetery records. Deb will convert the Microsoft Word table report to an Excel spreadsheet.

3.4 Work Order Report: No action.

3.5 Other: The Lot N-87 problem was discussed. Denise wants meeting with Guptill, Dunn, Watson and Denise to discuss issue. Cemetery Commissioners want all three commissioners to attend this meeting and the other selectmen should also be invited to attend.

4. Aggregate Storage

Bob Guptill will call Groveland Fence to get estimate to alter fence configuration.

5. Cemetery Commissioner Concerns

5.1 Telephone: Still waiting for Verizon Wireless to get back to Town about cell phone plan options.

5.2 Road Commissioner Request: Reviewed letter written by Guptill to Bob Arakelian. Motion made by Deb Stewart and seconded by Bill Arakelian to send letter.

5.3 Hearse House: Deb working on getting the Hearse House on to the National Register of Historic Places. It takes 6 months to a year to get something on the register.

5.4 Bench on Poplar Ave.: Bench is in garage being fixed.

5.5 Capital Plan: Guptill handed out a "looking ahead" list of possible capital projects using perpetual care and sale of lots funds. After discussion, it was decided that the top capital Perpetual Care projects are (1) Tree Work, (2) General Lawn Care, (3) Gravestone Preservation. The top Sale of Lots project is Reclaim land behind Woodland Ave.

5.6 Fee Schedule: Deb handed out a draft fee schedule for the cemetery. Commissioners will review it and bring changes to next meeting.

5.7

Equipment/Tool Needs: Bill is working on a listing of the tools and equipment that are needed for the staff to use in the cemetery.

6. Next Meeting

Motion made by Deb Stewart and seconded by Bill Arakelian to have the next meeting on October 8th at 4:15 p.m. Vote unanimous.

7. Adjournment

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

Respectively Submitted,



Robert Guptill
Secretary