



TOWN OF GROVELAND

CEMETERY COMMISSION

RIVERVIEW CEMETERY
161 Main Street
Groveland, Massachusetts 01834

Minutes – September 13, 2016 Meeting

Commissioners Present: Robert Guptill, Debra Stewart, Rock Dower, Frank Bryan

AGENDA ITEMS

Meeting was opened at 8:35 a.m.

1. Meeting Minutes

No votes taken.

2. Cemetery Superintendent Report

2.1 Lot Request Report:

Lot N-87: No action taken

Lot 839-B: Motion made by Bob Guptill and seconded by Rock Dower to send a registered letter to Mr. & Mrs. Gouthier declaring the deed dated 11/28/15 as invalid. The letter is to cite pertinent sections of Town Counsel's letter to the Cemetery Commission dated 9/1/16. The letter will also cite the incorrect Lot 939-A and the number of graves on the deed. The letter is to be reviewed by Denise Dembkoski. Vote Unanimous.

Deed Software: A discussion was held regarding the limitations of the existing software used to print deeds. Motion made by Rock Dower and seconded by Deb Stewart to purchase the software needed to develop and print cemetery deeds. Vote unanimous.

2.2 Burial Report:

- Black Book has been updated. Need to update Burial Report
- Kastrinellis family has acquired an additional lot

2.3 Sale of Lots and Services Report: No action taken.

2.4 Work Order Report:

- Rock Dower will look into acquiring bumpers to go on the existing corner posts at key intersections. Frank Bryan will identify locations.
- Frank Bryan will tag shrubs for removal next week
- Frank Bryan will move trailer to the Highway Department garage today

2.5 Maintenance Schedule: No action taken.

2.6 Other: No action taken.

3. Cemetery Commissioner Concerns

3.1 FY17 Budget Status:

- Bob Guptill reported that appropriated Stipend line item funds can be moved to Expenses line item for use on other purposes
- Josh is only working 13 hours a week due to his course load. Frank will talk to him and see if he can work additional hours

3.2 FY18 Capital Improvement Request: No action taken.

3.3 Action Plan: Attached with changes.

- Motion made by Deb Stewart and seconded by Rock Dower to purchase a John Deere Gator utility vehicle per the bid package dated 9/13/16. Vote Unanimous.

3.4 Looking Ahead: No action taken.

3.5 Other:

4. Flag Request

No action taken.

5. Security Strategy

Deb will request log from Police Department that contains cemetery incidents.

6. Next Meeting

It was decided to have the next meeting on October 13, 2016 at 4:30 p.m.

7. Adjournment

Motion made by Deb Stewart and seconded by Rock Dower to adjourn the meeting. Vote unanimous.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Robert V. Guptill".

Robert Guptill
Secretary