



## TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

TOWN OF GROVELAND  
2015 SEP 14 PM 12:40  
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### Minutes – September 2, 2015 Meeting

**Commissioners Present:** Robert Guptill, Debra Stewart, William Arakelian

#### AGENDA ITEMS

The meeting opened at 4:25 p.m.

##### 1. Meeting Minutes

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

##### 2. Financial Report

Ledger History Reports from the Town Accountant as of 9/2/15 were reviewed. Three reports were reviewed: (1) Detail – Expenditure Ledger; (2) Detail – General Ledger Perpetual Care; and (3) Detail – General Ledger Sale of Lots. Bob Guptill pointed out that half of the Part Time Wages appropriation (\$3K of \$6K) has already been spent. It is doubtful that the cemetery will be able to make it to July 1, 2016 with the remaining funds. The Superintendent's cell phone account is being transferred from the Highway Department to the Cemetery. Based on a meeting with Verizon Wireless at 1:30 today, the cell phone cost may be as much as \$800 (1000 minutes). This new cost may exceed the appropriated Utilities line item.

##### 3. Cemetery Superintendent Report

**3.1 Lot Request Report:** Frank and Bob will meet to complete the report for CY15. All of the reports have been put into a separate Lot Request Report notebook, which is to 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:** 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:** Reviewed this updated report and all agreed that the cemetery staff had made great progress in completing almost all of the tasks on the list. The Superintendent and his staff were commended for their accomplishments. All commissioners were urged to bring additional tasks to the attention of Bob Guptill so that they can be added to the report.

**3.5 Other:** The Lot N-87 problem was discussed. Motion made by Deb to ask the Board of Selectmen to have an Executive Session to discuss this lot dispute. Seconded by Bill Arakelian. Vote unanimous.

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

Tabled - No new action to discuss.

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

Bob Guptill stated that the Finance Director has on her agenda the drainage study as her next contract to issue.

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

The new lawn mower was received and the staff is very favorable to it. Some loose nuts and bolts caused the mower to be returned for tightening, but the mower has already been returned. The extra set of blades were also delivered.

#### **7. Cemetery Software**

No date has been determine to visit Amesbury and receive a demonstration of their cemetery software.

#### **8. Preservation Plan**

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

#### **9. Aggregate Storage**

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

#### **10. Cemetery Commissioner Concerns**

**10.1 Telephone:** Bob, Frank, Bob Arakelian, Denise met with Verizon Wireless to set up a cemetery cell phone account. Waiting for Verizon Wireless to get back to Town about cell phone plan options.

**10.2 Road Commissioner Request:** Bob is working on a list of projects that need to be accomplished in the cemetery that the Highway Department could assist with.

**10.3 Hearse House:** Deb will look into getting the Hearse House on to the National Register of Historic Places. The house is in poor condition.

**10.4 Weed Whacker:** The cemetery purchased a new weed whacker, which will allow us to have three weed trimmers in operation at a time.

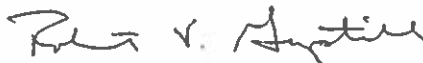
#### **12. Next Meeting**

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. Vote unanimous.

#### **13. Adjournment**

Motion made by Deb Stewart and seconded by Bill Arakelian to adjourn the meeting at 6:20 p.m. Vote unanimous.

Respectively Submitted,



Robert Guptill  
Secretary