



## TOWN OF GROVELAND CEMETERY COMMISSION

RIVERVIEW CEMETERY  
161 Main Street  
Groveland, Massachusetts 01834

TOWN CLERK  
RECEIVED/POSTED

2015 AUG 31 PM 2:29

TOWN OF GROVELAND

### Minutes – July 30, 2015 Meeting

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

#### AGENDA ITEMS

The meeting opened at 1:03 p.m.

##### 1. Meeting Minutes

Motion made by Deb Stewart and seconded by Bill Arakelian to accept the minutes of the July 8, 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 the format of this 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 the format of this report. Frank will 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 the format of this report. Frank will 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:** Bob and Frank will meet to review and update this report.

**3.5 Status of Grounds Keeper Replacement:** Bob will prepare letter for Frank's signature based on the previous letter to hire the three groundskeepers. Bob will contact Denise to see if the successful candidate can be hired before BOS approval at their meeting.

**3.6 Other:** Frank brought up the problem with the Kozkra lot on Woodland Ave. It was decided that (1) the family should come to the next Commission meeting, (2) the Commission and Frank need to search our records for pertinent information, and (3) the family should bring a copy of their deed and any other supporting information to the meeting.

#### **4. Lawn Care**

It was decided to stop spreading grub killer until this Fall as the grubs have now all turned into beetles. All agreed that seeding grass is best done in the Spring and not in the Fall.

#### **5. Cemetery Entrance Restoration**

Motion made by Deb and seconded by Bill to accept the proposal from CME Associates to prepare the RFP and to provide engineering oversight work on the cemetery entrance restoration effort. Vote unanimous.

#### **6. Drainage Study**

Guptill will again contact Denise and determine the status of awarding the drainage study contract to CME Associates.

#### **7. New Lawn Mower**

Three bids and specification for new lawn mower have been given to Denise. Guptill will contact Denise to determine the status of the contract award.

#### **8. Dick Sciacca Memorial Tree**

The Princeton Elm was delivered to the cemetery by Northeast Nursery in Peabody without authorization. Guptill will contact the Nursery to determine why it was delivered. Guptill has contacted both Bill Dunn and Mark McCabe about planting the tree and both are willing to do it. The Commission needs to decide on the location.

#### **9. Cemetery Software**

Based on the recommendation of Jim Thornton, Bob contacted the Superintendent of the Amesbury cemetery about the software that they use. The discussion was very productive and he is willing to meet with us to show us what they use. Next step is to set up date to visit Amesbury.

#### **10. Preservation Plan**

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

#### **11. Aggregate Storage**

Bob Guptill contacted Vern Cotton. Vern said that the Jersey barriers are still available, it may take a little while for them to be freed up, and they will be free. However, we may have to pay to have them transported to the Cemetery.

#### **12. Cemetery Commissioner Concerns**

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

**12.2 Signs:** The commissioners looked at some cemetery sign literature found by Bob Guptill. He will contact Bob Arakelian to get his recommendations.

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

**12.4 Facebook:** Deb Stewart volunteered to set up a cemetery Facebook page.

**12.5 Ladd Letter:** Bob distributed a letter that he sent Tim Ladd to thank him for helping Jonathan Appell with the headstone restoration that he completed.

**12.6 Telephone:** Bob reported that the Superintendent's cell phone is still being paid by the Highway Department. Bob Arakelian needs to remove this telephone from the Highway Department's account and then the Cemetery needs to find a cell phone provider.

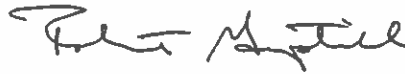
**13. Next Meeting**

Motion made by Deb Stewart and seconded by Bill Arakelian to have the next meeting on August 13<sup>th</sup> at 4:15 p.m.

**14. Adjournment**

Motion made by Deb Stewart and seconded by Bill Arakelian to adjourn the meeting at 3:22.

Respectively Submitted,

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

Robert Guptill  
Secretary