

RIVERVIEW CEMETERY COMMISSION

MINUTES—November 7, 2017

TOWN OF GROVELAND
2017 DEC -5 AM 9:19

TOWN CLERK
RECEIVED/POSTED

Commissioners Present: Debra Stewart, Michael Kastrinelis, Rock Dower

Others Present: Frank Bryan

Call to Order: at a18:01 by Chairperson Stewart

Frank Bryan requested the meeting with him be in Executive Session as per M.G.L. ch. 30A sec. 21 (a) (1). A motion by Stewart and 2nd by Kastrinelis to go into Executive Session. Roll Call vote: Stewart-Yes; Kastrinelis-Yes; Dower-Yes; Unanimous at 18:04.

1. F. Bryan reported that the remains of Mr. Richard Sleeper were buried in the correct place Lot 800. The family had the remains shipped in Nov. 2016 and to be buried in the summer of 2017. The remains have been kept in the safe, along with the remains of Mrs. Parker, also to be buried in the summer. Mrs. Parker's remains are now buried properly. F. Bryan stated that he had worked alone all spring trying to get the Cemetery ready for Memorial Day, and was tied up with all the extra work needed to prepare the grounds. F. Bryan also stated that he was hired as a grounds keeper/foreman. He has never been trained as a Cemetery Superintendant. F. Bryan wanted to know why the police were used to notify him of the planned executive session on Oct. 27. The Commission was not aware of this. A motion by D. Stewart and 2nd by M. Kastrinelis to ask the Finance Director access to the Town Counsel; the vote Unanimous.
2. The Finance Director reported to Chairperson Stewart that some checks are missing. F. Bryan stated that he had brought several checks to the Town Hall. The Finance Director also reported that there is no record of any checks being brought to the Town Hall from Dec. 2016 to June 2017. The checks are to be brought to the Town Hall on a daily basis. F. Bryan was instructed to go to the Burial Records and check on any burials during those dates. The chair will check with Bob Guptill as to those dates.

2.

Nov. 7, 2017; Exec. Session cont.

3. It was reported to the Commission that F. Bryan had put in for Comp. Time for a Saturday burial that his father had covered for him. Bryan stated that he put in for comp. time, but he did not specify any date, as he had worked quite a few hours past his regular hours during the spring. As for the report that F. Bryan had not been seen at Saturday burials, the Commission felt that this was just here say and not corroborated. No one from the Cemetery is needed at the Cemetery for a full burial; only for cremations and the vault company isn't usually there for those anyway. The Chair stated that she would check the pay records and times.
 4. F. Bryan reported that he now has his own personal phone to use. He was told to delete all personal messages off of his Town owned phone.
 5. Accounts payable bills are to be turned over in a timely manner. The bills will be signed by a minimum of 2 Commissioners.
 6. The new fire cabinets must be moved into the office. The binders will not fit in a neat manner, but still must be put into the cabinet.
 7. The truck repairs were made at Auto Maintenance and Repair, Uptack Lane and the truck was inspected. The bills have been submitted for payment several weeks ago.
 8. F. Bryan is making arrangements with the Highway Dept. to have the barriers delivered. He will see if he can get a machine to move the sand and stone around so the barriers can be put in place.
 9. Time off policy. Seven (7) days notification is needed to take vacation time off. Personal days are to be used for emergencies. F. Bryan is to meet with the Finance Director to get his Town Email service up and running.
- F. Bryan was asked if he had anything he would like to bring up in regards to the 9 points that were just discussed. Frank said that he was not properly trained as a Cemetery Superintendent. He stated that he had told other Commissioners that he did not want to be responsible for the paperwork involved.

3.

Nov. 7, 2017 Exec. Session cont.

The Chair stated that no disciplinary action would be taken at this time. These points of action would be revisited after the check problems have been straightened out.

A motion by M. Kastrinelis and 2nd by R. Dower at 19:42 to close the Executive Session and re-enter the Regular Meeting was made. Roll Call: Stewart-yes; Kastrinelis-yes; Dower-yes. Unanimous

AGENDA:

1. Executive Session
2. A motion by D. Stewart and 2nd by M. Kastrinelis to accept the minutes of Sept. 26, 2017 was made—Vote Unanimous 3-0. A motion by D. Stewart and 2nd by M. Kastrinelis to accept the minutes of Oct. 17, 2017 was made—Vote Unanimous 3-0. A motion by D. Stewart and 2nd by M. Kastrinelis was made to accept the minutes of Oct. 27, 2017 were made—Vote was 2-0. Commissioner Dower abstained as he was not at the meeting.
3. Discussed that at least 2 commissioners should sign the warrant if possible.
4. No word yet on the Billis property.
5. Copies of the Cemetery finances will be forwarded to the Commissioners.
6. Fall work—leaves to be picked up the American Flags to be removed. It was noted that the flags have been removed. The Small Pox Cemetery needs one more mowing.
7. Comments and reports for the Town Report are needed.
8. A new mowing machine is needed. R. Dower will gather information and pricing for a new mower.
9. Pontem software and wifi. How to we integrate the software at the Cemetery?

4.

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The Chair stated that at this time the next meeting will depend on the availability of the members of the Commission.

A motion and 2nd to adjourn was made at 20:20- Vote was Unanimous.

Respectfully Submitted,

Rock Dower, Clerk