

RIVERVIEW CEMETERY COMMISSION

TOWN OF GROVELAND

2017 SEP -6 PM 2: 09

MINUTES—AUGUST 21, 2017

TOWN CLERK
RECEIVED/POSTED

Commissioners Present: Debra Stewart, Rock Dower, Mike Kastrenelis

Others Present: Bob Guptill, Special Advisor to the Commission.

Call to Order: at 18:16 by Chairperson Stewart

A motion by D. Stewart and 2nd by M. Kastrenelis to accept the minutes of July 10, 2017 was made—vote Unanimous

A motion by M. Kastrenelis and 2nd by D. Stewart to accept the minutes of August 2, 2017 was made—vote Unanimous

There were no deeds at present to sign.

Frank Bryan was not present at the meeting. Chairperson Stewart informed him of the meeting prior. He needs to be at the meetings when asked to do so.

It was brought to the attention of the Commission that Frank Bryan's father covered for Frank at a cremation burial on Aug. 19, 2017. The need to have the proper coverage at the Cemetery was discussed, along with the Commissioners not knowing of the change in personnel. Frank needs to inform the Commissioners if he cannot be present at a burial or if he is taking any time off for any reason.

A motion by D. Stewart and 2nd by R. Dower that as of now F. Bryan must start using the time clock, and there is no compensatory time off as his position is an hourly one. Vote –Unanimous. Items to go over with F. Bryan; compt. time vs. 1 ½ time hourly pay; someone else filling in at burials; attendance at Commissioners meetings, use of time clock.

2.

August 21, 2017

The Chair will draft up a letter to present to F. Bryan.

Operation Procedures: It was discussed that a vote will be forth coming after a meeting with the Finance Director. The Commissioner will sign the document along with the Finance Director. The Superintendent will sign a letter stating that he has read the document and will follow it.

A meeting will be set up to meet with the Finance Director. Items to be discussed: salary/hourly differences; time clock; comp. time; over-time; volunteer help (liability) clerical help; job description wifi, internet and computer.

Billis Property: It is our understanding that the sub-division plans have been pulled back and the Billis' will have to reapply their plans.

D. Stewart reported that she has called Valley Tree Service in regards to the leftover brush after 2 days of cutting. Chris Bosh of Valley Tree stated that it would be taken care of.

Bob Guptill agenda: CD Masonry Co. is done with their work on installing the granite posts along the east side of the cemetery. The leftover materials by the Hearse House will need to be cleaned up. A discussion was held on hiring a landscaper to put the area back into a decent shape. A motion by M. Kastrenelis and 2nd by D. Stewart hire a landscaper to come in and repair that area by the Hearse House, utilizing the funds available from the CPA. The vote—Unanimous.

3.

August 21, 2017

Work on the veteran markers is going ok. The Civil War markers are at Cassidy Bros. in Rowley. The Revolutionary War markers are being held up by the foundry in Amesbury. Cassidy Bros. stated that they would look into it to see what the holdup is. Pontem software is in. There are 3 licenses available to run it. It was suggested that the Commissioners, Cemetery Office and the Finance Director hold the licenses. Bob G. has made up a list of the headstones that need to have restoration work done on them. Bob G. will order a new Civil War marker from the Dept. of Veteran Affairs. The Commissioners thank him for his hard work and dedication to the Cemetery.

The next meeting will be held with the Finance Director when she is available.

A motion to adjourn and 2nd was made at 20:14 – Vote was Unanimous

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Rock Dower, 3/1".

Rock Dower, Clerk