

RIVERVIEW CEMETERY COMMISSION

MINUTES—AUGUST 31, 2017

Commissioners Present: Debra Stewart, Rock Dower, Mike Kastrinelis

Others Present: Finance Director Denise Dembkoski

Call to Order: at 18:00 by Chairperson Stewart

A motion by M. Kastrinelis and a 2nd by D. Stewart to accept the minutes of August 21, 2017 was made. The vote was Unanimous.

A general discussion was held with Finance Director Dembkoski. Topics were the hiring of more staff; more part-time help, clerical help, full time worker. Should there be 2 part-time helpers, or one full-time worker? The Merrimack Valley Planning Commission is putting together a plan consolidating departments regarding a DPW which would include the Riverview Cemetery which would be done in 2019. One question would be, would the Cemetery Commission still exist or be included in a DPW Commission.

Job descriptions are needed for Cemetery positions; Foreman/Superintendent, part-time laborer, part-time clerical help. Hourly employees are allowed comp. time if it is within a week.

A discussion was held on volunteer help and the Cemetery. It was suggested that we form a list of the volunteer help.

Pontem software for Cemetery Management: Finance Director Dembkoski is waiting for the specs for the computer. What is Pontem's scanning capabilities, where to put the computer, and who will have the licenses. It was determined that the Commissioners, Finance Director, and the clerical help would hold the licenses. A meeting with the Pontem people is necessary. How will Cemetery set up WIFI and Internet for the system was discussed with no solution as of yet.

Frank Bryan needs to keep his cell phone clear to be able to take calls from the public. He is also directed to make sure he makes copies of all warrants that he

TOWN CLERK
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2017 SEP 25 PM 2:50

TOWN OF GROVELAND

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submits to the Town Hall. There is an email set up for Frank and he should be using it. FBRYAN@GROVELANDMA.COM

The Commissioners need to set up an Executive Session with Frank Bryan to go over complaints and compensatory time

Valley Tree Co. has finished cleaning up the brush and debris from their work at the Cemetery.

Deborah McCain lot: The Chair spoke with her and she has the deed and the proof of the lineage concerning the ownership of the lot.

Rock Dower will talk to F. Bryan about getting the truck repaired and inspected.

Chairperson Stewart will write a letter to F. Bryan in regards to him attending an Executive Session Meeting with the Commission.

Motion to adjourn and 2nd was made at 19:43—Vote was Unanimous

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Rock Dower, Clerk".

Rock Dower, Clerk