

TOWN OF GROVELAND

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RIVERVIEW CEMETERY COMMISSION

MINUTES—SEPTEMBER 21, 2017

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Commissioners Present: Debra Stewart, Mike Kastrinelis, Rock Dower

Others Present:

Call to Order: at 18:00 by Chairperson Stewart

1. A motion by M.Kastrenelis and 2nd by D. Stewart to accept the minutes of August 31, 2017 as emailed was made. The vote was Unanimous.
2. There were no deeds to be signed by the Commissioners
3. Superintendent Time:
4. The Commissioners reviewed the expenditures for July and August. The spending appears to be on schedule with no overages as of yet. The new fire proof cabinet has been delivered. It is in the garage and it will need to be moved into the office.
5. Planning for FY 2019. Do we need another full time person, part time laborer and part time clerical help? How many hours will be needed for a part time clerk? These issues will have to be dealt with before the 2019 budget is handed in.
6. The overall condition of the cemetery has been looking better, with the addition of another person to help with the maintenance of the grounds. Mrs. Zalewski spoke with Commissioner Dower and Superintendent Bryan at the cemetery and stated that the grounds were looking very nice. She also spoke of the help F. Bryan had given her when she had to intern her son.
7. The Commissioners all signed the Operation Procedures manual, making it now an official document. A copy will be given to the Finance Director and Superintendent Bryan will sign stating that he has read the manual and will follow the procedures held within it.
8. There has been no notification to the Commission about the Billis property.

2.

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9. A discussion of a couple of old checks that were found at the Cemetery Office was held. The Finance Director notified the Commission that some older checks were received from Funeral Homes in the area. The Director made out a form regarding the receiving of checks and how it could be done without having payments laying around for an undo period of time. The Commissioners felt that this procedure should work. The policy on check received is in the Manual under section 4.2.5 and needs to be enforced.
10. A discussion was held on how we can communicate with the Town Hall as there is no wifi at the Cemetery Office. One plan would be to get F. Bryan a secure and locked tablet just to be able to get emails. Discussion on the 3 computers for the Pontem system was held and the possibility for tablet or laptop for the Commissioners use was held. This device would be able to move among the Commissioners when the primary person is going away or out ill. This would keep the Commissioner in touch with Town Hall. Another plan would be to install wifi at the Cemetery Office, depending on the expense.
11. The next meeting will be on Tuesday, Sept. 26, 2017
12. A motion to adjourn and 2nd was made at 19:38—Vote was Unanimous

Respectfully Submitted,



Rock Dower, Clerk