



SPRING GROVE CEMETERY TRUSTEES MINUTES October 21, 2014

Present: Jack Bigelow, Sandra Dearborn, William Canane
Absent: Richard Amsterdam
Also present: Paul Sanborn, Superintendent of Parks & Grounds, Forestry

Meeting called to order at 6:40 PM

Previous Minutes

- Sandra moved to approve the minutes of the July 24th meeting. William seconded the motion. Minutes were approved with no changes.
- The Board of Selectmen, at a recent meeting, advised that minutes of public meetings are to be posted on the Town website. The recording secretary informed the Trustees that per this directive all 2014 approved minutes had been posted to the website.

Financials

- Changes to cemetery procedures affecting the monthly financial reports were discussed. It was agreed that the monthly reporting structure has been working well for the Trustees. Plant & Facilities, however, may need to reformat some of the financial reports as Cemetery transactions are now being reported on a weekly basis.

Staff Report

- Paul informed the Trustees that the Cemetery staff have been adding lots in Section B and have started to develop a new section, Section S. The Trustees expressed the desire to discuss placement of the lots in the new section with the Cemetery Working Foreman prior to finalizing the new lots. It was agreed that the next meeting of the Cemetery Trustees would take place there. The date of November 8th was chosen for this meeting.
- Paul advised the Trustees that the Cemetery was quite buried in leaves due to a couple of recent high-wind storms. The contractor is scheduled to finish work at the Cemetery on November 15th. A temp/summer/seasonal laborer will need to be hired to keep up with the Cemetery workload, especially after the contractor has finished his term. The position will be posted and filled with the understanding that the laborer will work with all divisions of the Parks, Grounds, Forestry and Cemetery divisions as needed. Target date for the position to be filled is the first or second week in December.
- New sign. Jack has received a quote for a new sign for the Cemetery entrance, and will be seeking additional quotes. Paul mentioned that the sign at the new dog park is quite nice. He will ask Conservation for the name of the vendor so the Trustees can contact the vendor to obtain a quote. Discussion ensued on possible materials for the new sign and how it might hold up over time due to exposure to the elements. A spring season installation was agreed upon for that reason. Content on the sign was also discussed briefly, and the need for correction of a typo in regulation number seven was noted.

- Concerns about unleashed dogs in the Cemetery continue. The Trustees would like to meet with the Animal Control Officer to discuss. Paul will ask him if he is available to attend the November 8th meeting at the Cemetery.

Cemetery GIS and Public Access

- In addition to implementing a public facing GIS, the Town Manager would like a kiosk installed to facilitate use of the public facing GIS by visitors to the Cemetery who may not have mobile access to the information. The Trustees questioned who would pay for this upgraded service. In addition, concerns regarding the possibility of vandalism and personal safety/security of those using the kiosk were raised.

Meeting adjourned at 7:40pm.

Next meeting will take place on Saturday, November 8, 2014 at Spring Grove Cemetery, convening at the main entrance.