



SPRING GROVE CEMETERY TRUSTEES
MINUTES January 13, 2015

Present: Jack Bigelow, William Canane, Richard Amsterdam, Sandra Dearborn
Also present: Paul Sanborn, Superintendent of Parks & Grounds, Forestry
Ed Ataide, Deputy Director Plant and Facilities
Marc Fournier, Deputy Director DPW

Meeting called to order at 6:30 PM

Minutes from the November 8, 2014 meeting were approved by all Trustees.

Ed Ataide introduced Marc Fournier and explained that Parks & Grounds, Forestry and Cemetery divisions have all been transferred to the DPW.

Ed Ataide explained that outsourcing of mowing operations at the Cemetery has ended. They now have seasonal employees doing the work. Ed would like to see the seasonal position become a permanent town position, as it will only result in a \$7,000-\$8,000 difference in the budget. Paul has hired a new seasonal employee, Dean Voyer, who is a resident of the town of Andover. Paul thinks he would be a great fit as a full time permanent employee. This employee can fill in gaps by helping with burials, assisting the Parks & Grounds division, etc. The outside contractor was only contracted from April – November. Ed asked for the board's support and discussed the possibility of the Trustees writing a letter to the Board of Selectmen.

The Trustees discussed that they would like to have the Cemetery more computerized (GIS implemented) to help visitors be able to find relatives more easily. Placement of a kiosk at the Cemetery was discussed. Marc agreed that they should meet with the contractor to get an update on these upgrades. Marc will speak with Becky and find out some of the background regarding the GIS system and getting it in place.

There was a discussion about moving forward with bidding on the New Town Yard. The board does not want more buildings, equipment and people being moved to the Cemetery grounds. There was discussion about Parks & Grounds only being housed there temporarily back in 2007 for a year or less, however, the Parks & Grounds department is still housed at Spring Grove.

Marc discussed that he is working on upgrading the Cemetery building, making it nicer and more private for families planning burials and services for their loved ones. The Trustees expressed their concerns, among them preserving the Cemetery's historical value.

Per Ed there has been \$20,000 put into the new budget to fix three or four roads in Spring Grove Cemetery. The trustees are concerned about the former Railroad area, which fills with water. They would like to run a drain to make the area safer. Paul got quotes and it would cost around \$18,000 to do the work. The Trustees asked if this is something that can be done in house.

Marc thinks there is a lot of pruning needed on the Cemetery grounds. He would like to plan a Cemetery walk through and would also like to see an excavation. He will coordinate a date and time with Becky and the Trustees to set up a day to do the walkthrough.

Sandra mentioned to Marc that the stone wall maintenance is an ongoing cost. Paul said it is checked and repaired seasonally.

Dan Verrington is bringing the lot sales up to the P&F office every week so that they will get processed in a timelier manner.

Marc thinks it would be a good idea to have an arboretum on the grounds. He believes it could bring in additional funding for the cemetery.

Paul and the Trustees discussed replacing and upgrading the Trash receptacles. Trash removal is done twice a week and the receptacles are always full.

The Trustees continued discussion of putting extensions and new hooks on the water spigot with pails attached instead of milk jugs. Paul is working on extension hoses for the spigots.

Assignment of Burial rights was voted on by the Trustees. The trustees voted 4-0 to accept the assignment.

The next meeting of the Cemetery Trustees will take place on Tuesday, March 10, 2015

Meeting was adjourned at 7:50 PM