



SPRING GROVE CEMETERY TRUSTEES MINUTES June 9, 2015

Present: Sandra Dearborn, Richard Amsterdam, Robert Goodwin, Jack Bigelow
Also Present: Paul Sanborn, Supt. of Parks, Grounds, Forestry & Cemetery

Sandra called the meeting to order at 6:11 PM

Previous Minutes

- Minutes of the April and May meetings were distributed and reviewed. Sandra moved to approve the minutes of the April meeting with minor changes. Richard seconded. The April minutes were approved with minor changes.
- Minutes of the May meeting were discussed. The May minutes will be corrected and presented for approval at the July meeting.

Financials

- The April and May monthly financials were distributed and reviewed. Repurchases and disinterments, which were only recently added to the financial sheets were discussed briefly. Repurchases had been a very rare occasion, but there have been seven this past year. Robert asked if there was a common reason for the repurchases. The commonality in these cases seemed to be relocation of the lot owners away from Andover.

Staff Report

- There was some discussion regarding the watering cans that had been installed on hooks at the watering posts in the cemetery. It is expected that installation of the remaining hooks and watering cans will be complete shortly.
- Paul described a serious water drainage issue that occurred during the week leading up to Memorial Day. The issue was identified as being connected with the water issue at the railroad bed, and was corrected that week. This highlights however, the need for a permanent correction of the drainage problems with the railroad bed. Paul told Trustees that Marc had contacted the Town's Engineering department and that corrective measures are being investigated. Robert asked if correcting this issue would also correct the water that drains out into the street at that side of the cemetery.
- As mentioned in the May minutes, Sandra and William went to the cemetery on Saturday, May 16th and staked the areas for the granite posts, which mark the boundaries of the Veterans section, to be moved to. Sandra has been back to check and as of today's date the posts had not yet been moved. Paul explained that the drainage issue (described above) and taken priority and stretched personnel resources.
- Cemetery clean up issues discussion:
 - Marc and Paul have arranged for the two trailers outside the Abbot Street building to be picked up in trade as a partial value towards a new mower for the cemetery. They should be removed by mid-July when the mower arrives.
 - The new stockade fencing, as described to the Trustees by Marc at the May walk-through is being installed on Monday, June 15th.
 - Jack asked for a status on the blocked catch basin near the Parks shop building. Paul answered that it is still full.

- Cemetery Laborer position: The job description for the Cemetery Laborer position is being discussed with AFSCME Union representatives. Marc and Paul wanted to make minor changes to the job description qualifications section. They are negotiating those changes and hope to have the position posted soon.
- Cemetery expansion. The Trustees want to be consulted before new areas of the cemetery are developed. They expressed their desire for a more formal process when development is to be undertaken. Sandra would like for Dan to present a plan, including layout of proposed graves, for the Trustees to sign off on before new graves are added to a section. They expressed concern about a new grave in Section S that they feel is too close to the Veterans section.
- Robert asked if Dan would be adverse to attending the Trustees meeting once a year or so.
- Cemetery GIS: The Trustees desire for a public facing GIS site was discussed again. Particulars are still being worked out between the GIS vendor, AppGeo, and Town personnel. The Trustees have seen this technology on other Cemetery websites, but none could think of a particular Cemetery with such technology at the time of the meeting. They will forward the names of those Cemeteries to the meeting Recording Secretary at a later date.
- Entrance sign: Continued discussion. The Trustees would like to have a new sign installed as soon as possible. They asked if the vendor information for the signage at the new Andover Dog Park was available. Paul did not have it with him, but will make it available. In addition, Jack has the quote from another vendor for a sign made of Azek material. He believes he forwarded it to Marc as requested at the May walk-through. Robert has agreed to obtain a quote from another vendor as well.

Meeting adjourned at 7:22pm

Next Meeting: Tuesday, July 28th at 6:30pm. Note later start time.