



SPRING GROVE CEMETERY TRUSTEES MINUTES July 28, 2015

Present: Jack Bigelow, Sandra Dearborn, William Canane, Gail Ralston

Also Present: Paul Sanborn, Supt. of Parks, Grounds, Forestry & Cemetery and
Marc Fournier, Deputy Director of Public Works, Highway Superintendent

Jack called the meeting to order at 6:36 PM

Introduction of new Trustee

- Jack introduced a new Trustee, Gail Ralston, to the Trustees and meeting attendees. Gail manages the Chapel at Phillips Academy, Andover. After sitting in on meetings of the Cemetery Trustees at Phillips, Gail became interested in sitting on the board of the Spring Grove Cemetery Trustees. At Phillips, Gail developed a walking tour of the Chapel cemetery. She expressed an interest in creating one for the Spring Grove Cemetery. This idea was well received by the other Trustees. Sandra mentioned that it had been discussed in the past, but hadn't come to fruition.

Previous Minutes

- The May and June meeting minutes were distributed. The May minutes were discussed briefly. Sandra motioned to accept the minutes and Bill seconded. Jack, Sandra and Bill voted to accept the May minutes. Gail abstained from voting. The May minutes were accepted.
- Minutes of the June meeting were then reviewed. Sandra motioned to accept the minutes. Bill seconded the motion. Jack, Sandra and Bill voted to accept the June minutes. Gail abstained from voting. The June minutes were accepted.

Financials

- The June financials were distributed and discussed. Marc asked for a synopsis of the Perpetual Care Fund and what it can be used for. A brief discussion of Perpetual Care followed.

Staff Report

- **Staffing:** Paul reported that there have been three employees working at the Cemetery since May, as a temporary employee has been working with the two staff members. The posting for a full-time employee, to fill the position that had temporarily been replaced by outsourcing, was responded to by many applicants and interviews are presently being conducted. Sandra reiterated the importance of hiring for the future by filling the position with an individual who can learn the full operation of the cemetery functions.
- **Granite posts:** As requested by the Trustees earlier this year, the granite posts which mark the Veterans area in the new "Section S" area of the cemetery have been moved to the locations indicated by Sandra and Bill back in May. Dan Verrington, the Cemetery

Working Foreman, is concerned that this area may be too large. The Trustees, however, expressed that they feel differently. They prefer the larger area and feel our Veterans and their families will find the open space contemplative and peaceful.

- **GIS layout of new areas:** Discussion moved to development of new sections of the cemetery. Marc would like new sections to be laid out in the GIS system before development begins. Sandra would like the Trustees to be consulted before new sections are laid out. The Trustees would like a more formal process, such as to be given a copy of proposed layouts for review and approval, before moving forward with developing new sections.

Other cemetery news:

- Paul told the Trustees that the Woodbridge-Jenkins cemetery has been serviced this summer. Sandra mentioned that Jeffrey, the scout who built the bridge there for his Eagle Scout project, won the top award in the State for that bridge project.
- Paul told the Trustees that the Parks & Grounds division purchased a new stand-up Scag mower for the Cemetery. Marc mentioned that the two old trailers that had been parked on the premises had been traded towards that purchase.
- Marc told the Trustees that the new catch basin has been installed at the railroad bed and that the catch basin near the staff operations buildings had been cleaned. He added that they are working on mapping the catch basins in the GIS system.
- Marc told the Trustees that the stockade fencing, as described to the Trustees at the May walk-through, has been installed.

Cemetery GIS:

- Handouts of the current (AppGeo) mapping and the proposed (Town GIS) mapping were distributed and discussed. Sandra asked Paul to find out whether any lots in the older Veterans section were available.

Entrance sign:

- Continued discussion. It was brought to Jack's attention that the placement of the sign at Spring Grove Cemetery might not be ideal. The Trustees discussed the possibility of adding a small sign outside the entrance(s). Sandra suggested the Trustees take photos at some of the other area cemeteries. Gail had actually done this and brought photos, along with some mock-ups of possible signs, to the meeting for discussion. Marc suggested that the Trustees contact the Design Review Board (DRB) to discuss design and placement of new signs. To assist in this effort, the meeting secretary will forward contact information for the DRB members to the Trustees. Sandra will reach out to the DRB to request a meeting. Jack stated that he would like to see entrance signs at both entrances to the cemetery.

New business:

- Dogs: Sandra was visiting the cemetery when she observed, during a graveside service, three dogs fighting so loudly that it interrupted the graveside service. This led to discussion

of the possibility of adopting a “no dogs” policy at the cemetery. The Trustees feel that the leash law is not being observed. Gail shared that at West Parish Cemetery the sign states that no dogs are allowed, but that quite a few people still bring their dogs into the cemetery. Gail said that those people are generally approached only if their dog is not leashed. Marc suggested that if the Trustees wish to ban dogs from the cemetery they draft a warrant for Town meeting. Jack tabled further discussion until the September meeting.

Meeting adjourned at 8:07pm

Next Meeting: Tuesday, September 8th at 6:30pm.