



SPRING GROVE CEMETERY TRUSTEES MINUTES September 8, 2015

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

Also Present: Paul Sanborn, Supt. of Parks, Grounds, Forestry & Cemetery, Marc Fournier, Deputy Director of Public Works, Highway Superintendent and Jeffrey Cary, GIS Coordinator, Town of Andover

Jack called the meeting to order at 6:31 PM

Presentation of GIS Public Facing Site

- The meeting secretary introduced Jeffrey Cary, GIS Coordinator for the Town of Andover to the Trustees. Jeffrey then presented an overview of a proposed public facing GIS site for Spring Grove Cemetery. Discussion regarding the presentation included such topics as search fields and filters; aesthetics, such as showing a bird's eye photograph view in the opening map layer and showing Veterans lots by marking them with a flag; and the level of zoom at which the polygons should be visible. The Trustees expressed that they would like this site up and running as soon as possible, preferably by January 1, 2016, and that they would like a link for it placed on the Memorial Hall Library website. There are quality assurance and control testing that will need to take place before the site can go live, but Jeffrey will give credentials to the Trustees so they can try out the site in test mode. In the interest of timeliness, Jack asked if the Trustees could assist in the QA testing.
- The Public Facing Site has many features, and can be a very robust system. The Trustees discussed many features that would be nice to have in addition to the basic search functions. Marc cautioned that while it would be nice to have these additional features, such as linking to photographs of gravestones, and additional mapping options, there is a cost associated with them. He suggested that the Trustees might wish to look into whether there may be grants they could apply for to help them fund some of the additional features.
- Next Steps: One of the Trustees will be the GIS project liaison and will compile a list of features, concerns and questions from the Trustees and will communicate them to Jeffrey.
- Jeffrey left the meeting at 7:40pm and the meeting continued.

Previous Minutes

- The July meeting minutes were distributed and reviewed. Gail pointed out a spelling error in the minutes and then motioned to accept them with that minor correction. Sandra seconded. The July minutes were unanimously accepted.

Financials

- The July and August monthly revenue sheets were distributed and discussed.
- There was no perpetual care report distributed at this meeting. The meeting secretary was asked to send the perpetual care report via email to the Trustees.

- Jack requested a one-time month to month comparison of cemetery transactions for the purpose of determining what time of year, if any, the cemetery is busiest.

Staff Report

- **Staffing:** Paul reported that there are now three full-time permanent employees working at the Cemetery. The posting for a full-time employee was filled by a Parks & Grounds division employee, and now applications are being reviewed to backfill that position. All part-time and seasonal staff have finished working for the season.
- **New catch basin at the old railroad bed location:** A new catch basin has been installed at the location of the old railroad bed. Jack noticed that there is water in it and questioned Marc about the water. Marc indicated that it is a sump and is working as it should.
- **To-do list:** Jack expressed dissatisfaction at the length of time it has taken in the past for work requests, such as repair of a leaky spigot or replacement of a missing sign, to be completed. He stated that he will put future request on a to-do list and will follow up with Paul and/or Marc via telephone or email when necessary.
- **Status updates:** The trailers that had been parked at the garage area along Abbot Street have been removed from the cemetery property. Staff has been keeping an eye on the watering cans and making sure one is located at each station. The leaks in the spigots have been fixed and the missing section sign has been replaced. However, it was noted by Sandra that the section sign is not the correct letter for the section.

Entrance sign and dogs at the cemetery:

- Jack and Sandra met with a member of the Design Review Board at the cemetery today to discuss ideas for a new sign at the cemetery. As a result of the meeting, the Trustees have decided to use a new font style in lettering on the new sign. The content of the sign is still being decided upon, and may include updated verbiage to the Rules and Regulations.
- Robert Goodwin obtained a quote from a sign company in Bradford, MA in the amount of approximately \$600 to replace the existing rules and sign. He gave the quote to Jack at this meeting.
- Robert raised the topic of having the new sign, currently being discussed, be specifically a rules and regulations sign and designing a separate sign for the cemetery entrance. Jack responded that he would like to move forward as planned right now and that the possibility of a new entrance sign could be considered at a future time.
- The Trustees agreed that they would draft a letter regarding possible/suggested edits to the Rules and Regulations for discussion and possible vote at the next Trustees' meeting.
- While at the cemetery earlier today, Jack witnessed a dog urinate on a grave. The dog was unleashed and on the property with its owner, who was out for a run through the cemetery with the dog. Jack spoke to the owner about the cemetery policy against unleashed dogs. This incident underscored the need to bring the issue of dogs at the cemetery under control.
- Bill and Sandra would like to ban dogs in the cemetery altogether, as well as bicycle riding in the cemetery, and agree with Marc's suggestion at the 7/28/2015 meeting, and which he reiterated at this meeting, that if needed, the Trustees draft a warrant to put the issue in front

of Town Meeting. Sandra questioned whether drafting a warrant was necessary as it has not been done previously when the Trustees have changed their bylaws.

- Sandra explained that she had visited approximately 20 other municipal cemetery websites and what she learned from reading their rules and regulations was that none of them allow dogs. She expressed her feelings that the matter could be addressed to the Board of Selectmen (BOS) in a letter to the selectmen. Marc mentioned that the Trustees might want to consider putting the matter on the agenda for an upcoming BOS meeting, and speak with the selectmen about the issue at that time. It was decided instead, that the Trustees would invite their BOS liaison to an upcoming meeting to discuss this matter.
- Robert asked about whether dogs were allowed at other cemeteries in town. Sandra responded that Spring Grove was the only town owned cemetery in Andover. Robert still wanted to know whether the other Andover cemeteries allowed dogs. Gail said that the West Parish cemetery sign stated that dogs were not allowed, but that she had observed dogs at that cemetery. Sandra agreed that she had seen dogs there as well.
- Gail asked whether the Trustees could/should carry some sort of identification with them so that if they observed unleashed dogs in the cemetery they could show ID while explaining the requirement to leash dogs while at the cemetery. There was not full agreement as to whether a Trustee should approach a dog owner who was not following posted regulations.
- Jack will do the research on other cemeteries and their policies on dogs and then draft a letter for review and discussion at the next meeting of the cemetery Trustees.

Meeting adjourned at 8:30pm

Next Meeting: Tuesday, October 13th at 6:30pm.