

**SPRING GROVE CEMETERY TRUSTEES  
MINUTES June 14, 2016**



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

Also Present: Paul Sanborn, Superintendent of Parks & Grounds,  
Forestry and Cemetery

Sandra called the meeting to order at 6:37 p.m.

**Minutes**

Sandra motioned to accept the minutes of the April 12th Meeting. Gail seconded the motion. Vote to approve was unanimous. Dick needed to abstain from vote since he was not part of the April meeting.

Follow up and review of April Minutes:

Sandy went to the last (AHAP) Andover Home for the Aged People. She reminded Paul that there are 7 lots available for elderly Andover residents in need. It was agreed at the last meeting that the last 4 lots in the veteran's section will remain available for sale.

Trash Barrel: It was decided to remove the remaining red cedar enclosures from around the metal barrels that are left and begin to change out the barrels to a metal barrel, possibly starting with 10 barrels at a time. Jack mentioned that maybe we should think about using a green barrel that matches the watering can. Jack will check with WB Mason to see if the barrels can be out over the winter and also what the cost would be for the green barrels.

Watering cans. Seems that there are 2 that don't match the others and 1 is missing. Sandy asked Paul if he can check to see if we have any left from the original purchase so that they will all match. Paul mentioned that maybe they have gone missing because there has been such an influx of new people since Memorial Day. Lots of planting going on in the cemetery.

Update on water in the railroad bed. There is still water in the far end. According to Paul, nothing is being done. The drain that was put in has helped with the water. According to Jack this problem has been ongoing for 15 years. The reason nothing has been done is because it is under Historical. Sandy is going to ask Tom Carbone from Health to go and look at it to see if maybe it is a health issue.

Sandra brought up the pipe in road in section S. Paul stated that they are paving now, haven't been in that area yet.

Sandra brought up the parks trucks being parked at the cemetery over the weekend. Paul feels that it may have been a one time occurrence. Paul did mention that parking is already limited

with the number of cars for he and his staff. Sandy has spoken with Andrew Flanagan (Town Manager) about the parks department moving the trucks when the new town yard opens. Andrew has also agreed to do a walkthrough of the cemetery with Sandy. Sandy thought it would be a good idea to also invite Paul Salafia, our liaison on the Selectman Board, to the walkthrough as well.

\$19,000 is in budget and the \$6,000 that got approved at Town Meeting should be posted by the end of June.

Jack asked about the \$33,000 for the flower fund. Interest on that money is what purchases the flowers. Flower fund is available to people who had signed up for this program. David Reilly as town treasurer controls the money. The people who are part of this list bought into the program and will have flowers put on their graves forever. Depending on what you paid initially determines what flowers you get. This is not publicized since it is not profitable. There is a list of names but seems like no one is really in charge of making sure that the flowers are put in and that the right flowers are used. There should be some type of checklist to make sure that all the people on the list get their flowers. Sandy suggests that maybe the Trustees take this over to make sure that it gets done properly. Paul is suggesting maybe having Garden Club or Boy Scouts to plant the flowers. Sandy suggested Identifying the lot number on the GIS map and have a checklist of the ones that definitely should get flowers. This should make the job easier and much more accurate.

Roads that need to get paved: Sandy mentioned that there was a road with a big dip in the road. Paul will drive to see if he can find it. Dan Verrington identified roads for proposed paving. Mark Fornier wanted to walk with engineering to decide what needed to be done. Sandy will head over to show Paul which road she is referring to. This work would probably be done in the Fall. It will have to go out to bid. Paul suggested that the Trustees stay on top of this to make sure that it gets done.

Historic Register. Gail made sure that we are now on the list. Sandy mentioned Ridgewood Cemetery in North Andover and how it has cleaned up the front of their cemetery. They also got a sign that they are part of the Historic Register. Sandy showed everyone a picture of the sign. She would like someone to come with her to visit the cemetery. Grant money for this project came from the National Historic Register. Sandy suggested that maybe we could apply for a grant to do some work at Spring Grove. Bill asked if maybe we could get some town guys in to do some limbing. Contractually we may need to offer it to town guys first anyway. Sandy mentioned maybe having an independent consultant come in and get their opinion on what to do with the trees. Create a "master tree plan" is what Gail suggested. Paul could contact the people to actually come and provide the service then bring it to a meeting for further discussion. Paul mentioned that there will be a lot of opposition from taking down trees however some of the older/sick trees are being harmful to the healthy ones. The Trustees are in agreement that the trees have not been maintained properly and it must be taken care of.

Gail motioned to accept the minutes of the May 20th Cemetery Walk-through. Dick seconded the motion. Vote to approve was unanimous. Jack needed to abstain from vote due to not being there.

Followup and review of the May Minutes:

It was decided that the wording of the sign be the first thing to discuss. at the next meeting This will be the agenda item for the July meeting. All Trustees will have a copy of the sign and look at some other signs for ideas and decide on the best wording. Once that piece is done Sandy will contact the woman who is on the Design Review Board for final approval and any other font/layout suggestions.

Spigot next to the sign has been fixed according to Paul.

Walking Tours. Gail and Sandy will go on some walking tours over the summer for ideas. The focus will probably be on veterans that are in the cemetery.

Dan told us about some winter moths. Paul said that it wasn't as bad as originally thought. A new oak tree was planted to replace the one taken out by the veteran's area.

Sandy asked Paul if there was any plan to hire any part time help for the summer? Answer is no. Paul doesn't feel like they need any part-time help.

Green Highway signs. Sandy asked Paul who to go to to take off the signs. Paul will speak with Mark about taking them down. They were never approved by Trustees. A cemetery office sign should be put up however. Sandy to followup with Town Manger and selectmen to make sure that they are aware the Trustees would like the parks buildings removed. Paul said that there isn't enough parking during the day for the employees. Gail also commented that the office should be redone which was discussed at the walkthrough in May.

### **Financials**

Financials through May 2016 were distributed and discussed. Noted that there was a repurchase of lots on the May 31st balance sheet.

### **Staff Report**

Sandra brought up the large number of geese at the cemetery. Seem to be there more on the weekends. They seem to be in the new lawn area where the veterans are. Is there anything that can be done? Paul will ask Danny to see what they think. We will keep an eye on this.

### **New Business**

Gail mentioned that despite the rain, she and Jack and a good group of people were out for Memorial Day. The other Trustees did not attend as the town website said it was canceled due to rain. Mike Burke did not send out an invitation to the Trustees this year. Sandy will check in with Mike Burke to see why the Trustees were overlooked.

Gail asked if there is an official notice to the town of the Cemetery being on the National Historic Register. Gail will look into this.

Dick asked if there is a way to pressure wash the headstone before a funeral is going to be held. We can look into, but then there is concern about liability. Veterans markers at the park and at the cemetery are done by the workers of the Cemetery.

Paul mentioned that the appearance of the cemetery doesn't look very good right now. After 5 days of bad wind there is a lot of debris on the ground.

Sandy asked Paul if they were getting ready to open up a new section. Paul said that they are starting to fill in the dip in the hill.

Sandra moved to adjourn the meeting. Bill seconded. All voted in favor. The meeting adjourned at 8:05 p.m.

The next meeting is scheduled for July 12, 6:30 p.m. 3rd floor conference room, across from selectman office. This is a new location.