

**SPRING GROVE CEMETERY TRUSTEES
MINUTES July 12, 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 6:30 p.m.

Minutes

Bill motioned to accept the minutes of the June 14th Meeting. Gail seconded the motion. Vote to approve was unanimous.

Follow-up and review of June Minutes:

Dogs: Signs have been put up and Trustees will monitor and reassess as needed. Dick mentioned that he saw a dog urinating on a headstone just the other day. This is an ongoing issue. Revisit at the end of summer.

Flower Fund: Received the requested list from David. All graves that are part of the flower fund have been marked on the GIS site. Right now the Trustees can't access it but will be able to access it in the future.

Parks Dept: Want to make sure that when the new town yard is done the parks department and all their equipment gets moved. Sandy will schedule a meeting with the town manager to do a visit to the cemetery. She will also follow-up with Paul Salafia, the selectman liaison to the Spring Grove Cemetery, and then possibly send a letter to all of the selectmen. Jack said we should follow-up with a letter to make sure that we are on their radar.

Sandy brought up that a Permanent Town Building Advisory Committee was just voted on at last night's Selectman's Meeting. Sandy is hoping to get in touch with the Chairperson of that committee to let them know about the Spring Grove Cemetery Trustees concerns about the Parks Department being located in the cemetery.

National Historical Register: Gail and Sandy have not made any progress on this yet. Sandy did make a photo copy of the plaque that was put up at Ridgeway Cemetery and will speak with the Trustee at that cemetery.

Railroad Bed: Still outstanding issue. Sandy still going to contact Tom Carbone, Board of Health.

Signs: (on building) Sandy will work on trying to figure out who gets to decide whether signs come down or not. Paul did ask Mark and has hit a wall. Bill asked Paul if it would be easier if there was a work order that comes through. Paul said that there generally is something that

comes down to them for work to be done. Sandy will speak with Town Manager. 2nd suggestion is to contact Chris Cronin.

Trash Can Receptacles: There are still a few receptacles out there that still need to be removed.

Trash Cans: Jack brought a whole catalogue on different types of trash barrels. He suggested that Rubbermaid products are the best ones, however they need to be secured to the ground. They will probably be about \$50 each and they would need to have a hole drilled into them to drain. Thought was that maybe we buy 1 rubbermaid barrel and see how it works. Maybe there is actually barrels that are used for cemeteries. Sandy asked everyone to research trash barrels, maybe specific for cemeteries.

Trees: Need to come up with a plan to go through and see which trees should come down. The Trustees are very concerned about the lack of maintenance on the trees.

Walking Tour: Gail and Sandy still working on the walking tour. Mt. Auburn Cemetery has a CD that you can put in and listen to as you walk along. Also, there is a pamphlet about their etiquette and rules that go along with the tour.

Ongoing Issues: Sandy brought a spreadsheet which listed all the outstanding issues with the "status" of each item. She asked the question, Is it worth it to keep an ongoing list like the one she created? Everyone felt that it made sense. Dick asked if we should add a date on the item as to when things should get done. For now keep date off. Sandy asked Paul if it would be easier if she just emailed him with the action items that he needed to work on after each meeting and he said that would be great.

Sandy has put in a call to Town Manager's assistant to get a meeting with him.

Financials

Financials through June 2016 were distributed and discussed.

There are 2 requests for repurchase of lots. There may be one more coming through next month.

Staff Report

Paul says that the grass has slowed down a bit so he can pay attention to some other things around the cemetery. Cemetery was swept today so the roads are nice and clean. He stated that the cemetery probably won't need this again until Veterans Day. Short staffed due to vacations. Paul did bring up an issue with a family wanting to be on the hill where the veterans are, however, he spoke with them and were able to come up with another location. Some ongoing issues which Danny is working on. Replacing some spigots. Paving is going to be done in the Fall. There has been some discussion on vendors but have not gone through the list of streets that need to be done.

New Business

Got a letter from Peter Zuk wanting to donate a bench somewhere near his family lot which already has a headstone on it. The Rules and Regulations state for each lot you can either have a bench or a headstone. The only way to allow him to put a bench would be for him to buy a lot and put the bench there. Unfortunately, there are no available lots near his. Paul suggested

that they put the bench somewhere else. Paul suggests that the cemetery foreman can go and see where the bench could go. The Trustees were concerned that allowing monuments in locations other than owner's lots could open up for others who may also want to do this. Also, concerns for the other lot owners in the same location who purchased lots with a given layout. Discussion of maintaining the rules and regs and layout for proper maintenance of the cemetery. Dick made a motion to not allow benches unless it is the headstone. Bill seconded the vote. Unanimous vote to not allow. Sandy will send Mr. Zuk a letter stating that if he would like to put the bench somewhere else, she will copy Paul on the letter and will state that Paul has some ideas for where the bench could go in the town.

There is no vice-chair for the trustees since the May meeting when Sandy took over as Chairperson and that has always been in place. Sandy made a motion to nominate Bill as the vice-chair. Dick seconded vote. Vote was unanimous for Bill to become vice-chair.

Bill suggested that maybe there could be subcommittees for each action item. Bill is going to contact the Trustee chair from Ridgewood Cemetery to see how they got the money to do the work that was done.

Sign:

Discussion of changes to the entrance sign included review of the Ridgewood and Elmwood Cemetery Signs. New intro and closing language for sign was agreed to. After some discussion of current rules it was agreed that Sandy would type the agreed to changes and everyone would review the current rules for a final draft at our next meeting. Once that is complete Sandy will contact the Sign Design Review Board for suggestions.

Becky let Sandy know that more booklets need to be ordered. If we copy 50 that should get us through until we re-do the book and the sign. Once wording and design gets decided on, we will get quotes for pricing and Paul will follow-up with ordering.

Paul asked if the group was going to meet in August. The answer was that if we needed to get the sign done for the Fall we needed to meet. Sandy mentioned if we could meet earlier it would be better for Paul. Trustees felt that that was definitely doable for August.

The next meeting is scheduled for August 9, at 4:00 p.m. at the cemetery conference room.

Dick moved to adjourn the meeting. Bill seconded. All voted in favor. The meeting adjourned at 7:55 p.m.