

Jun 16 2022 12:19 pm



City of Fitchburg, Massachusetts
 TRUSTEES OF PUBLIC BURIAL GROUNDS
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CEMETERY TRUSTEE BOARD MEETING MINUTES
Thursday, May 19, 2022

The Cemetery Trustee Board meeting was held in the West Meeting Room, 1st Floor at City Hall, 718 Main St. An online link and phone number were provided for those who wished to participate remotely.

Call to Order: Chair Judith A. Perla called the meeting to order at 9:10 a.m.

Trustee Members Present: Judith A. Perla, Diane R. Ouellette, Andrew J. Hawthorne

Trustee Member Absent: Michelle Sciabarrasi

Others Present: Nicholas J. Erickson, PE - Commissioner of Public Works

Others Present Remotely: Jaquelyn R. Poirier – Cemetery Superintendent

Public Forum: No one was present, either in person or remotely, wishing to speak.

Review and Approval of Meeting Minutes: Chair Perla asked for approval of the minutes from the board meeting held on April 21, 2022 and they were approved by unanimous consent.

Staff Report: Cemetery Department Report 5/19/2022- Progress report given by Jaquelyn Poirier

Forest Hill

Routine maintenance of grounds

- Cleaned graves to comply with specifications
- Pick up down limbs from all cemeteries
- Maintenance – lawn mower, gator
- Completed (53) winter graves
- Put barrels out for season
- Cleaned pit
- Mulched flower and tree beds
- Planted flowers for season
- Fixed post in Section O
- Fertilized Forest Hill
- Turned water on for season – repaired faucets
- Started cutting and trimming grass
- Planted new tree in Section Q

INTERMENTS	2
INURNMENTS	4
UP RIGHTED MONUMENTS	
UNCOVERED FLAT MONUMENTS	
MONUMENT FOUNDATION MARKING/PHOTOS	7
CATCH BASIN REPAIR/CLEAN	
FILLED SINK HOLES	
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	52
PAYMENTS - INVOICED/PROCESSED	38
FAMILY GENEALOGY	10

Laurel Hill, South Street, West Street & Dean Hill & Hartwell

Cleanup of trash and limbs
Starting cutting and trimming

Cemetery Staff

- 4 full-time workers
- 1 Superintendent

Administration

Routine administration tasks

- Cemetery Software – meetings with CompuTemps – data base additions and edits
- Columbaria area – meeting with Commissioner and Engineering concept design with topography 40 % complete- Engineering will be working on finishing up grant – to be used for wall vendor \$ 25,000.00
- Facilities Director – mausoleum roof – working on scope of work for RFQ – Office and Garage
- Memorial Day preparations
- Interviewing for summer season
- Ordered new lowering straps, grave boards and greens for graves
- Meeting with Funeral Provider and family – interment rights
- Tree management – continued with plan to take out trees for safety reasons
- 157 graves left for sale in Forest Hill

FY23 Budget: Trustees reviewed the Mayor’s FY23 budget. (Available upon request). Discussion – Alternative funding sources for mausoleum repairs.

Video Presentation: Trustee Sciabarrasi was unable to attend this meeting and will continue her work on the presentation.

Security Camera for Laurel Hill – Revisit: Temporary cameras have not yet been installed.

Renegotiate % of Sale of Graves: Discussion on whether to change the percentage of monies received from the sale of graves. Currently, 50% of the money is deposited in the city’s General Fund. Discussion centered around advantages and disadvantages to making a change. No decision was reached, and discussion was tabled.

Historical Commission and Historical Society – Mausoleum Fund Raising: Discussion on whether to approach the Historical Commission and Historical Society for help in raising funds for the mausoleum repairs, including contacting families of those entombed within the mausoleum for help. Trustee Ouellette spoke against the idea of asking families to contribute money toward mausoleum repairs that should be funded by the city. Discussion on fundraising was tabled until the next meeting.

This discussion also brought about questions on conflicts of interest involving fund raising events held within the cemeteries when an elected official, as a member of an outside group, is in charge of the event. Elected city officials, appointed city officials, (such as Cemetery Trustees and other members of city boards), and city employees are all required to follow the same conflict of interest law guidelines. Chair Perla will contact the Mayor’s office for clarification.

Events: Memorial Day flag placement in all cemeteries the week of May 23rd through May 27th.

The next regular meeting will be held on Thursday, June 16, 2022 at 9 a.m. in the West Meeting Room at City Hall, 718 Main St.

Adjournment: There being no further business, Diane Ouellette made a motion to adjourn the meeting. Andrew Hawthorne seconded the motion. Vote was unanimous and Chair Judith Perla adjourned the meeting at 11:00 A.M.

Meeting Schedule 2022:

June 16th

NO MEETINGS in July & August

September 15th

October 20th

November 17th

NO MEETING in December

Respectfully submitted,

Diane R. Ouellette
Clerk, Trustees of Public Burial Grounds

Distribution:

Cemetery Trustees

Jaquelyn R. Poirier, Cemetery Superintendent

Nicholas J. Erickson, P.E., Commissioner of Public Works & City Engineer

Gary Withington, Superintendent of Streets

Honorable Mayor Stephen L. DiNatale

Natalia Oliver, Mayor's Chief of Staff

Joan David, Administrative Aide to the Mayor

Amanda Alford, Provisional City Clerk

Bernard J. Schultz, Ward 1 Councilor

Amy L. Green, Councilor-At-Large

Tricia Chabot

Peggy Page