

Sep 16 2021 11:44 am



City of Fitchburg, Massachusetts

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CEMETERY TRUSTEE BOARD MEETING MINUTES

Thursday, June 17, 2021

The Cemetery Trustee Board meeting was held remotely via the GoToMeeting platform.

Call to Order: Chair Judith A. Perla called the meeting to order at 9:03 a.m.

Trustee Members Present Remotely: Judith A. Perla, Diane R. Ouellette, Andrew J. Hawthorne, Andrienne G. Clark, Michelle Sciabarrasi

Others Present Remotely: Jaquelyn R. Poirier – Cemetery Superintendent, Nicolas H. Bosonetto - DPW Commissioner (joined the meeting in progress).

Public Forum: No one joined the meeting for the public forum.

Review and Approval of Meeting Minutes: A motion was made by Andrew Hawthorne and seconded by Andrienne Clark to approve the minutes from the board meeting held on May 20, 2021. Vote was 5 in favor, 0 opposed. Motion passed. Minutes approved.

Staff Reports: Cemetery Department Report 6/17/2021- Progress report given by Jaquelyn Poirier

Forest Hill

Routine maintenance of grounds

- Equipment maintenance
- Cutting and trimming
- Seeded Graves
- Watering graves and flowers
- Cleaned up trash from bike path and cemetery barrels
- Fixed water breaks
- Cleaned up down limbs

INTERMENTS	2
INURNMENTS	9
UP RIGHTED MONUMENTS	2
UNCOVERED FLAT MONUMENTS	

MONUMENT FOUNDATION MARKING/PHOTOS	9
CATCH BASIN REPAIR/CLEAN	
FILLED SINK HOLES	3
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	70
PAYMENTS - INVOICED/PROCESSED	25
FAMILY GENEALOGY	2

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

Cleanup of branches

Cemetery Staff

- 4 full-time workers – (1 Light Duty out injury since 10/15/2020)
(1 out sick since – 5/14/2021)
- 1 Summer Help - (started 6/15/2021)
- 1 Superintendent

Administration

Routine administration tasks

- Cemetery Software – meetings with CompuTemps –working on cleaning the data – Laurel Hill migration of data in process
- Columbaria area –Engineering working on design
- Meeting with Recreation Director and Coggshall caretakers– Reopening Coggshall
- Coggshall schedule - Scheduled Coggshall septic cleaning
- Conducting interviews for seasonal help
- Meeting with Facilities Director – mausoleum roof
- Meeting with Boy Scout Leader Troop # 41 – Memorial Day Flags – Eagle Scout projects
- Scheduled emergency removal of downed tree on grounds
- Laurel Hill Fence – waiting on materials
- Laurel Hill Video management – waiting on quote from company
- Laurel Hill Stone repair training – on hold due to labor issues

At the end of the Superintendent’s report, trustees had questions on Laurel Hill fencing, stone repair training. The sharing of help from the Parks Department for mowing the grass in the cemeteries was also discussed as was the division of responsibilities for the new Clerk position being shared between the Cemetery, Parks and Recreation departments.

New Business

Memorial Day Ceremonies: Chair Perla spoke about the ceremonies held on Memorial Day morning at each of the cemeteries. Superintendent Poirier thanked Patricia Chabot and Diane & Leo Ouellette for placing flags at Laurel Hill, and Judith Perla, Michelle Sciabarrasi, and Diane & Leo Ouellette for also placing flags at Forest Hill. Boy Scout Troup 41 placed many flags in the oldest sections of Forest Hill. Superintendent Poirier will be sending a Thank You letter to Scout Troop 41 for all their hard work to honor our Veterans.

Stratton Players Donation: The donation from the Stratton Players has not been received yet.

Sub-Committee Preservation Planning: The Preservation planning sub-committee will meet at City Hall, in the West meeting room on July 29th at 10:00 a.m.

Veterans Flag Holders: Discussion on purchasing more flag holders. Chair Perla asked for a cost estimate to purchase more flag holders for Forest Hill. Superintendent Poirier will provide this at the next meeting.

Commissioner Bosonetto joined the meeting at 9:50 a.m. and updated the board on the passage of the budget. Trustee Ouellette asked questions and expressed concerns about the division of responsibilities for the new clerk position. The shortage of help and complaints about grass not being cut were also discussed.

Events: Preservation Planning Sub-Committee – Will be held in the West meeting room at City Hall on July 29th at 10:00 a.m.

The next regular meeting will be held on Thursday, September 16, 2021, at 9 a.m. in the North Meeting Room at City Hall.

Adjournment: There being no further business, Diane Ouellette made a motion to adjourn and Andrienne Clark seconded the motion. Vote was 5 in favor, 0 opposed. The motion passed. Chair Judith Perla adjourned the meeting at 10:07 a.m.

Meeting Schedule 2021:

NO MEETINGS in July & August

September 16th

October 21st

November 18th

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., Acting Commissioner of Public Work & City Engineer

Gary Withington, Superintendent of Streets

Honorable Mayor Stephen L. DiNatale

Patrick Hare, Mayor's Chief of Staff

Joan David, Administrative Aide to the Mayor

Mary de Alderete, City Clerk

Bernard J. Schultz, Ward 1 Councilor

Amy L. Green, Councilor-At-Large

Tricia Chabot

Peggy Page