



City of Fitchburg, Massachusetts

115 Mt. Elam Road

Fitchburg, MA 01420

OFFICE: 978-345-9578 FAX: 978-345-9686

www.fitchburgma.gov

CEMETERY TRUSTEE BOARD MEETING MINUTES

Thursday, October 17, 2019

Call to Order:

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

Trustee Members Present:

Judith A. Perla, Diane R. Ouellette, Andrienne G. Clark, Nancy Maynard
Andrew Hawthorne (joined the meeting at 9:25 a.m.)

Others Present:

Jaquelyn R. Poirier – Cemetery Superintendent, Nicolas H. Bosonetto, DPW Commissioner

Approval of Meeting Minutes:

A motion was made by Nancy Maynard and seconded by Andrienne Clark to approve the minutes from the board meeting held on September 19, 2019. 4 in favor, 0 opposed - Motion passed. Minutes approved.

Public Forum:

No one was present wishing to speak.

Staff Reports:

Cemetery Department Report 9/19/2019- Progress report given by Jaquelyn Poirier

Forest Hill

- Cleaned mausoleum, office trailer
- Helped with cleaning DPW, Wastewater and Water department
- Rubbish removal in cemetery, along bike path, and across the street on Electric Avenue
- Planted fall flowers for the season
- Watering and weeding flower beds
- On-going training of new LMEO
- Cutting and trimming grass
- Cleaned graves to keep in specification
- Installed Veteran markers
- Equipment and vehicle maintenance
- Replaced well # 1 in columbaria area

INTERMENTS	6
UP RIGHTED MONUMENTS	17
UNCOVERED FLAT MONUMENTS	75
MONUMENT FOUNDATION MARKING	5
CATCH BASIN REPAIR	0
FILLED SINK HOLES	0
TRIMMED TREES	0
TRIMMED SHRUBS	0
MEETINGS WITH FAMILIES	19
PAYMENTS - INVOICED/PROCESSED	24
FAMILY GENEALOGY	16

Laurel Hill

- Cutting and trimming grass, cleaned up downed limbs

South Street/West Street & Dean Hill & Hartwell

- Cleaned up downed limbs and debris, cutting and trimming grass

Cemetery Staff

- 3 full-time workers
- Light Duty - 1 LMEO – 1 1/2 days a week
- (1) Temporary Summer Help – working on GPS
- 1 Superintendent

Administration

- Applied for Veterans markers in Washington
- Met with families at need and pre-need for burials; consult with grieving families, ownership rights of lots, transfer of graves, collection calls, genealogical searches
- Sales - graves, veterans' foundations, veterans' flag holder, brick, cremated remains table rental, columbarium
- Cogshall schedule – including scheduling and schedule changes with recreation department, ordering supplies
- Working with Purchasing - final details of trailer contract
- Working on RFP – Software
- Meeting with Purchasing and vendor – site visit – questions software RFP
- Working with Engineering in columbaria area – high water table – monitoring wells – An additional wick will be added lower in the culvert before winter – Engineering will continue to monitor wells and will have a clear picture in the spring if the water table is low enough to support graves
- Working on building leaks at Mausoleum – Found that exterior limestone block wall needs repointing – water is getting through gaps in mortar. Mason is scheduled in October for the repairs
- DPW Commissioner and Engineering working on GIS map of potential cemetery sites. Identifying 7 + acre lots – in process - working on criteria – access to lots, any wetland issues, grades of land
- Working with Engineering GIS mapping at Forest Hill, South Street, Dean Hill, West Street, Hartwell and Laurel Hill in process
- United Way – Day of Caring project September 20th - Projects worked on- Veteran markers, flags, clearing of brick paths- sent thank you notes to everyone that helped – Rollstone Bank, FSU Field Hockey team, Bemis Associates and The ARC of Opportunity
- Meeting with consultant on cemetery forms – comply with State laws
- Meeting with Mayor – Master Plan phase two
- Working with Purchasing – fraudulent charges with Home Depot account

- Meeting with Eagle Scout – new project



United Day of Caring 9.20.19- FSU Field Hockey



ARC of Opportunity

Old Business:

Forest Hill Master Plan B – Phase 2 Update

Trustees had a lengthy discussion on the status of the plans for cemetery expansion. DPW Commissioner Bosonetto and Engineering are still working on GIS map of potential cemetery sites. Engineering will be installing another wick in the area behind the columbaria to help lower the water table. They will continue to monitor the wells throughout the winter and decide in the spring whether this area will be viable for burials. Trustees are looking for a contingency plan if this does not work out and the need for more space becomes imperative.

RFP for Cemetery Software Update

The RFP was advertised, and the questions phase was extended. Bids are now due back on October 24th.

Mausoleum Repairs

The mason will start repairs on the mausoleum at the end of October. The exterior limestone block walls need repointing. This will need to be done in phases.

Repair of Laurel Hill Cemetery

MCI inmate crews have not been available to work on wall repairs needed at Laurel Hill this year.

New Business:

Invitation for Senator Tran and Representative Hay

State Senator Dean Tran and State Representative Stephan Hay were not able to attend today's meeting.

Remote Participation in Public Meetings

Mayor Stephen L. DiNatale has authorized the use of Remote Participation at public meetings. Copies of letters from both the Mayor and the City Solicitor, sent to the City Clerk, regarding Remote Participation in Public Meetings were forwarded to all Boards and Commissions.(see below) Trustees discussed the procedures to be used if remote access is used during a meeting.



STEPHEN L. DINATALE
MAYOR
166 BOULDER DRIVE
FITCHBURG, MA 01420
TEL. (978) 829-1801

The City of Fitchburg FITCHBURG CITY CLERK
Massachusetts
OFFICE OF THE MAYOR
2019 SEP 16 PM 2:55

AARON TOURIGNY
CHIEF OF STAFF
ATOURIGNY@FITCHBURGMA.GOV
JOAN DAVID
ADMINISTRATIVE AIDE
JDAVID@FITCHBURGMA.GOV

September 16, 2019

Anna Farrell
City Clerk
166 Boulder Drive
Fitchburg, MA 01420

RE: Remote Participation

Dear Anna Farrell,

Pursuant to M.G.L. c. 30A §20(d) and 940 CMR 29.10, please accept this letter, as my authorization for Boards and Commissions of the City of Fitchburg to participate remotely in public meetings.

Kindly note that I reserve the right to revoke authorization for remote participation if it is deemed to become problematic in the normal functioning of the City's Boards and Commissions. Also, I have copied all Boards and Commissions so that they will receive notification of my authorization immediately. Finally, I have attached the Solicitor's letter regarding remote participation.

Should anyone have any additional questions, please contact the Law Department.

Sincerely,


Stephen L. DiNatale
Mayor

Cc:
Airport Commission
Board of Health

Board of License Commissioners
Board of Park
Commissioners
Conservation Commission
Planning Board
Zoning Board
Council on Aging
Historical Commission
Human Rights Commission
Trustees of Public Burial Grounds
Trustees of the Public Library
Water/Wastewater Commission
Disability Commission
Board of Commissioners of Trust Funds
Capital Improvement Commission
Board of Assessors
Cultural Council

VINCENT P. PUSATERI, II
CITY SOLICITOR
128 PRICHARD STREET
FITCHBURG, MA 01420
TELEPHONE: (978) 342-6081
FAX: (978) 343-0600
EMAIL: vpusateri@fitchburgma.gov



DONNA R. PAWLAK
ASSISTANT CITY SOLICITOR
61 ACADEMY STREET
FITCHBURG, MA 01420
TELEPHONE: (978) 345-5132
FAX: (888) 443-1877
EMAIL: dpawlak@fitchburgma.gov

LAW DEPARTMENT OF THE CITY OF FITCHBURG

September 16, 2019

2019 SEP 16 PM 2:55
FITCHBURG CITY CLERK

Anna Farrell
City Clerk
166 Boulder Drive
Fitchburg, MA 01420

RE: Remote Participation

Dear Anna Farrell,

This office was asked to provide a legal opinion regarding remote participation by members of local boards via telephone.

The Office of the Attorney General sets forth regulations authorizing the adoption of remote participation at 940 CMR 29.10. Specifically, the Mayor may authorize such boards and commissions to remotely participate. After doing so, those boards and commissions will need to comply with 940 CMR 29.10.

The minimum requirements are set forth in subsection (4). All persons participating in the meeting, both remotely and in-person must be clearly audible to each other. A quorum of the body, including the chair or their replacement, shall be physically present. Other requirements are set forth in the regulation.

In conclusion, provided that the public body has a quorum present at the location of the meeting, that includes the chair or her replacement, other members may participate remotely. I have attached hereto a sample letter that the Mayor would use to "authorize" remote participation. Should anyone have any questions, please contact me.

Very truly yours,

Vincent P. Pusateri, II, Esquire

VPP/dam
Enclosures

Cc: Mayor Stephen L. DiNatale

Re-Appointments for Trustees

Three Trustees, Nancy Maynard, Diane Ouellette, and Andrienne Clark, are nearing the end of their terms. Chair Judith Perla outlined the process to follow if they wish to seek re-appointment to the board.

Historical Commission

Chair Judith Perla has contacted Ellen DiGeronimo, a member of Fitchburg's Historical Commission, for help in having our oldest cemeteries designated as historic spaces. Trustees are invited to attend the next Historical Commission meeting, to be held at 3 p.m. on November 21, 2019, at the Fitchburg Public Library, to gather more information on the process.

Events:

The next regular meeting will be held on Thursday, November 21, 2019 at 9:00 a.m. at the Cemetery Office.

Adjournment:

A motion was made by Nancy Maynard, and seconded by Andrienne Clark, to adjourn the meeting. The motion passed, 5 in favor, 0 opposed and the meeting was adjourned at 10:56 a.m.

Meeting Schedule 2019:

November 21, 2019

Meeting Schedule 2020:

January 16, 2020
February 20, 2020
March 19, 2020
April 16, 2020
May 21, 2020
June 18, 2020
September 17, 2020
October 15, 2020
November 19, 2020

Respectfully submitted,

Diane R. Ouellette
Clerk, Trustees of Public Burial Grounds

Distribution:

Cemetery Trustees
Jaquelyn R. Poirier, Cemetery Superintendent
Nicolas H. Bosonetto, Commissioner of Public Works
Gary Withington, Superintendent of Streets
Honorable Mayor Stephen L. DiNatale
A.J. Tourigny, Mayor's Chief of Staff

Anna M. Farrell, City Clerk
Susan A. Davis, Director of Human Resources
Amy Green, Ward 1 Councilor
Tricia Chabot
Peggy Page