

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, January 21, 2021

2021 FEB 18 PM 12:08
FITCHBURG CITY CLERK

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 9:24 a.m.

Trustee Members Present Remotely: Judith A. Perla, Diane R. Ouellette, Andrienne G. Clark

Trustee Members Absent: Andrew Hawthorne

Others Present Remotely: Jaquelyn R. Poirier – Cemetery Superintendent, Nicolas H. Bosonetto - DPW Commissioner, Gary Withington – DPW Street Superintendent, Sally Cragin – Stratton Players

Election of Officers for 2021: Nominations for Officers were opened. Judith Perla nominated Diane Ouellette for Chairperson. Ms. Ouellette declined. Diane Ouellette nominated Judith Perla for Chairperson. Andrienne Clark seconded the nomination. Judith Perla nominated Diane Ouellette for Clerk. Andrienne Clark seconded the nomination. Nominations closed. Judith Perla elected as Chairperson unanimously, 3-0. Diane Ouellette elected as Clerk unanimously. 3-0. (3 Trustee members present-current board is 4 members).

Public Forum: Sally Cragin gave a brief overview of a proposal by the Stratton Players to hold a live performance and walking tour at Forest Hill Cemetery.

Old Business

Review and Approval of Meeting Minutes: A motion was made by Andrienne Clark and seconded by Diane Ouellette to approve the minutes from the board meeting held on October 15, 2020. 3 in favor, 0 opposed - Motion passed. Minutes approved.

Staff Reports: Cemetery Department Report 1/21/2021- Progress report given by Jaquelyn Poirier

Forest Hill

Routine maintenance of grounds, grass cutting, trimming, trash, watering, keeping graves to specifications

- Equipment maintenance
- Continuing to clean and disinfect vehicles and facilities
- Installed Veteran markers
- Repaired catch basins
- Picked up flags for season

- Fall clean up leaf, flower, fertilized, water shut down
- Filled in sunken graves
- Plowed and shoveled
- Fixed perimeter fence – Mt. Elam and Rollstone
- Inventory – mower parts
- Cleaned pit

INTERMENTS	14
INURNMENTS	11
UP RIGHTED MONUMENTS	2
UNCOVERED FLAT MONUMENTS	2
MONUMENT FOUNDATION MARKING/PHOTOS	21
CATCH BASIN REPAIR/CLEAN	13
FILLED SINK HOLES	2
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	77
PAYMENTS - INVOICED/PROCESSED	65
FAMILY GENEALOGY	49

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

Cleanup of branches

Up righted stone at South Street

Cemetery Staff

- 4 full-time workers – (1 Light Duty out injury since 10/15/2020 – 1 out with COVID from 12/23/2020 to 1/19/2021)
- 1 Superintendent

Administration

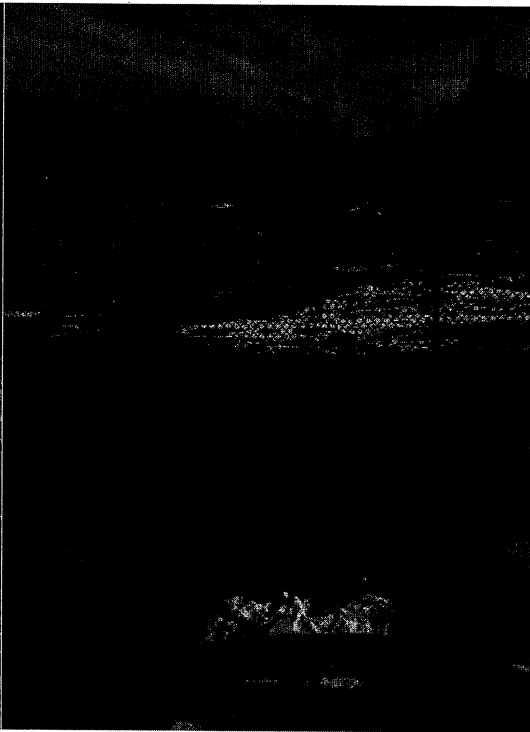
Routine administration tasks

- Cemetery Software – meetings with CompuTemps –working on cleaning the data for migration – Laurel Hill migration of data in process
- Columbaria area –Engineering will continue to monitor wells - estimated 800 minimum graves. Engineering will work on design over the winter. \$ 175,000 funded for project for roads, retaining wall, landscaping, water and fencing -
- Working on payment arrangements with families and funeral homes due to COVID 19
- Coordinated with local funeral providers with COVID 19 - adhering to changing State guidelines
- Completed coordination with Washington to identify and mark grave for Civil War Veteran
- Working with Eagle Scout – sign project Forest Hill – poles have been installed
- Coggshall scheduling
- Attended webinars on death care and pandemic
- Scheduled disposal of old flags
- Worked on end of calendar year reports
- Advised Town of Berlin cemetery and Worcester Catholic Diocese
- Working with BOH – trash around cemetery from Parkhill Plaza

- Next year CDBG – request fence replacement – Rollstone side of cemetery



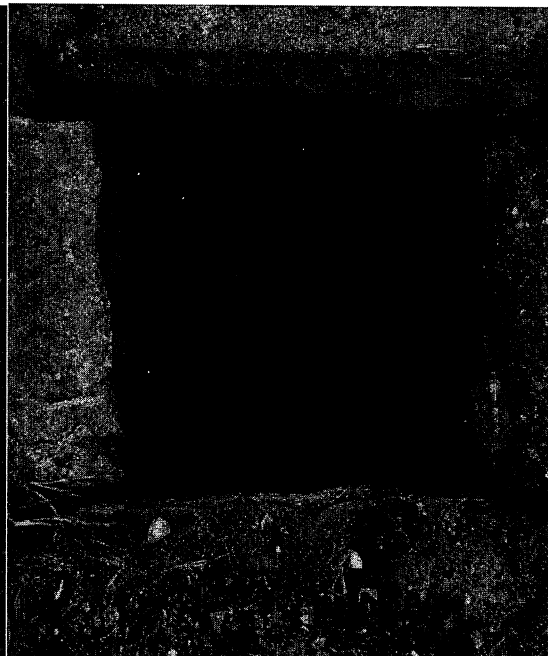
Fence before repair



Fence after repair



Catch basin before



Catch basin after

At the conclusion of the Superintendent's report Trustees asked questions on various issues and discussed the ongoing problem of trash blowing into Forest Hill from Parkhill Plaza.

Fencing Quotes for North Ave. at Laurel Hill: Superintendent Poirier has asked for quotes for 3 quotes for different configurations of fencing and gates at the North Avenue and Franklin Street sides of Laurel Hill. Still waiting to hear back from the vendor.

Computer Software Issue: Superintendent Poirier is currently working with CompuTemps on cleaning the Forest Hill data for migration. Laurel Hill data migration is in process.

Status of Columbarium Area: Engineering continues to monitor the water levels and is working on the design of this area. This area could potentially provide a minimum of 800 graves.

New Business

New Meeting Schedule for Year 2021: Trustees reviewed a copy of this year's meeting schedule. It is not known when live meetings will resume.

Annual Summary of the Conflict of Interest Law for Municipal Employees: Discussion on Trustees completing their Annual Conflict of Interest Law Certification for 2021.

Sally Cragin – Artists and Ancestors at Forest Hill Cemetery: Sally Cragin expanded on her proposal from the Stratton Players to present “Artists and Ancestors – A Dramatic Re-Enactment and Walking Tour” at Forest Hill Cemetery. This will showcase the lives and history of notable artists, sculptors, musicians and performers from Fitchburg's past who are interred at Forest Hill. Tentative dates for the performances are Saturday, April 17th and Sunday, April 18th. Trustees asked questions about cost, Covid-19 restrictions, and the logistics of distancing people in multiple groups.

After a short discussion, Andrienne Clark made a motion to approve the program. Diane Ouellette seconded the motion. Trustees voted to approve the program unanimously, 3-0. (3 Trustee members present-current board is 4 members).

Michael Passmore – New England Historic Cemetery Restoration Project, Inc. : Andrienne Clark was able to locate contact information for Mr. Passmore and contacted him by phone. He lives in Connecticut, and voluntarily travels around the country helping cemeteries restore broken gravestones, and said that he would be interested in helping with our restoration efforts. Chair Perla has also corresponded with him via email. He would like to set up a time and date to tour our cemeteries.

Nicolas Bosonetto – Commissioner of Public Works: Commissioner Bosonetto had originally made a request for the Wastewater Division to use the cemetery land that is across Electric Ave., opposite Forest Hill, as a staging area for ongoing work in the Cleghorn area. This may not be needed as they now have the use of an alternative site.

Events: The next regular meeting will be held at 9:00 am on Thursday, February 18, 2021. If this meeting is held remotely, a link will be provided in the agenda.

Adjournment: A motion was made by Diane Ouellette and seconded by Andrienne Clark to adjourn the meeting. The motion passed, 3 in favor, 0 opposed and the meeting was adjourned at 10:25 a.m.

Meeting Schedule 2021:

February 18th

March 18th

April 15th

May 20th

June 17th

NO MEETINGS in July & August

September 16th

October 21st

NO MEETING in December

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

Patrick Hare, Mayor's Chief of Staff

Joan David, Administrative Aide to the Mayor

Mary de Alderete, City Clerk

Susan A. Davis, Director of Human Resources

Bernard J. Schultz, Ward 1 Councilor

Amy L. Green, Councilor-At-Large

Tricia Chabot

Peggy Page