

# City of Fitchburg, Massachusetts

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## CEMETERY TRUSTEE BOARD MEETING MINUTES Thursday, March 18, 2021

2021 APR 15 PM 1:24  
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 9:05 a.m.

**Trustee Members Present Remotely:** Judith A. Perla, Diane R. Ouellette, and Michelle Sciabarrasi

**Trustee Members Absent:** Andrew J. Hawthorne, Andrienne G. Clark

**Others Present Remotely:** Nicolas H. Bosonetto - DPW Commissioner

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

**Review and Approval of Meeting Minutes:** A motion was made by Diane Ouellette and seconded by Michelle Sciabarrasi to approve the minutes from the board meeting held on February 18, 2021. Vote was 3 in favor, 0 opposed. Minutes approved.

**Staff Reports:** Trustees reviewed the Cemetery Department Report.

**Cemetery Department Report 3/18/2021-** Progress report prepared by Jaquelyn Poirier

### **Forest Hill**

Routine maintenance of grounds

- Equipment maintenance
- Continuing to clean and disinfect vehicles and facilities
- Plowed and shoveled
- Partially repaired fence on Mt. Elam
- Started spring clean up

INTERMENTS	5
INURNMENTS	1
UP RIGHTED MONUMENTS	
UNCOVERED FLAT MONUMENTS	
MONUMENT FOUNDATION MARKING/PHOTOS	6
CATCH BASIN REPAIR/CLEAN	2
FILLED SINK HOLES	
TRIMMED TREES	7
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	15
PAYMENTS - INVOICED/PROCESSED	33
FAMILY GENEALOGY	17

**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 Superintendent

**Administration**

Routine administration tasks

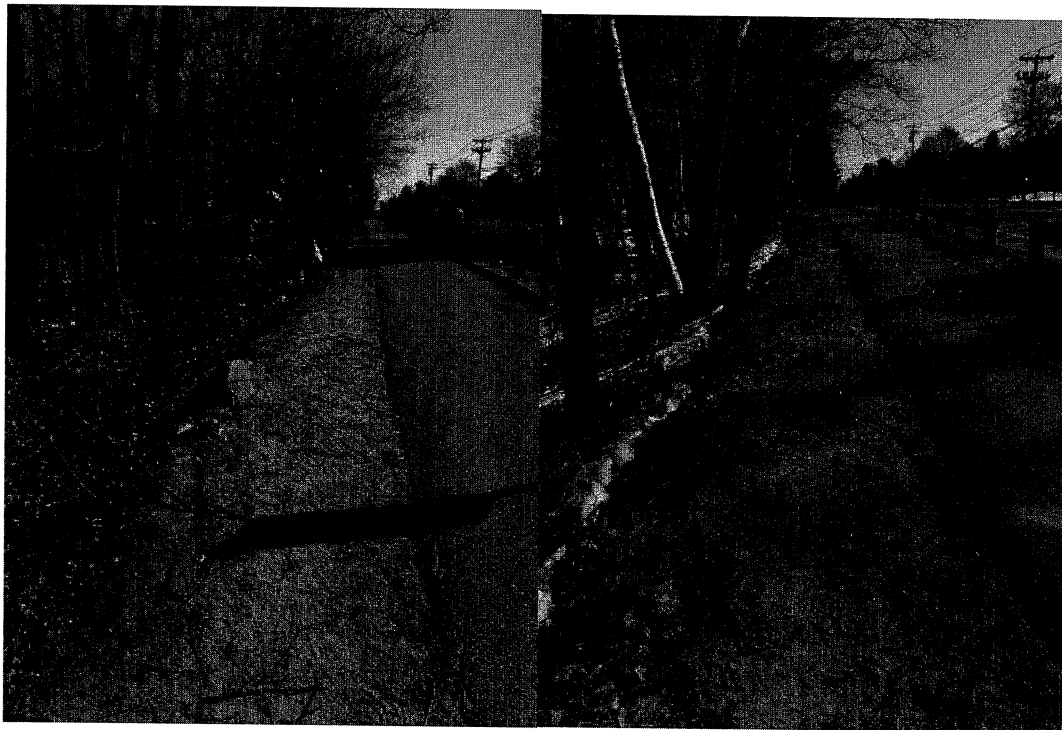
- Cemetery Software – meetings with CompuTemps –working on cleaning the data for migration – Laurel Hill migration of data in process
- Columbaria area –Engineering will continue to monitor wells - estimated 800 minimum graves. Engineering will work on design over the winter. \$ 175,000 funded for project for roads, retaining wall, landscaping, water and fencing -
- Working with Eagle Scout – sign project Forest Hill – scheduling installation on signs on posts
- Cogshall scheduling
- Worked with HR and BOH on COVID issues
- Working with HR workers compensation
- Attended Cemetery Trustee meeting

- Facilities Director Russell Karlstad inspection of leaks in mausoleum - when roof clear of snow another inspection will be done

- Four trees removed as part of tree maintenance schedule



Before and after fence repair – Mt Elam side of Forest Hill



Before and after trimming along bike path

## Old Business

Due to Superintendent Poirier being unavailable for this meeting, updates on the Mausoleum repairs and the Laurel Hill Fence replacement will be discussed at the next meeting.

**Update on Historical Register:** Michelle Sciabarrasi reported on information she gathered to restart the process of having our cemeteries placed on the Historical Register. After outlining the steps that should be taken, she suggested narrowing the focus to just Laurel Hill Cemetery to begin this process. She will work on updating the MHC Form E Burial Ground forms and do as much of the preliminary work as possible to help keep the costs down.

**Update on Budget FY22 & Comprehensive Plan:** Trustees and DPW Commissioner Bosonetto had a lengthy discussion on the FY22 budget which has already been submitted to the Mayor's office. Discussion centered around ways to increase funding for repairs to Laurel Hill Cemetery, through Free Cash requests, and secure funding for the planned new cemetery expansion on the Electric Avenue site. Commissioner Bosonetto briefly touched on the 5-year Comprehensive Capital Improvement Plan for the entire DPW Department which would include the Cemetery Department's needs. Trustees feel strongly that the City Council should be made aware of the fact that space within Forest Hill is limited, and that a new cemetery will be needed within the next few years. A written communication to the City Council and possible informational presentation was discussed. Michelle Sciabarrasi will work on an outline for both a communication and presentation.

**Update on Sally Cragin & Stratton Players:** Sally Cragin was not present for this meeting. Diane Ouellette stated that she had received an email from the Fitchburg Historical Society mailing list promoting the "Artists and Ancestors" program that will take place at Forest Hill on April 17<sup>th</sup> & 18<sup>th</sup>. The time for the 2<sup>nd</sup> performance on each day has been changed to 3:30 p.m.

**Update on Email Responses to Dean Hill:** Chair Perla received an email response from Mr. Steven DiGiovanni thanking the trustees for taking the time to read and respond to his inquiry regarding filming in Dean Hill Cemetery.

## New Business

**Memorial Day Observance:** Due to Superintendent Poirier being unavailable for this meeting, planning for Memorial Day flag placement will be discussed at the next meeting.

**Agenda Items:** Chair Perla asked the Trustees to notify her of any items that they would like placed on the agenda by the Friday before each scheduled meeting.

**Events:** The next regular meeting will be held at 9:00 am on Thursday, April 15, 2021. If this meeting is held remotely, a link will be provided in the agenda.

**Adjournment:** There being no further business, Diane Ouellette made a motion to adjourn. Michelle Sciabarrasi seconded the motion. Vote was 3 in favor, 0 opposed. Chair Judith Perla adjourned the meeting at 10:55 a.m.

**Meeting Schedule 2021:**

April 15<sup>th</sup>

May 20<sup>th</sup>

June 17<sup>th</sup>

NO MEETINGS in July & August

September 16<sup>th</sup>

October 21<sup>st</sup>

November 18<sup>th</sup>

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

Bernard J. Schultz, Ward 1 Councilor

Amy L. Green, Councilor-At-Large

Tricia Chabot

Peggy Page