



City of Fitchburg, Massachusetts
TRUSTEES OF PUBLIC BURIAL GROUNDS
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CEMETERY TRUSTEE BOARD MEETING MINUTES
Thursday, January 19, 2023

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

CALL TO ORDER: Chair Perla called the meeting to order at 9:04 am.

Trustees Present: J. Perla, A. Hawthorne, M. Sciabarrasi

Others Present: N. Erickson, DPW Commissioner

Present Remotely: J. Poirier, Cemetery Superintendent

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

Review and Approval of Meeting Minutes: Michelle Sciabarrasi made a motion to approve the November 17, 2022 meeting minutes; seconded by A. Hawthorne. All 3 in favor to approve minutes. Motion passed.

Election of Officers: Judith A. Perla was re-elected as Chair of the Cemetery Trustee Board unanimously. Chair Perla was also elected to the Clerk's position as the Trustees are in the process of adding two (2) additional Trustees to the Board.

Staff Report:

Cemetery Department Report 1/19/2023- 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 mowers, equipment, backhoe and trucks
- Clean trash from bike path and Forest Hill
- Completed leaf clean-up – removed box for season
- Picked up remaining flags from all cemeteries
- Applied winter fertilizer at Forest Hill
- Cleaned pit
- Plowed and shoveled
- Serviced and polished lowering device

- Organize garage
- Picked up propane tanks for season
- Gathered and washed barrels for season
- Temporarily fixed stones from accident at Forest Hill

INTERMENTS	9
INURNMENTS	4
UP RIGHTED MONUMENTS	7
UNCOVERED FLAT MONUMENTS	
MONUMENT FOUNDATION MARKING/PHOTOS	12
CATCH BASIN REPAIR/CLEAN	15
FILLED SINK HOLES	7
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	48
PAYMENTS - INVOICED/PROCESSED	58
FAMILY GENEALOGY	16

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

Clean-up downed limbs

Cemetery Staff

- 4 Full-Time Workers
- 1 Superintendent

Administration

Routine administration tasks

- Cemetery Software – meetings with CompuTemps – data base upgrades
- 127 graves left for sale in Forest Hill
- Working on accident Forest Hill 12.14.2022
- New equipment tailgate sander for pickup truck
- Working on T27 truck accident – parts ordered
- Ordered parts for backhoe, new lock, tires, filters surging issues
- Procurement request for Laurel Hill Fencing # 261 – 22

- Attended City Council meeting # 270-22 – Cemetery Capital Expenses – Mausoleum restoration/repairs
- Working with City Attorney and Bonville & Howard – collection of account
- Coordinating with BOH – Fitchburg Outreach - shelter referral program – tent in pit area



Accident Forest Hill 12/14/2022

Discussions on the Cemetery Report regarding the 127 remaining graves and the number of new graves in the Memorial Garden area with approximately 687 new graves which will be ready in the spring along with the new Columbarium area which is being worked on with the design engineers. Discussion on the collection of out standing accounts with the City Solicitor is on going.

Nick added that negotiations are underway with local 170 labor union for DPW workers. Could help attract new employees at a higher rate. -Judy had question to Jaquelyn about procedure with squatter in the pit on Electric Ave. The city handles the matter differently by trying to offer support services. -Nick said the parked cars in the pit will be going to auction soon.

Laurel Hill Fencing and RFQ for Mausoleum: These two projects have been filed with the Procurement Office and are waiting to be sent out for bid.

Update on Funding from Rep Kushmerek: DPW Commissioner Erickson will contact Rep Kushmerek regarding any available funding from the state for the cemetery projects.

Review of Rules & Regulations: Discussion is still on going with regards to the changes for the Cemetery Rules & Regulations #6 & 6 A. Jaquelyn has not yet worked on this item yet, but shared that clients receive a folder with the rules and regulations but don't always adhere to them. A possible acknowledgement form to be included in the folder so families are informed at the very least for signing off on item #6 A regarding flowers on graves. The solicitor's office will be contacted on this subject.

Review of Cemetery Price List: Current price list: Andy made a motion to table this to the next meeting. Michelle S seconded. All 3 voted in favor. Tabled for next Cemetery meeting.

Sale of Lots-Payment Schedule & Time Frame: Superintendent Poirier shared an example of a family who bought 12 graves in 2015 but are only paying \$50 per month. Trustees are looking to reduce length of time to pay off graves. Also, due to the transient nature of families, some graves are sold back to the city for the same amount paid less admin fee. Superintendent Poirier indicated this matter should be discussed with the City Solicitor and will be speaking with him and discussion will continue at the next Trustees meeting.

Other Business: Commissioner Erickson informed the Trustees of an organization call Mulch for Military, which has applied for CDBG funding to do some work in our cemeteries. The Trustees have agreed to invite them to our next meeting to discuss this matter further.

Events: The next regular meeting will be held on Thursday, February 16, 2023 at 9 AM in the West Meeting Room at City Hall, 718 Main Street.

Adjournment: Meeting adjourned at 10:45 AM.

Minutes of this and all other meetings can be view on the City of Fitchburg website under <http://www.ci.fitchburg.ma.us>

Government - Meetings and Agendas - Trustees of Public Burial Grounds

Respectfully submitted,

Judith A. Perla

Chair/Clerk, Trustees of Public Burial Grounds