



# City of Fitchburg, Massachusetts

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## CEMETERY TRUSTEE BOARD MEETING MINUTES

Thursday, January 17, 2019

### **Call to Order:**

Chair Judith Perla called the meeting to order at 9:00 a.m.

### **Trustee Members Present:**

Judith A. Perla, Diane R. Ouellette, Andrew J. Hawthorne, Andrienne G. Clark

### **Trustee Members Absent:**

Nancy Maynard

### **Others Present:**

Jaquelyn R. Poirier – Cemetery Superintendent, Lenny Laakso - Commissioner of Public Works, Gary Withington – Superintendent of Streets

### **Approval of Meeting Minutes:**

A motion was made by Andrew Hawthorne, and seconded by Diane Ouellette, to approve the minutes from the board meeting on November 15, 2018. 4 in favor, 0 opposed - Motion passed. Minutes approved.

### **Public Forum:**

There was no one present wishing to speak.

### **Staff Reports:**

**Cemetery Department Report 1/17/2019-** Progress report given by Jaquelyn Poirier

### **Forest Hill**

- Cleaned mausoleum
- Cleaned office trailer
- Helped with cleaning DPW, Wastewater and Water department
- Rubbish removal in cemetery and along bike path
- Filled sink holes in graves
- Completed fertilizing
- Prepared for frost with warming blanket and propane

- Cleaned off catch basins
- Repaired plow damage to grass
- Installed new straps on lowering device
- Continuing to clean up fall leaves
- Picked up downed limbs
- Cleaned graves to keep in specification
- Equipment and vehicle maintenance
- Snow plowing and shoveling
- (17) Funerals since last meeting

### **Laurel Hill**

- Cleaned up downed limbs
- Continuing to clean up fall leaves

### **South Street/West Street & Dean Hill & Hartwell**

- Cleaned up downed limbs
- Clean debris along the fence

### **Cemetery Staff**

- 2 full-time workers
- Light Duty - 1 LMEO – 1 1/2 days a week
- 2 Temporary Help
- 1 Superintendent
- Congratulations to Matthew Glaude – He obtained his CDL class B and was promoted to HSMEO

### **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
- Sales - graves, veterans' foundations, veterans' flag holder, brick, cremated remains table rental, columbarium
- Genealogical searches
- Coggshall schedule
- Attended New England Cemetery Association seminar
- Working on specifications for new software
- Master Plan Phase II review meeting with Ray Dunetz, Mayor, DPW Commissioner – need to meet with Auditor on funding
- Working with Engineering in columbaria area – high water table –monitoring wells – with help from the DPW installed a drainage pipe into culvert to divert water – need to install another drain pipe in the summer the water table not low enough to support graves
- Working with Purchasing on trailer lease
- Worked with Bemis Associates volunteered in November helped with winter clean up at Laurel Hill
- Wreaths across America, Monty Tech ROTC– December 15, 2018 – wreaths were laid at Laurel Hill, West Street, South Street, Dean Hill and Forest Hill
- Working on building leaks at Mausoleum – Met with roofing company to determine if it is a warranty issue. Found that exterior limestone block wall needs repointing – water is getting through gaps in mortar
- Met with masonry contractor – found numerous repointing issues at Mausoleum. Waiting for estimate
- Working with Monty Tech with mausoleum renovations – they are willing to work on flooring and stairs outside – Flooring has been ordered
- Ordered two benches for Forest Hill
- Attended quarterly meeting with Mayor, Commissioner, Street Superintendent

- Ordered new lowering device – current devices are both over 20 years old
- Coordinated with Mr. Jordan – flag disposal
- Attended Legislative Affairs meeting on cemetery regulations – City Council passed # 299-18 unanimous vote
- Met with Eagle Scout Matthew Sadowski– Donation for Adopt a Veteran - Laurel Hill
- Veteran Flag holders placed South Street, West Street, Dean Hill
- Ordered new coco mats for funerals
- Update from Eagle Scout candidate Devon Sauer – he has sign in place at Laurel Hill– waiting for middle section.
- Worked in engineering – new section R – 28 new graves – on the left hand side of memorial cremated remains section – expected to open in spring – Engineering will reset grave numbers
- Councilor Joel Kaddy has offered to train cemetery personnel in the spring on how to fix broken stones with different techniques depending on stone composite
- Dean Hill Cemetery – Address change – Parcel S10-17-0 previously known as # 191 Caswell Road has been changed to 91 Caswell Road\
- Columbarium Niches – ¼ of units sold in the two new units, when ½ of units are sold will start with expansion plans
- FY20 – Will be starting on budget

### **Old Business:**

#### Cemetery Rules & Regulations

The Cemetery Rules and Regulations, revised on October 25, 2018, were approved by the City Council on December 18, 2018. (Petition 299-18). (Available upon request). The revised rules will be posted on the cemetery web site.

#### Trustee reappointments

Judith Perla and Andrew Hawthorne were both reappointed as Trustees by Mayor DiNatale. Their reappointments were approved by the Appointment Committee, and the City Council, on December 4, 2018. Both of their terms will expire on January 1, 2022.

#### Monty Tech MCJROTC

The Fitchburg Cemeteries were honored to have the Monty Tech MCJROTC cadets, led by Paul Jornet, First Sergeant USMC (Ret), Marine Instructor In Charge, sponsor Laurel Hill Cemetery into the Wreaths Across America program. A Remembrance Ceremony and the laying of wreaths took place at Laurel Hill on December 15, 2018. Wreaths were also placed at South St., Dean Hill, West St. and Forest Hill Cemeteries. Sgt. Jornet would like to hold a fund raiser to sponsor wreaths for the Fitchburg Cemeteries again this year. The board will send a Thank-you letter.

#### Mausoleum repairs

Monty Tech students will be doing the repairs on the interior marble flooring and outside concrete walkway of the mausoleum. The flooring has been ordered, and they are waiting for a quote for the concrete needed for the walkway.

The mausoleum has experienced several new leaks that are not associated with the roof. Numerous areas on exterior walls need repointing. Superintendent Poirier is waiting for an estimate for the work needed. Board discussed temporary measures to prevent leakage until the work can be done.

## Office Trailer

Bids for a minimum 3-year lease of an office trailer are due back today.

## Cemetery Software

The City's free cash has been certified. The new cemetery software is on the list of projects to be approved for funding.

## Forest Hill Master Plan B Phase 2

Superintendent Poirier and DPW Commissioner Laakso will be meeting with the City Auditor to discuss funding for the Forest Hill expansion. No date has been set to have Ray Dunetz present the plan to the City Council.

## **New Business:**

### Elections

Andrienne Clark nominated Judith Perla as Chairperson, and Diane Ouellette as Clerk. Both nominations were seconded by Andrew Hawthorne. Both accepted the nominations. Election was held. Judith Perla was elected Chairperson, 4 in favor, 0 opposed. Diane Ouellette was elected Clerk, 4 in favor, 0 opposed.

### Code of the City of Fitchburg, Chapter 11. Cemetery Administration

Possible changes were discussed. No changes were proposed at this time.

### City Councilor Joel Kaddy

Councilor Kaddy has offered to help restore broken headstones and instruct the cemetery crew in the restoration process.

### Adopt A Veteran Flag Holders

Eagle Scout Matthew Sadowski has given a donation to the Adopt A Veteran Program, with the stipulation that the money be used to purchase flag holders for Veterans interred at Laurel Hill Cemetery. A motion was made by Andrienne Clark and seconded by Diane Ouellette for the department to fund the cost of the remainder of the flag holders needed to provide one for every Veteran at Laurel Hill. 4 in favor, 0 opposed - Motion passed.

## **Remarks and Comments from Trustees**

Andrienne Clark thanked Chairperson Judith Perla and Clerk Diane Ouellette for their willingness to again serve in their positions and commended them on their work as Trustees.

## **Events:**

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

**Adjournment:**

A motion was made by Andrienne Clark, and seconded by Andrew Hawthorne, to adjourn the meeting. The motion passed, 4 in favor, 0 opposed and the meeting was adjourned at 10:55 a.m.

**Meeting Schedule 2019:**

February 21, 2019

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

September 19, 2019

October 17, 2019

November 21, 2019

Respectfully submitted,

Diane R. Ouellette

Clerk, Trustees of Public Burial Grounds

Distribution: Cemetery Trustees  
Jaquelyn R. Poirier, Cemetery Superintendent  
Lenny Laakso, 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  
Amy Green, Ward 1 Councilor  
Tricia Chabot  
Peggy Page