



City of Fitchburg, Massachusetts
TRUSTEES OF PUBLIC BURIAL GROUNDS
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CEMETERY TRUSTEE BOARD MEETING MINUTES
Thursday, April 21, 2022

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

Call to Order: Chair Judith A. Perla called the meeting to order at 9:05 a.m.

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

Trustee Member Absent: Andrew J. Hawthorne

Others Present: Nicholas J. Erickson, PE - Commissioner of Public Works, Russ Karlstad, Facilities Director

Others Present Remotely: Jaquelyn R. Poirier – Cemetery Superintendent, Sally Cragin – Stratton Players

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

Review and Approval of Meeting Minutes: The minutes from the board meeting held on March 17, 2022 were approved by unanimous consent.

Staff Reports:

Cemetery Department Report 4/21/2022- 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 mower, seeder thatcher, compactor, lowering device and gator
- Cleaned and organized tomb
- Gator painted new body
- Serviced backhoe
- Started working on winter graves
- Replaced street signs
- Thatched Forest Hill

INTERMENTS	3
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INURNMENTS	
UP RIGHTED MONUMENTS	
UNCOVERED FLAT MONUMENTS	
MONUMENT FOUNDATION MARKING/PHOTOS	2
CATCH BASIN REPAIR/CLEAN	
FILLED SINK HOLES	5
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	22
PAYMENTS - INVOICED/PROCESSED	30
FAMILY GENEALOGY	44

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

Cleanup of trash and limbs

Cemetery Staff

- 4 full-time workers
- 1 Superintendent

Administration

Routine administration tasks

- Cemetery Software – meetings with CompuTemps – data base additions and edits
- Columbaria area – meeting with Commissioner and Engineering concept design with topography 40 % complete- Engineering will be working on finishing up grant – to be used for wall vendor \$ 25,000.00
- Facilities Director – mausoleum roof – working on scope of work for RFQ – Office and Garage
- Working with Sally Cragin on Civil War Project – September 10th proposed program
- Inventoried old vases and flag holders – Consulted with Solicitor
- Helped Lunenburg with old grave questions
- Working on collections
- Organizing Spring in cemetery
- Memorial Day preparations
- Meeting with Funeral Provider – disinterment procedures
- 164 graves left for sale in Forest Hill

Memorial Day Planning: Superintendent Poirier announced the schedule for flag placements in all cemeteries. Boy Scout Troop 41 & Cub Scout Pack 41, along with Girl Scouts, will place flags at Forest Hill Cemetery on Thursday, May 26th, starting at 3 p.m.

Trustee Diane Ouellette, Leo Ouellette, and Tricia Chabot will place flags in Laurel Hill, to be completed by Wednesday, May 25th.

Cemetery employees will place flags at Dean Hill, West St., South St. and Hartwell Cemeteries. This will also be completed by Wednesday, May 25th.

Cemetery employees will be on site during the holiday weekend to handle clean up and provide help to citizens.

Mayor's revised FY23 Budget: The revised budget has not been received back from the Mayor's office.

Bronze Civil War Vases and Gravestone Markers: Superintendent Poirier received an email from the City Solicitor, and Chair Perla has spoken to the Mayor regarding loaning out these historic items for display. The City Solicitor suggested that a signed acknowledgement of them being on loan be obtained before they could be displayed by any organization. The Mayor feels that they should not be loaned out at this time.

Russ Karlstad – Facilities Director – Mausoleum Roof and RFQ Process: Mr. Karlstad has been working on an RFQ for the scope of work required to repair the mausoleum. He explained the procurement process, starting with an RFQ (Request for Qualifications) to first hire an OPM (Owners' Project Manager) who will then develop an RFP (Request for Proposals) to hire an Architect. The OPM and Architect will work with the DPW, Cemetery Superintendent and Trustees to develop a design package for all the repairs needed for the mausoleum. The final steps would be advertising for bids for public construction and hiring a DCAMM certified contractor for the project. Asked about a timeline, Mr. Karlstad stated that it could take two to five months to bring an OPM and architect on board.

Update on Video Presentation: Trustee Sciabarrasi provided a first look at the preliminary mausoleum presentation. Discussion centered around what information to add to the presentation and choosing a date to go before the City Council. Trustees agreed on a tentative date of September 20th.

Events: The next regular meeting will be held on Thursday, May 19, 2022 at 9 a.m. in the West Meeting Room at City Hall, 718 Main St.

Adjournment: There being no further business, the board decided by unanimous consent to adjourn, and Chair Judith Perla adjourned the meeting at 10:50 A.M.

Meeting Schedule 2022:

May 19th

June 16th

NO MEETINGS in July & August

September 15th

October 20th

November 17th

NO MEETING in December

Respectfully submitted,

Diane R. Ouellette

Clerk, Trustees of Public Burial Grounds

Distribution:

Cemetery Trustees

Jaquelyn R. Poirier, Cemetery Superintendent

Nicholas J. Erickson, P.E., Commissioner of Public Works & City Engineer

Gary Withington, Superintendent of Streets

Honorable Mayor Stephen L. DiNatale

Natalia Oliver, Mayor's Chief of Staff

Joan David, Administrative Aide to the Mayor

Amanda Alford, Provisional City Clerk

Bernard J. Schultz, Ward 1 Councilor

Amy L. Green, Councilor-At-Large

Tricia Chabot

Peggy Page