



City of Fitchburg, Massachusetts

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CEMETERY TRUSTEE BOARD MEETING MINUTES

Thursday, September 15, 2016

Call to Order:

Chairman Don Lassila called the September 15, 2016 meeting to order at 9:02 am

Trustee Members Present:

Don Lassila, Philip Jordan, Diane Ouellette, and Andrew Hawthorne

Trustee Members Absent:

Judith Perla

Minutes of the Meeting:

A motion made by Philip Jordan, and seconded by Andrew Hawthorne to accept the minutes from June 16, 2016. 4 in favor, 0 opposed - Motion passed.

Oral Requests from Audience:

Donald Sparks – Requested permission to clear vegetation around veteran makers in cemetery. The Trustee Board thanked Mr. Sparks for his willingness to help.

A motion was made by Andrew Hawthorne, and seconded by Diane Ouellette to allow Donald Sparks with a group of volunteers on September 24, 2016 to remove vegetation around veteran markers with the understanding he is to work with cemetery superintendent. 4 in favor, 0 opposed - Motion passed.

Cemetery Department Report: Report given by Jaquelyn Poirier

Forest Hill

- Cleaned mausoleum – entombment
- Mowing and trimming grass
- Cleaned up flowers and decorations on graves
- Rubbish removal in cemetery and along bike path
- Installed Veteran Markers
- Installed Veteran flag holders
- Raised flat markers
- Equipment maintenance
- Watering trees, flowers and graves
- Spraying weeds
- Installed new office trailer sign with corrected email information
- Installed silt fence with hay to help with erosion
- Painted street signs and posts
- Pruned and trimmed trees
- Random Shrubs cut up by unknown person - leaving area looking bad (photos available upon request)

Trustees want superintendent to report to Police as vandalism

- Rebuilt (3) catch basins
- Trench repair
- Trench and catch basin repairs paved by Streets Division
- Cleaned up frog pond
- (25) Funerals since last meeting

Laurel Hill

- Checked and picked up trash
- mowing and trimming
- Graffiti removal with Streets Division
- Cleaned up down limbs
- Sprayed weeds
- Installed (2) new solar lights – Trustees will discuss adding light on right side of hill in the spring
- Raised (5) downed stones

South Street/West Street & Dean Hill & Hartwell

- Checked and picked up trash
- Mowing and Trimming
- Cut tree and cleaned Hartwell Cemetery
- Fence repair at South Street – in process with MuniTech and Street Division

Cemetery Staff

- 1 full-time worker
- Disabled list 1 SMEO and 1 LMEO
- 1 DPW worker
- 1 temporary worker
- 1 Superintendent

Trustee encourage use of volunteers when possible, to have department think outside the box

Administration

- Applied for Veterans markers in Washington
- Consult with grieving families
- Database corrections and updating
- Cemetery Veteran Maps - updating
- Sales - graves, veterans' foundations, veterans' flag holder, brick, cremated remains table rental, columbarium
- Worked on FY17 reports
- Genealogical searches
- Adopt a Veteran – processing requests
- Attending DPW managers meetings
- Working on keeping graves in specifications
- Working with Human Resources and DPW Commissioner on personnel issues
- Met with Jim Dee, Field Service Supervisor from Unitil at Laurel Hill, (3) contractor names for prices on poles for surveillance equipment for Laurel Hill
- Met with Auditing department for training on Munis
- Coordinating for United Day of Caring – Friday, September 16, 2016 – Working on veteran markers and flag holders
- Met with Stephen Twining – Civil War Veterans
- New 1 ton truck delivered
- New landscape trailer delivered
- Put request in to have all City of Fitchburg cemeteries removed from Pokémon Go locations
- Met with Cemetery Trustee with regard to brush removal pictures

Expansion in Forest Hill Cemetery

- Waiting on DPW availability to continue expansion on Electric Avenue - Section Q– 377 graves
- Inventory of graves left in section P – 44 graves

Old Business:

Master Plan – Lenny Laakso working with purchasing – RFP is complete – Trustees requested copy of RFP to see if they want to make any changes before to goes out.

Section Q Expansion –Engineering has map for Gary Withington to follow –staying within the 100 ft of the wetlands restriction – Gary Withington will schedule when time allows. Top soil will be processed from the pit Trustees requested Lenny Laakso look into cutting more trees on the edge with permission from conservation.

Mausoleum – Still waiting on new proposal from Paul Lieneck

Water System – Phase IV – Gary Withington will schedule when time and personnel allows

New Sand Pit – Trustees have no issue with new sand pit across the street where it was flagged, waiting on time allows for Gary Withington

Forest Hill – Chuck Seggelin metal detecting – He completed along the Electric Avenue side – Mr. Seggelin did not find anything historical - only modern coin \$ 3.57 and a toy car (picture available upon request)

New Business:

Rules & Regulations – After a lengthy discussion the Rules & Regulations have not changed at this point. This will be addressed another time.

Trustees requested enforcement of rules to be consistent with everyone in the cemetery.

Revolving Account – When account was set up Trustees and DPW Commissioner has control of revenue, in May 2016 101-16 Cemetery Superintendent and DPW Commissioner are listed. Philip Jordan questioned when and why did this happen? Lenny Laakso will check with City Auditor.

Perpetual Care – 20% of expendable income will not be spent yearly. Due to MA regulations unable to put back into perpetual care non-expendable account. Account totals as of June 30, 2016:

Perpetual Care Non-Expendable – \$ 1,220,576.73 – Perpetual Care Expendable - \$ 74,208.28

Laurel Hill – Roads are washing away, need attention – especially North Avenue - Lenny Laakso will look into road grindings or solutions for road erosion.

Trustees questioned if there are other materials besides wood for planking a grave on the market. Cemetery superintendent will look into.

Events:

Next meeting scheduled for Thursday November 17, 2016 at 9:00 am – Cemetery Office

A motion made at 10:49 am by Andrew Hawthorne, and seconded by Philip Jordan to adjourn the meeting. 4 in favor, 0 opposed - Motion passed.

Respectfully submitted,
Jaquelyn R. Poirier

Distribution: Cemetery Trustees
Honorable Stephen DiNatale
A. J. Tourigny

City Clerk
Ward 1 Councilor Amy Green
Lenny Laakso, DPW
Gary Withington, DPW
Tricia Chabot
Peggy Page