

Nov 16 2023 12:36 pm



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

The Cemetery Trustee Board meeting was held in the West Meeting Room, 1<sup>st</sup> 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 9:10 am.

**Trustees Present:** J. Perla, G. Mirijanian, A. Hawthorn. M. Sciabarrasi was absent.

**Others Present:** Nick Erickson, DPW Commissioner, Jaquelyn Poirier, Cemetery Superintendent.

**Remotely Present:** Russell Karlstad Director of Facilities for Fitchburg

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

**#1. Review and Approval of Meeting Minutes:** A Hawthorn made motion to accepted the meeting minutes of September 14, 2023 2<sup>nd</sup> by G. Mirijanian seconded the motion. All in favor to approve the minutes. Motion passed.

**#2. Cemetery Department Report 10/19/2023** - Progress report given by Jaquelyn Poirier

**Forest Hill :**

Routine maintenance of grounds

Cleaned graves to comply with specifications

Maintenance – lawn mowers, equipment, backhoe and trucks

Replacement of damaged flag holders

Pick-up & T26 oil change/brakes - DPW

INTERMENTS	3
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INURNMENTS	4
UP RIGHTED MONUMENTS	
UNCOVERED FLAT MONUMENTS	
MONUMENT FOUNDATION MARKING/PHOTOS	5
CATCH BASIN REPAIR/CLEAN	
FILLED SINK HOLES	4
TRIMMED TREES	
TRIMMED SHRUBS	
PHONE/OUTSIDE MEETINGS WITH FAMILIES	36
PAYMENTS - INVOICED/PROCESSED	38
FAMILY GENEALOGY	16

### **Cemetery Staff**

- 4 Full-Time Workers – 1 Co-op Monty Tech Student - 1 Superintendent

### **Administration**

Routine administration tasks

Cemetery Software

Weekly meetings with CompuTemps

Working on lot/grave project

General

Working with consultant – rules/price list regarding additional interment rights in grave

Revising/Adding documents – Drafts for review

Meetings with Leominster Cemetery – MA State Law, prices, rules

Replacing a base of stone, rocks projected from mower hit stone

New 52” Gravely Stand mower purchased – replaced 2015 mower

Memorial Gardens

Waiting on paving

Engineering also working on how we track available graves (maps)

Podium – Memorial Gardens in process

Mausoleum : 4 of 6 drains stolen – Facilities manager working on replacement

Columbarium: Gathering information on additional unit/area layout



Laurel Hill Fence Stolen 9.2023



Laurel Hill Fence Replaced



Laurel Hill Fence repair-mower damage

Replace base due to mower damage

The Superintendent had presented the Trustees with drafts of the rules and regulations which still need some adjustments to the language.

The Superintendent has present the adjusted Price List and asked for a vote to approve the price increase.

A vote in the affirmative was approved. This will now go forward to the appropriate committees for approval.

A motion to approve the Superintendent's report was made by A. Hawthorne and seconded by G. Mirijaian. The motion passed with all in favor.

**#3. Russell Karlstad, Facilities Director:** Updated the Trustees on the progress with the Spencer Group on the Fee Proposal. Conditions Assessment will be approximately \$75,245. DPW Commissioner Erickson and Facilities Director Russell Karlstad will make the request to the Mayor. This process will keep the project on course.

**Events:** The next meeting will be held on Thursday November 16, 2023 at 9:00 AM in the West Meeting Room at City Hall, 718 Main Street, Fitchburg MA. 01420

**Adjournment:** Meeting adjourned at 11:30 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

