

# *Cemetery Board*

January 21, 2003 - **Minutes**

## **View Agenda**

\* \* \*

Present - Judith M. Downey, Chairman James E. Barton, Secretary Pro Tem Robert J. Verville William E. Santos, left meeting at 5:05 p.m.

Absent - Jesse V. Santos Jr., absent due to an injury and rehabilitation

Meeting called to order at 4:10 P.M. by Judith M. Downey, Chairperson

### **VOTED:**

To dispense reading the minutes of the last meeting of December 17, 2002, and approve as amended.

### **VOTED:**

To dispense with reading the warrants for the Accounts Payable since the last meeting and approve them as submitted.

### **VOTED:**

That Certificates be issued for lots/graves sold with perpetual care to:

Miriam Horsfall of Grave 760 Sec. 209 Veterans, Rural Cemetery for \$500.

Alice Raphael of Lot 282 Sec. 204, Rural Cemetery for \$1,000.

Geraldine A. Buckley of Lot 525 Sec. 24 Premium, Pine Grove Cemetery for \$1,500.

Ema daSilva of Lot 523 Sec. 24 Premium, Pine Grove Cemetery for \$1,500.

Cindy Garifales of Grave 2642 Sec. 21, Pine Grove Cemetery for \$500.

Maria Graca of Lot 546 Sec. 24 Premium, Pine Grove Cemetery for \$1,500.

Maria G. Ponte of Lot 527 Sec. 24 Premium, Pine Grove Cemetery for \$1,500.

Maria C. Raposo of Lot 545 Sec. 24 Premium, Pine Grove Cemetery for \$2,250.

Albert Tremblay of Lot 89 Sec. 12, Pine Grove Cemetery for \$2,000.

**FY 2003 BUDGET APPROPRIATIONS / FINANCE REPORT thru December 31, 2002**

<b>ACCOUNT</b>	<b>APPROP.&amp; TRANS</b>	<b>EXPENDITURES</b>	<b>BALANCE</b>
100 Salaries & Wages	\$ 664,436.00	\$ 296,867.76	\$ 367,568.24
200 Charges & Services	\$ 64,179.00	\$ 48,921.43	\$ 15,257.57
400 Supplies & Materials	\$ 32,105.00	\$ 9,843.76	\$ 22,261.24
<b>TOTALS</b>	<b>\$ 760,720.00</b>	<b>\$ 355,632.95</b>	<b>\$ 405,087.05</b>

**REVENUE ACCOUNTS**

<b>FY'02 RECEIPTS: 7/1/01-6/30/02</b>		<b>FY'03 RECEIPTS: 7/1/02-12/31/02</b>
\$ 80,310.00	Sales of Lots	\$ 28,075.00
\$ 51,470.00	Sales of Crypts	\$ 29,565.00
\$ 195,229.55	Care of Lots*	\$ 88,568.62
\$ 86,560.00	Perpetual Care Deposits	\$ 41,525.00
\$ 262,193.97	Perpetual Care Income	\$ 142,328.43
	Sale of Lots Income	\$ 1,941.66
	Sale of Land Income	\$ 2,020.48
*--Includes \$17,200.00 for (43) Sat. Burials		*Includes \$6,800.00 for (17) Sat. Burials
Overtime expense.. \$11,744.27		Overtime expense.. \$ 4,669.39

FINANCE REPORT: Clerk of the Board

**VOTED:**

to approve weekly payrolls from W.E.12/14/02 thru W.E. 1/11/02.....\$52,076.16

**VOTED:**

to approve the payment of the following bills that have been submitted to the City Auditor, since the last meeting of December 17, 2002.

\$ 1,321.63 - 200 Charges & Services a/c -- (Warrant 12/12/02)

217.60 - 200 Charges & Services a/c -- (Warrant 12/16/02)  
695.38 - 200 Charges & Services a/c -- (Warrant 12/17/02)  
207.65 - 200 Charges & Services a/c -- (Warrant 12/19/02)  
1,157.62 - 200 Charges & Services a/c -- (Warrant 12/23/02)  
458.25 - 200 Charges & Services a/c -- (Warrant 12/30/02)  
1,729.37 - 400 Supplies & Materials a/c -- (Warrant 12/16/02)  
32.36 - 400 Supplies & Materials a/c -- (Warrant 12/19/02)  
14.00 - 400 Supplies & Materials a/c -- (Purchasing 12/31/02)  
136.90 - 400 Supplies & Materials a/c -- (Purchasing 12/31/02)  
1,200.00 - 400 Supplies & Materials a/c -- (Warrant 1/07/03)  
545.28 - 8252 Perpetual Care Fund a/c -- (Warrant 12/16/02)  
908.80 - 8252 Perpetual Care Fund a/c -- (Warrant 12/17/02)  
817.92 - 8252 Perpetual Care Fund a/c -- (Warrant 12/23/02)  
863.36 - 8252 Perpetual Care Fund a/c -- (Warrant 12/23/02)  
908.80 - 8252 Perpetual Care Fund a/c -- (Warrant 1/03/03)  
636.16 - 8252 Perpetual Care Fund a/c -- (Warrant 1/07/03)  
1,497.37 - 3546 Sale of Lots a/c -- (Warrant 12/26/02)  
\$13,348.45 TOTAL

**CEMETERY PERPETUAL CARE FUND**

Account Balance (investments & income) per 12/31/2002 statement- \$ 4,784,869.96

**CEMETERY SALE OF LAND FUND**

Account balance (investments and income) per 12/31/2002 statement- \$ 205,522.68

**CEMETERY SALE OF LOTS FUND**

Account balance (investments and income) per 12/31/2002 statement- \$ 96,794.80

Mr. Barton questioned, when the department has a stone repaired, because an employee did the damaged, how do we determine which Monument Dealer to have repair it. Mr. Tetreault explained that he looks to see which monument dealer installed the stone.

Consensus of the Board: To review choosing monument dealers to repair stones, when the Board reviews the rules and regulations.

**VOTED:**

To accept the Finance Report.

**SUPERINTENDENT'S REPORT:** by Arthur J. Tetreault, Superintendent

December 16, 2002, Fred Borges Electric came by to give a quote for the installation of electrical service and lighting for the receiving tomb. December 17, 2002 M-V Electrical also came to give a quote and on December 18, 2002, Dick's Electric came by.

December 27, 2002, I received the proposals from Fred Borges Electric and M-V Electrical. (Borges - \$2,960.00, M-V \$2,500.00)

January 6, 2003, I spoke to Bernardo Cabral from the Solicitor's Office today about the two Worker's Compensation cases in our department, Roger Morin, and Jose Vega. I was told that I could initiate an involuntary Disability Retirement for both of these individuals. I am currently awaiting the forms.

January 8, 2003, I received a proposal from B.S.C. Group Design Services for Pine Grove Cemetery.

January 8, 2003, I received a price quote from Town Bookbindery for binding the Board Minutes. Quoted price is \$148.50 per book and we have three books that need binding for a total cost of \$445.50. I am requesting the Board's permission to fund this through the Sale of Lots account.

January 8, 2003, the medical bills for Roger Morin have now reached \$100,495.00. I am contemplating filing for an involuntary retirement for this man since I feel that he will not be capable of coming back to regular duty. This man is sixty-one years of age and has worked in this department for twenty-six years.

January 14, 2003, at the monthly budget meeting with the Mayor I was informed that any further medical bills would have to be paid from our budget. We do have a surplus in the 100 account from the retirement of Denis Lawrence and Antonio Fumo; we will have to transfer the money to the 200 account to pay the medical bills. We were also informed of the impending cuts in local aid from the state and the impact on not only our current

budget but also next year's budget. It may be a 10% cut, but I will not know until I am called in and given specific figures on what is to be done with our department.

January 17, 2003, I filed for involuntary retirements for Roger Morin and Jose Vega. The employees have the chance to appeal this, we will be liable to pay their medical bills, but they will be able to retire at 72%. It will probably not take place until June, it may help with next years budget.

**VOTED:**

to accept the Superintendent's Report.

**CLERK'S REPORT:**

Since our last meeting, 9 new lots/graves were sold. This brings the total, for FY'03, to 70 lots/graves sold and 3 lots transferred. Burials, from July 1, 2002 thru December 31, 2002, were as follows:

Rural 90	Regular Burials 142
Oak Grove 11	Welfare Burials 12
Pine Grove 84	Cremation Burials 30
Peckham West 0	Children Burials 1
Removal 1	Entombment 0
Total 185	Total 186
Grave boxes used 88	Vaults used 66

I met with Maria Pina-Rocha twice, at the MIS Department; we went over the use of the Laptop. I brought it back to the office on January 10, 2003.

**Communications received:**

Dated December 17, 2002, the Law Department notified us, that we are authorized to pay Workers' Compensation benefits to Henry Covey, a former seasonal employee of the Cemetery Department, at the weekly rate of \$166.18 for the period beginning 12/19/2002 and continuing to 2/19/2003.

**VOTED:**

to accept the Clerk's Report.

**OLD BUSINESS:**

Past Minutes Mrs. McCuen has passed in the rest of the outstanding minutes.

**VOTED:**

Motion by William E. Santo and seconded by Robert Verville, to dispense reading the Minutes of past meetings of July 20, 1993, August 24, 1993, and September 28, 1993, and receive and place them on file and to send a letter of thanks to Mrs. McCuen. Motion passed, all in favor.

New Office Building progress.

Judith Downey explained that the Board would need to do a site review for the new office building, which was suggested by Mr. Robert Gomes, the Project Manager for Greater New Bedford Vocational Technical High School. The school needs to know if they will be doing the project next year by March. Mr. Barton stated that the house on the corner of Kenmore St. and Acushnet Avenue, which is near Pine Grove Cemetery, is for sale, and suggested that it might be a nice building for the Cemetery Office.

Consensus of the Board:

To have Mr. Tetreault look into the price they are asking for the building and to speak to Larry Oliveira the Purchasing Agent, on the procedure of purchasing an existing building.

Friend's Cemetery:

Registered letters were sent to Marcia Glynn and Atty. Martin Lipman regarding having a special meeting. The letters were delivered and signed for on December 23, 2002.

**VOTED:**

Motion by James E. Barton and seconded by William E. Santos to send a registered letter to Marcia Glynn and Atty. Martin Lipman requesting they come to the February Board meeting. Motion passed, all in favor.

Scattering cremation garden and/or a section for burials for disposition of fetal remains

No Report

Main Office roof repair

No Report

Master Plan David Crispin from the BSC Group, gave a presentation on the proposal for cemetery design services relative to the Pine Grove Cemetery from his company. The Board members had time to ask questions or declare any concerns on the proposal.

Consensus of the Board:

To review the proposal and table this until the next meeting. Signage at Oak Grove Mr. Tetreault stated that the sign is lettered and will be installed this week. Receiving tomb Mr. Tetreault presented the quotes for the doors of the receiving tomb from Morin & Pepin, and Overhead Door. Acushnet Door was not interested in giving us a quote. With the quotes for the electricity we are looking at about \$5,700. not including the roof and mason work and other repairs. Staffing for Holiday Weekends (Christmas, New Years, and Easter)

Consensus of the Board:

To table staffing for Holiday weekends until the February meeting. Annual Report

**VOTED:**

Motion by James E. Barton and seconded by Robert Verville, to have the Working Foreman reports for the annual report made quarterly and given to the Superintendent. Motion passed, all in favor.

Consensus of the Board To review the annual report for FY 2001 and 2002 for next meeting.

The books for the Cemetery Board Minutes have not been bound since September 1988. We did not have a full book until we received the missing minutes. The department now has three books ready to be bound. The minutes are bound because they are the Cemetery's permanent records and no one can easily walk off with a large book.

**VOTED:**

Motion by James E. Barton and seconded by Robert Verville to spend \$460. to have the minutes bound in three volumes from 1988 thru December 2000. Motion passed, all in favor.

**NEW BUSINESS:**

The New Bedford City Council's Committee on Ordinances has requested Arthur Tetreault, Superintendent and Judith Downey Chairman of the Cemetery Board to a meeting on Tuesday, January 28, 2003 to discuss

(A) the Cemetery Board inventory the entire length of fencing around Oak Grove Cemetery, on the east, north and west sides, for any holes and make immediate repairs, including all barbed wire along the top of the fence;

(B) requesting that a street light be installed on the pole that is located at the corner of Robeson and Caroline Streets, the lights should face the Cemetery entrance on Robeson Street, on the east side of Caroline Street;

(C) requesting that increased police patrols in the Oak grove Cemetery, and all City cemeteries, be made a priority, and that signage be inventoried and posted at all entrances of Oak Grove Cemetery, as well as at all City cemeteries, notifying residents that the cemetery opens at sunrise and closes at sunset, and that anyone trespassing is subject to immediate arrest and levied fines by City Ordinance; and further, that when juveniles are arrested, the parents will be held accountable for restitution of fines as a result of the youth being arrested;

(D) requesting that the City and the Police Department continue to investigate the over 500 gravestones that were damaged at Oak Grove Cemetery on November 1, 2002, between sunset and sunrise, when the damage was discovered, until the person or persons responsible are arrested;

(E) requesting that the City Council request the City or the Cemetery Board put up an immediate reward for information leading to the arrest and conviction of the person or persons responsible for the damage committed at the Oak Grove Cemetery;

(F) requesting that the City Council request, and go on record in support of legislation being filed by the local delegation, and supported by Senator Montigny, that would put severe jail time sentences and community service once released, for anyone convicted of damaging any cemetery in the Commonwealth of Massachusetts.

Mr. Tetreault will be on vacation on January 28th, Ms. Downey will be attending the meeting, and she asked Mr. Tetreault to prepare the information and documentation for this meeting.

Mr. Barton noticed that in the minutes of July 20, 1993, the cemetery was dealing with lighting the cemetery at that time. Mr. Barton made a suggestion that the vestibule of the Main Office be cleaned and the doorbell needs fixing.

Mr. Tetreault stated that he would have the vestibule cleaned.

Mr. Tetreault asked to retain the two temporary employees for the month of February, to continue helping in the cemeteries. After a discussion the following action was decided.

**VOTED:**

Motion by Robert Verville and seconded by James E. Barton not to have the temporary employees for February unless needed, they are not to be lent out to another department. The Superintendent is to call D.P.W. for help before calling in temporary help. Temporary Employees are only to do cemetery work. Motion passed, all in favor.

**VOTED:**

that the next regular meeting of the Cemetery Board be scheduled for Tuesday, February 18, 2003 at 4:00 P.M., at the Cemetery Main Office, 149 Dartmouth St., New Bedford, MA.

**VOTED:**

to adjourn at 6:15 P.M. Secretary