

\$ 37,394.92	Perpetual Care Deposits	\$ 75,890.00
\$ 40,233.32	Perpetual Care Income	\$ 219,605.42
\$ 321.89	Sale of Lots Income	\$ 3,885.65
\$ 837.99	Sale of Land Income	\$ 3,775.79

*--Includes \$4,400.00 for (11) Sat. Burials *Includes \$14,000.00 for (35) Sat. Burials

Overtime expense.. \$2,547.36 Overtime expense.. \$ 8,927.55

VOTED:

to approve the payment of the following bills that have been submitted to the City Auditor, since the last meeting of October 22, 2003.

\$ 18,022.64 - 8252 Perpetual Care a/c--(Warrant 9/29/03)

\$ 18,022.64 **TOTAL**

CEMETERY PERPETUAL CARE FUND

Account Balance (investments & income) per 10/31/2003 statement- \$ 5,058,281.78

CEMETERY SALE OF LAND FUND

Account balance (investments and income) per 10/31/2003 statement-..... \$..... 254,430.23

CEMETERY SALE OF LOTS FUND

Account balance (investments and income) per 10/31/2003 statement- \$ 122,380.64

We received from Dan Patten, CFO Treasures Office \$2,096.41 due to interest that had accumulated from an account that was closed. The money has been deposited into the Perpetual Care Account with the City.

Consensus of the Board

To find out more information from Dan Patten, CFO, regarding this bank account and find out if there are any other accounts that the Board is not aware of.

VOTED:
to accept the Finance Report.

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

Thankfully we had no vandalism in any of our cemeteries over the Halloween weekend. We had four employees patrolling the cemetery on Halloween night. The only thing we found was at Pine Grove Cemetery where someone strung toilet paper from a couple of trees.

We are now in the process of picking up leaves and preparing the vehicles for winter snowplowing. Our mechanic is fixing our vehicles instead of sending them to the City Yard.

Robert Verville asked how the leaves are picked up, and Arthur stated that we have a new truck mounted leaf vac, and it is a lot nicer than the tag along we used before. With the consolidation Mr. Worden, Commissioner of DPF, offered to put the leaf vac on one of our trucks.

Mike Williams, one of our cemetery maintenance workers at Rural Cemetery is out on Workers Compensation. He will be out four to six months; he will need knee replacement surgery. He claimed that he fell backwards in the tool house. D.P. F. is going to put in for a temporary labor, to fill his position.

I received a fax from Jose Vega's doctor stating that he is still unable to return to work. I have not heard from retirement if Jose Vega and Roger Morin will be retiring on disability. I will contact Retirement to find out on the status of the retirements.

At the end of last week I received a call from Mrs. Rocha, she visited her uncle's grave on Veterans grave, he lost his arm for his country and there were no flags on the Veteran's graves. I explained that the Veterans organization has volunteers put flags for Memorial Day and that we take them down after the Fourth of July.

VOTED:

Motion by James E. Barton and seconded by Robert Verville that the flags that are placed at the Veterans graves for Memorial Day be removed after the Fourth of July, and the reason for that is the flags are torn and tatted and they interfere with the personnel and the maintenance and grass cutting of the graves. Motion passed, all in favor.

Mr. William Pike came to see me and stated that he felt his mother-in-law, Reba Lavoie was buried in the wrong grave. She was supposed to be interred in a reserve grave next to her husband in grave #913 section 207 World War 2; She was interred in grave #908 Section 207, five graves away from her reserved grave.

The Working Foreman, Arthur Phaneuf, paced from a stone that had an incorrect number on the stone.

The family realized a few days later when they went back to visit the grave that Reba was in the wrong grave and then called the funeral home that interned called the cemetery office. The office had the working foreman check the burial and then called and stated that the burial was in the correct grave. Rock Funeral Home called the family and told them if they still disagree, they had to contact the cemetery.

Mr. Pike then came in to see me and I went out with him and found that she was buried in the wrong grave. We will have to have a disinterment at no cost to the family. I have made arrangements with Department of Public Facilities to get larger equipment to help raise the box and move the burial. The only cost should be the burial order from the Health Department.

Mr. Barton recommended that we reimburse the family for the original cemetery cost and to apologize to the family for our mistake.

VOTED:

Motion by James E. Barton and seconded by Judith Downey that we have the disinterment of Reba Lavoie as soon as possible and that the family incur no charges for the disinterment or for the permit from the Board of Health and that we should refund them the original cost for the opening of the grave and the grave box. There will also be no charge for the foundation for the duplicate marker. We will also send a letter of apology and explanation to the family signed by the Superintendent and the Chairperson of the Board. Motion passed, all in favor.

VOTED:

to accept the Superintendent's Report.

CLERK'S REPORT:

Since our last meeting, 10 new lots/graves were sold and 1 transferred. This brings the total, for FY=04, to 58 lots/graves sold and 3 lots transferred.

Burials, from July 1, 2003 thru October 31, 2003, were as follows:

Rural 68 Regular Burials 91

Oak Grove	5	Welfare Burials	12
Pine Grove	64	Cremation Burials	34
Peckham West	<u>2</u>	Children Burials	0
Stillborn Burials		1	
Entombment		1	
Removal		<u>0</u>	
Total	139	Total	139
Grave boxes used	65	Vaults used	38

Communications:

Jesse Santos and his wife sent a thank you note to the Board Members for the lovely dinner they enjoyed last month.

VOTED:

to accept the Clerk's Report.

OLD BUSINESS:

Clerk of the Board:

Judith Downey explained that she had spoke to Larry Worden and he was going to speak to Angela Natho, Personnel Director, to find out what other Board's do regarding having the minutes taken and transcribed, she has received any information from him regarding this matter.

Julie explained that she was here taking the minutes for this meeting to help out, but wishes under the circumstances she does not wish to continue or feel it would help the situation.

Julie explained that she spoke to Sue Harris, Administrative Assistance for the Department of Public Works, and told her she wouldn't be comfortable continuing being the Clerk of the Board. Miss Harris explained that maybe one of the Board members or Mr. Tetreault could do the minutes or tape the minutes during the meeting, and one of the clerks could transcribe from the tape.

Arthur explained that he spoke to Sue Harris and that someone would transcribe the minutes and that Sandy Manning will type them and she will be preparing the letters and documents for the board meetings. Sandy Manning will be covering the office as a full time clerk and Gina Rauch will be covering the office half days and will also cover when Sandy is out. Mr. Tetreault stated that he would like Sue to come to the office with him and speak to both girls and go over the procedures regarding the Board.

Judith Downey stated that she will speak to Larry Worden, and Arthur is to speak to Sue Harris as how the minutes are going to be done.

Reorganization Update:

(a) Atty. Matt Thomas (M.O.U. contract)

No Report.

Friend's Cemetery:

We have not received the October payment for perpetual Care that they agreed upon,

Consensus of the Board:

To Tabled this until next month to see if they receive the payment, if not a letter will be sent to the Friends Society.

Master Plan

(a) BSC Group Proposal

No Report; tabled until next month.

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

No report; tabled until next month.

Receiving tomb

Tabled until next month.

Legal documents from the City Solicitors regarding the disinterment process

No Report from Matt Thomas

VOTED:

Motion by James E. Barton and seconded by Robert Verville to amend the Vote taken previously regarding the disinterment that we are allowing this disinterment at this time of Reba Lavoie, because of the sensitive nature and our mistake. Motion passed, all in favor.

Main office Carpet

Mr. Tetreault explained that Jeff Louro came by and looked at the office to consider renovation to the main office.

Consensus of the Board:

To invite Jeff Louro to the next Board meeting to discuss the main office renovation. Also to take off the agenda for the next meeting "Main Office Carpet" and add "Office renovation".

Price Review

VOTED:

Motion by James E. Barton and seconded by Robert Verville that if we have not heard from the Mayors office by December 1, 2003, regarding the price increase of \$100 per grave, the price will go up effective January 1, 2004. The office is to send a letter by December 15, 2003 to all the Funeral Directors notifying them that each grave space is going up by \$100 effective January 1, 2004. Motion passed, all in favor.

Latest Funeral Arrival Time

VOTED:

Motion by James E. Barton and seconded by Robert Verville that the last burial arrive by 3:00 P.M. and the reason we are doing this is because of the new hours the men are working (7:30 a.m. to 4:00 p.m.) as streamlined by D.P.F. This will be effective immediately, the letter will go out with the price increase, and if anyone calls for a late interment the office will have to tell them of the new ruling. Motion passed, all in favor.

Payment for Finance Advisor

Consensus of the Board:

To tabled until next month.

Purchase of Gravely Mowers

Mr. Tetreault would like to replace four Z-Turns and one gravely tractor type. John Deer tractor type is cheaper than the Gravely. Mr. Tetreault explained that we have had good luck with the Gravely's and we have parts from other machines.

Consensus of the Board:

To have the mechanic look at the John Deer tractors and mowers and find out the prices.

NEW BUSINESS:

Mr. Tetreault asked to have at least two Temporary Employee's for a next month to pick up leaves.

VOTED:

Motion by Robert Verville and seconded by James E. Barton that we hire 4 Temporary Employees for two full weeks starting December 1, 2003 and not to exceed \$3600. Motion passed, all in favor.

Mr. Tetreault asked for a lift gate for a Truck that will be given to us by the Department of Public Works.

VOTED:

Motion by Robert Verville and seconded by James E. Barton that we purchase the Lift Gate for \$3,306 for the truck given to us from D.P.F. from the Sale of Lot account. Motion passed, all in favor.

VOTED:

that the next regular meeting of the Cemetery Board be scheduled for Wednesday, December 10, 2003 at 5:00 P.M., at the Cemetery Main Office, 149 Dartmouth St., New Bedford, MA.

VOTED:

to adjourn at 6:20 P.M.

Secretary