

Lisa Balter
TOWN CLERK

**EAST HAVEN OLD CEMETERY BOARD
REGULAR MEETING MINUTES
JANUARY 26, 2023**

The East Haven Old Cemetery Board held a regular meeting at 7:00 PM on Thursday, January 26, 2023 virtually and transacted the following:

Chairperson Robert Sand called the meeting to order at 7:05 pm.

Roll Call was taken and a quorum was present.

Present: Commissioners Melanie Johnson, Arlene Hackbarth, Judy Ruggiero, Barbara Buonome, Chairperson Robert Sand and Vice Chairperson Marcia Federico.

Also present: Town Council Member Mrs. Samantha Parlato.

Approval of Minutes:

Chairperson Sand asked if all in attendance had received and read the minutes from the December 29, 2022 regular meeting and all had. Chairperson Sand asked if there were any corrections, omissions or questions.

Hearing none, Chairperson Sand asked for a motion to accept the December 29, 2022 regular meeting minutes as submitted.

Commissioner Johnson made a motion to accept the December 29, 2022 regular meeting minutes as submitted. Commissioner Buonome seconded the motion to accept the December 29, 2022 regular meeting minutes as submitted.

All in favor, none opposed, no abstentions, motion carried. Minutes from December 26, 2022 regular meeting were accepted as submitted.

Treasurer's Report:

Commissioner Ruggiero stated there was no activity on the account. Commissioner Ruggiero stated the end balance in the checking account was \$7,708.72.

Chairperson Sand asked if there were any questions, concerns, corrections with the treasurer's report as read.

Hearing none, Chairperson Sand asked for a motion to accept treasurer's report as read.

Commissioner Johnson made a motion to accept treasurer's report as read. Vice-Chairperson Federico seconded the motion to accept treasurer's report as read.

All in favor, none opposed, no abstentions, motion carried. Treasurer's Report accepted as read.

Chairperson Sand asked for a motion to move item #4 – Executive Session – to item #8a.

Commissioner Hackbarth made a motion to move item #4 – Executive Session – to item #8a.

Commissioner Buonome seconded the motion to move item #4 – Executive Session – to item #8a.

All in favor, none opposed, no abstentions, motion carried. Item #4 – Executive Session – moved to item #8a.

Chairperson Sand indicated item #5 would not be discussed until after Executive Session.

Ongoing Project Reports:

Landscaping:

Chairperson Robert Sand indicated since the ground had not frozen over yet, East Haven Public Works Department could not go in and cut down trees and hanging branches without damaging the grass.

Vice Chairperson Federico will remove the wreaths from gate and fence, greenery would be left in urns. Vice Chairperson Federico will save bows and wire wreath frame.

Bamboo:

No Report. This item will be left on agenda until Spring 2023.

Retention Wall and Curbing:

No Report concerning retention wall.

Chairperson Sand congratulated Vice-Chairperson Federico for the procurement through the Town of 50 reflector poles to be used to protect the new curbing. Chairperson Sand with the help of Mr. James Coady and Mr. Fred Parlato, Sr. installed 20 of the reflector poles along the new curbing. Chairperson Sand noted so far only 1 reflector pole positioned by the exit of the bank was damaged

Old Cemetery Flyer:

No Report. Commissioner Johnson indicated at Christmas time she had left 10 copies of the old flyer at Town Hall, with 3 having been taken and 7 remained when she visited last. Commissioner Johnson had not been back to Town Hall since Christmas time.

Old Business:

Chairperson Sand stated he read minutes from last meeting that indicated an interest from a person to join Board to fill the vacancy. The letter of intent was sent to Town Council Chairperson Joseph Deko as the Town Council appointed members to the Old Cemetery Board. The interested party had not heard from Mr. Deko at the time of this meeting.

Chairperson Sand and Commissioner Hackbarth whose terms expire on January 31, 2023 respectively, have not been contacted by the Town Council Chairperson, Mr. Deko, as to whether they will be re-appointed to the Old Cemetery Board at the time of this meeting. Chairperson Sand stated he would contact Mr. Deko concerning appointment and re-appointments.

Town Council Member Mrs. Samantha Parlato, who was part of the public participation, indicated through zoom chat feature she would bring up both the appointment of the interested party and the re-appointment of Chairperson Sand and Commissioner Hackbarth at the January 30, 2023 Town Council Administrative Services Meeting.

New Business:

Chairperson Sand asked if members thought it was necessary to assemble a candidate recruitment sub-committee for the purpose of finding candidates for Chair, Vice-Chair, and Treasurer in anticipation of the re-organizational vote at the February 2023 meeting. All members felt this step was not necessary. It was indicated by the members that the current makeup of Robert Sand as Chair, Marcia Federico as Vice-Chair and Judy Ruggiero as Treasurer was working well and should stay on for another year.

Commissioner Johnson, who is a member of the East Haven Historical Society, stated that the Historical Society is in the infant stages of developing a website. Commissioner Johnson asked if board members would be agreeable with putting a link on the Historical Society website which would take the viewer to an Old Cemetery page which would have on it the brochure, brief history of the Old Cemetery as well as the 53 pages containing the schematic of all the headstones in the Old Cemetery. All members agreed that this was a great idea.

Commissioner Johnson discussed the fact all of this information was supposed to be on the Town website. The only item on the town website when one clicks on the link, is an upside down copy of the brochure. Commissioner Johnson gave all of the information to Mrs. Tina Hedley, who at the time was the assistant to Mayor Carfora. Mrs. Hedley failed to put any other information on website. Mrs. Hedley was promoted to Town IT Department and named to be in charge of Town website. Vice-Chairperson Federico volunteered to speak with Mrs. Hedley concerning updating the Old Cemetery link with the given information.

Executive Session:

Chairperson Sand asked Commissioners Buonome, Ruggiero, Hackbarth, Johnson, and Vice-Chairperson Federico to join him in Executive Session. Old Cemetery Board went into Executive Session at 7:28 pm. Board Clerk Gravino held the public meeting open.

An issue concerning the supplied zoom link, member id, and pass code prevented the Old Cemetery Board from entering into the scheduled Executive Session. All members returned to the open public meeting at 7:49 pm.

After discussion concerning what had changed in procedure from the last time the Old Cemetery Board held an Executive Session on April 8, 2022, Board Clerk Gravino stated she would contact Town Clerk Mrs. Lisa Balter to find out what caused the problem. Since Mrs Balter supplied the zoom link, she would be the contact person to rectify the situation. If a solution can be provided, Board Clerk Gravino will reschedule another zoom Executive Session, possibly for February 2, 2023.

Chairperson Sand stated since an Executive Session didn't occur; item #5 could not be discussed.

Chairperson Sand asked if there was any other New Business.

Hearing none, Chairperson Sand asked for a motion to adjourn the meeting.

Commissioner Ruggiero made a motion to adjourn the meeting. Vice-Chairperson Federico seconded the motion to adjourn the meeting.

All in favor, none opposed, no abstentions, motion carried. Meeting was adjourned at 7:51 pm.

Respectfully submitted,
Stacy Gravino, Clerk