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**EAST HAVEN OLD CEMETERY BOARD
REGULAR MEETING MINUTES
JULY 27, 2023**

The East Haven Old Cemetery Board held a regular meeting at 7:00 PM on Thursday, July 27, 2023 virtually and transacted the following:

Chairperson Robert Sand called the meeting to order at 7:00 pm.

Roll Call was taken and a quorum was present.

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

Absent: Vice-Chairperson Marcia Federico and James Longo.

Approval of Minutes:

Chairperson Sand asked if all in attendance had received and read the minutes from the May 25, 2023 special hybrid meeting and all had. Chairperson Sand asked if there were any corrections, omissions or questions.

Clerk Stacy Gravino stated there was a correction. The date on the minutes was incorrect; it read April 27, 2023 when in fact it should read May 25, 2023.

Chairperson Sand asked if there were any other corrections.

Hearing none, Chairperson Sand asked for a motion to accept the May 25, 2023 special hybrid meeting minutes with the one correction.

Commissioner Buonome made a motion to accept the May 25, 2023 special hybrid meeting minutes with the one correction. Commissioner Ruggiero seconded the motion to accept the May 25, 2023 special hybrid meeting minutes with the one correction.

All in favor, none opposed, no abstentions, motion carried. Minutes from May 25, 2023 special hybrid meeting were accepted with the one correction.

Correspondence:

Commissioner Ruggiero read an email she received from Peg Thomas who complimented the Board concerning the upkeep and beautification of the Old Cemetery, and thanked the Board members for their service.

Chairperson Sand stated he asked Commissioner Ruggiero to send a floral arrangement from the Board to Vice-Chairperson Federico who wasn't feeling well. Chairperson Sand also asked Commissioner Buonome to send a thinking of you card from the Board.

Treasurer's Report:

Commissioner Ruggiero stated on May 26, 2023 she paid Jovani Precious Cuts \$540.00 for landscaping service that occurred on May 21, 2023, and, on July 12, 2023 Commissioner Ruggiero paid Jovani Precious Cuts \$1,080.00 for landscaping service that occurred on June 5, 2023 and June 28, 2023 respectively. The balance in the account as of July 27, 2023 was \$5,376.22.

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. Commissioner Buonome 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.

Ongoing Project Reports:

Landscaping:

Chairperson Sand stated grass was looking great, but the trees were not removed by public services as of yet.

Bamboo:

Chairperson Sand reported new shoots were seen on the property abutting the Hemingway Avenue side of the Old Cemetery. No growth was observed yet inside the grounds of the Old Cemetery.

Chairperson Sand will contact the Town of East Haven Zoning Officer, Joseph Budrow, and ask him to contact the State of Connecticut Department of Agriculture that is in charge of invasive plants.

Retention Wall:

(See New Business)

Main Gate Entrance Pavers and Shrubbery Along Curbing:

(See New Business)

Old Cemetery Flyer:

Commissioner Buonome stated cost to print and fold flyer was \$100.00 for 100 copies. Tyco, Staples stores as well as online were all the same price. Commissioner Buonome stated she was told to inquire at the Town Hall concerning printing of flyer because the Board is a town entity. Commissioner Buonome stated she spoke to staff in Mayor's Office who stated there is a color printer available but couldn't attest to quality of copies. Discussion concerning where to have flyers copied occurred and concluded without a decision at this meeting.

Discussion of flyer layout and contents occurred with a list of items to be removed given to Commissioner Buonome so she could ask her daughter, Cheryl Panzo, to make such changes if possible.

Further discussion will take place at next meeting.

Old Business:

Commissioner Ruggiero stated she was contacted by Benny whose father repaired the headstones for the Old Cemetery Board and asked if the Board wanted to repair any headstones at this time. Commissioner Ruggiero stated she told Benny she would bring it to the Board and get back to him. Commissioner Ruggiero stated a minimum of \$1,000.00 worth of work had to be guaranteed in order for Benny's father to perform repairs. Chairperson Sand stated he would meet with Commissioner Ruggiero in order to come up with a budget concerning the cost of the remaining landscaping services the Board would need done. Once that was completed, a better understanding of what was left in account could be made and then a decision to repair headstones could be done. Chairperson Sand stated the headstones damaged by the previous landscaping company would be on the list for repairs.

New Business:

Commissioner Ruggiero asked Clerk Gravino to send a letter to James Keeley, Town of East Haven Finance Director, requesting the stipend of \$6,700.00 for fiscal year 2023-2024.

Commissioner Ruggiero stated the yearly audit was due August 2023 and stated with the Board's permission she would contact Salvatore Maltese to perform the audit. Chairperson Sand asked what the cost was to perform the audit to which Commissioner Ruggiero stated there wasn't a cost associated with it. All members agreed to have Commissioner Ruggiero contact Salvatore Maltese to perform audit.

Chairperson Sand asked for a motion to reimburse Commissioner Ruggiero for the purchase of flowers sent to Vice-Chairperson Federico. Commissioner Buonome made a motion to reimburse Commissioner Ruggiero for the cost of the flowers; Commissioner Hackbarth seconded the motion to reimburse Commissioner Ruggiero for the cost of the flowers. All in favor, none opposed, no abstentions, motion carried. Commissioner Ruggiero will be reimbursed cost of flowers.

Chairperson Sand and Commissioner Hackbarth met with Mayor Carfora. On behalf of the Board, they thanked the Mayor for the curbing that was installed.

Chairperson Sand and Commissioner Hackbarth asked about the shrubs that were supposed to be planted per Public Works Superintendent Charles Coyle, the Mayor did not commit to them. The Mayor was also asked about the paver bricks for entrance that were also promised by Charles Coyle. The Mayor thought that could be done. Chairperson Sand and Commissioner Hackbarth discussed the trees that need to be removed. They told the Mayor Charles Coyle had promised to do so 2 years ago but hadn't done it yet. Mayor stated even though Public Works was without a tree cutter, he was almost certain Public Works could remove the trees.

Chairperson Sand and Commissioner Hackbarth asked about funding for the retention wall. Mayor Carfora responded that given that the restrictions to rebuild it were too limited, he could not get the funding from SCROG.

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. Commissioner Hackbarth seconded the motion to adjourn the meeting.

All in favor, none opposed, no abstentions, motion carried. Meeting was adjourned at 8:15pm.

Respectfully submitted,
Stacy Gravino, Clerk