

EAST HAVEN
OLD CEMETERY BOARD
REGULAR MEETING MINUTES
MAY 27, 2021

A Regular Meeting of the Old Cemetery Board was held on Thursday, May 27, 2021 via ZOOM at 7:34 p.m. for the purpose of the following:

1. Call to Order:

The Meeting was called to order at 7:34 p.m. by Chairwoman Melanie Johnson. In attendance were: Judy Ruggiero, Marcia Federico, Arlene Hackbarth, Barbara Buonome, and Bob Sand.

2. Approval of Minutes:

Five corrections were stated. The first was under "Old Business" the last line should be "liter" not "later". The last paragraph, last line should be "she" not "he". Under "New Business" The sentence should read: Shore up bank and "hand" to Grant Writer. The next sentence should read: Arlene stated she "would" research and find out. The last correction is the sentence that should read: The Board does "not" have anyone they can think of.

Bob Sands made a motion to accept the minutes with the changes. Barbara Buonome seconds, all in favor. Motion Carried.

3. Treasurer's Report:

Judy Ruggiero stated that she paid Bob Sands \$13.00 for soil for the Urns. She also paid "Garden of Eden" \$775.00 for spring cleaning and mowing on 4/6/21 and 4/26/21. She also paid \$12.68 for pansies to put into the urns with Bobs help. The ending balance is \$14,399.77. Bob Sands made a motion to accept the Treasurer's Report, seconded by Marcia Federico, all in favor, Motion Carried.

EAST HAVEN
OLD CEMETERY BOARD
REGULAR MEETING MINUTES
MAY 27, 2021

4. Old Business:

Melanie Johnson stated that she spoke with Charlie Coyle regarding the proposal to shore up the bank, and the proposal went through to the Grant Writer. He will get in contact with us when he hears something. Melanie also asked Charlie about the curbing project. Charlie said he is working on one project at a time, and he will work on that grant next time.

Judy Ruggiero stated that she received a letter and an email from Mr. Keeley at at Town Hall. Judy read the letter into the minutes. In order for everyone to follow along with this issue, please see the attached letters which are labeled "Attachment A, B, C, D & E ". Judy also stated that when she gets a copy of the contract, she will share it with the Board.

Bob Sand states that Mr. Keeley's answers are regarding changing to a fiscal year. He also stated that Mr. Keeley's response is confusing and he needs to understand that our board is dealing with Town property. Bob asked Judy to ask Jim who gave him that information and did it come from our Legal Department. Judy will report at the next meeting.

5. New Business:

Bob Sand reports that he reached out to Benny and he got in contact with Benny Jr. about the stone repair. Benny Sr. will not be available until the middle of June. Bob will call him at that time.

Bob Sand reports that the Public Works workers picked up all the piles of branches and they trimmed all the trees.

Bob Sand also reported that he met with Arlene and Barbara to create a map of the Old Cemetery. They will meet a second time to figure out how to divide it into sections. It is a work in progress.

EAST HAVEN
OLD CEMETERY BOARD
REGULAR MEETING MINUTES
MAY 27, 2021

New Business (continued):

Bob Sand gave the grass cutting update. Bob stated that he has been texting the Landscaper asking for the grass cutting schedule and they told him it would be done before the Holiday on Monday. As of today, Thursday, it is not done.

Bob Sand also reported that there are over 50 stones just lying in the grass. They have been walked on because you can't see some of them in the pinecone needles. He would like to speak to Benny about getting the stones out of the ground and repaired. Bob will mention this issue when he speaks to Benny in the middle of June.

Barbara Buonome reports that Mr. Tuttle stated that he wants to be buried next to his Father, but she heard they are no longer burying in the Old Cemetery. She will look into this further and report at the next meeting.

Arlene Hackbarth asked about getting a link added to the Town website. Melanie stated that the Old Cemetery Board has a link, but we need to bring information to Tina Hedley at Town Hall, so she can add it to the link. After some discussion, the members decided to keep the contact information as East Haven Town Hall main address. There was also discussion about obtaining a P.O. Box, but it might be too costly. This will be Tabled until the next meeting.

Arlene, Bob, Nick and Melanie put up American Flags along the fence of the Old Cemetery. These were Arlene's contribution to the beautification and the entire Committee thanked her for her generous contribution.

Melanie gave Bob some leaf bags and also some photos that she found of the Old Cemetery over the years. Those photos might serve as a good gauge and source of information when trying to map things out. Bob asked where the Old Cemetery records are and Melanie stated she has them. Bob wanted to make sure everything ends up back where it belongs.

EAST HAVEN
OLD CEMETERY BOARD
REGULAR MEETING MINUTES
MAY 27, 2021


New Business (continued):

Melanie stated that when she was at the Green Beautification Meeting, they mentioned that they are now selling bricks. Melanie asked the members if they would like to purchase a brick. After some discussion, they decided to think about it and discuss at the next meeting.

Melanie also reported that the plans for the Green include and "East Haven Walk", adding an arch, a brick walk way, and cement pads for vendors and 18 new benches around the Green.

6. Adjournment:

Melanie Johnson made a motion to adjourn the meeting at 8:35 p.m. Judy Ruggiero seconded. All in Favor. Motion Carried.


Carmella Cofrancesco, OCB Clerk

Attachment "A"

OLD CEMETERY BOARD
TOWN OF EAST HAVEN, CONN.

April 24, 2021

Mr. James Keeley
Acting Director of Finance
250 Main Street
East Haven, Ct., 06512

Dear Mr. Keeley:

As you know, the Old Cemetery Board (OCB), has a landscaping contract with the Garden of Eden Landscaping, Bid #16 16-06 Old Town Cemetery Maintenance, which the Town of East Haven has offered an option (in the existing contract) a one year extension effective July 1, 2021 to June 30, 2022.

The OCB would like you to consider moving the contract timeline of future bids to begin January 1st and end December 30th. This move may stimulate more landscapers to bid. They set their schedules in the winter and are ready to roll in the spring. Garden of Eden Landscaping was the only landscaper who bid last year, so we had no choice but to accept his bid.

Also, Garden of Eden, Fred Faulkner owner, has verbally offered the OCB a five (5) year contract at the current rate of \$5,800.00 with no change to the contract language. How would the town respond to that offer?

If at all possible, the OCB would like to schedule a meeting with you before the last Thursday of this month, our next meeting, to discuss this extension along with Fred Faulkner's verbal offer of 5 years.

The courtesy of an immediate written response would be appreciated.

Sincerely,

Judy Ruggiero
Judy Ruggiero, Treasurer

12 Oak Hill Drive, East Haven, Ct., 06513

cc: Melanie Chair, Marsha, Barbara, Arlene, Bob

Attachment "B"

TOWN OF



EAST HAVEN

FINANCE DEPARTMENT

April 28, 2021

Ms. Judy Ruggiero

Old Cemetery Board, Treasurer

12 Oak Hill Drive

East Haven CT, 06513

Dear Ms. Ruggiero,

As requested, I am responding with a written request to your letter dated April 24, 2021. Unfortunately, I have received this letter one day prior to the meeting so a meeting prior will not be possible. I have a few questions regarding this, but your letter was absent either an e-mail address or telephone number so I will pose here. I only see the Town paying a stipend each year to your Board, I am not sure why the Town is involved in a bidding process; although I do see the bid referenced. Can you tell me why? The amount of the service is currently below the bid amount for the Town, perhaps the amount was at one time lower? Perhaps because the property is Town property? With that being said, is the current vendor meeting the Board's needs? Is the current price reasonable? Perhaps you could reach out to me via e-mail at jkeeley@townofeasthavenct.org or 203-468-3341 ext 113341 and we can discuss.

Thanks

Jim Keeley

Finance Director

Town of East Haven, CT 06512

5/3/2021

Attachment 'C'

Old Cemetery bid

From: grammi246@aol.com,
To: jkeeley@townofeasthavenct.org, rsand@snet.net,
Subject: Old Cemetery bid
Date: Mon, May 3, 2021 4:45 pm

Thank you for your response to my letter dated 4/24, regarding the Old Cemetery.

I realized when I mailed out the letter that you would not receive it in time for a discussion before our meeting, and for that I apologize.

Now let me respond to your questions:

The town of East Haven has always been involved in the bidding process, as the Old Cemetery is owned by the town. Long story short many years ago this parcel (the OC) was given in trust to be used as a burial ground for East Haven.. When the bids were published in the New Haven Register, and came back, they were opened and brought to our meeting where the Board would then pick the landscaper we wanted for the year. We always picked the lowest bid and took our chances they would do a good job for us. If need be, Candy Criscolo can explain this process to you. She has been a big help to us over the years.

The current contract with Garden of Eden runs from July 1, 2020 to June 30, 2021, which is coming to an end soon.

No. the amount on the bid has never been lower than it is now. We have had Garden of Eden under contract since July 1, 2016. The current vendor has had to be pushed to do his job from time to time, but we now have Bob Sand on our Board and he calls Fred Faulkner, owner of Garden of Eden, to meet at the cemetery when he plans to mow. Fred now knows he has to answer to Bob if the job isn't done up to par.

Yes, the price is reasonable with one exception. On 11-29-18 Fred Faulkner asked for an additional \$25.00 p/mowing because of high gas prices. At the time I questioned his logic...\$25.00 wouldn't even fill his gas tank, but the Board voted to give it to him. Since then, gas prices have dropped considerably only to start going up again recently. That being said, we want the language in the 5 year contract if it's awarded to him to reflect reversal on this extra money and go back to the original price of \$362.50 p/mow.. It won't change the price of the bid, which is \$5800.00, it will simply change giving him the extra \$25.00 p/mow.

Members of our Board would still like an appointment with you to discuss not only what I've written here, but also possibly changing the time frame on actual bidding. Any day but Tuesday I believe would work. You can let me know by return e.mail.

Thank you for an early reply,
Judy Ruggiero

5/6/2021

Attachment 'E'

<https://mail.aol.com/webmail-std/en-us/PrintMessage>

From: grammi246@aol.com,

To: rsand@snet.net,

Date: Thu, May 6, 2021 6:25 pm

Bob, I have been on the Old Cemetery Board since 2006, and we have always had to bid out the contract for a landscaper. I am floored with the info Jim Keeley just gave me.

That being said, I did ask him to send me a copy of the last contract just to make sure I have what he's sending me.

What he's telling me in this e.mail is a total contradiction of years gone by.

But, if that's how the administration sees it now, who am I to say that's not the way it's done.

Looks like your idea of a calendar year instead of a fiscal year is what he's talking about here. So that's one thing the Board doesn't have to iron out with the town.

When I get his copy of the last contract, if it's different than the one I have already, do you want a copy as well?

judy

5/6/2021

Attachment "D"

Old Cemetary Bid

From: jkeeley@townofeasthavenct.org,

To: grammi246@aol.com,

Subject: Old Cemetary Bid

Date: Thu, May 6, 2021 4:02 pm

Hi Judy:

After checking with the Administration, the Town sends only a Stipend payment to Old Cemetery so it does not have to go through the Town for approval of the landscaper. Likewise no bid need be submitted to secure services, the Board is free to choose whomever they see fit. My recommendation would be that if Mr. Faulkner is willing to keep the price the same for five years and the Board approves of his services that you award him the contract and change the language from a fiscal-year (7/1/xx-6/30/xx) to a calendar year (1/1/xx-12/31/xx). If it is helpful, I will ask Candy to send over copy of last contract so that the Board can utilize the language.

Thanks

Jim

James Keeley

Finance Director

Town of East Haven, CT

203-468-3341 (ext. 13341)

jkeeley@townofeasthavenct.org