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TOWN CLERK'S OFFICE EAST HAVEN OLD CEMETERY BOARD
EAST HAVEN, CONN.

REGULAR MEETING MINUTES

DECEMBER 30, 2021


TOWN CLERK

The Old Cemetery Board held a regular meeting on Thursday, December 30, 2021 virtually and transacted the following:

- Chairperson Melanie Johnson called the meeting to order at 7:29 pm.
- **Roll call** was taken and a quorum was present.
Present: Commissioners Barbara Buonomo, Marcia Federico, Arlene Hackbarth, Melanie Johnson, Judy Ruggiero, and Robert Sand. Councilperson Samantha Parlato, District 4 was also in attendance.
- **Approval of Minutes:** Chairperson Johnson asked if all had read the minutes from the November 18, 2021 meeting and if there were any corrections or omissions. Commissioner Ruggiero stated a correction to the November 18, 2021 meeting minutes needed to be made: the word questions was missing from her statement "Commissioner Ruggiero had several questions concerning the wreaths from Wreaths Across America".
Chairperson Johnson asked for a motion to accept November 18, 2021 Regular Meeting minutes with the stated correction. Commissioner Sand made a motion to accept minutes with the stated correction, Commission Buonomo seconded the motion. All in favor, none opposed, no abstentions, motion carried. November 18, 2021 Regular Meeting minutes accepted.
- **Treasurer's Report:** Commissioner Ruggiero gave the report that Benny was paid \$1000.00 which was owed to him after the excess concrete was finally filed off of the backs of the headstones. The ending balance in the bank account was \$15,815.81.
Chairperson Johnson asked for a motion to accept the Treasurer's Report as read.
Commissioner Sand made a motion to accept report as read, Commissioner Federico seconded motion. All in favor, none opposed, no abstentions, motion carried. Treasurer's Report accepted as read.
- **Old Business:** Commissioner Ruggiero reported Benny contacted her on December 3, 2021 to report his father finally finished filing the excess concrete from the backs of the headstones. Commissioner Ruggiero stated she informed Benny of the \$1,000.00 donation from the East Haven Historical Society and could more repairs be done during the winter. Benny stated repairs could be done and he would contact Commissioner Sand to arrange a meeting to pick out more headstones for repair. Commissioner Sand contacted Benny but had not heard back from him. Discussion took place as to the possibility of Benny being out of the country for holiday season.

Commissioner Sand stated he contacted Fred from Garden of Eden on November 10, 2021 and November 29, 2021 concerning a last cutting of the grass and mulching of the leaves. Fred responded he would be doing so at end of November but hadn't done so as of December 6, 2021. Fred had not mulched the leaves since October 2020. Chairperson Johnson stated either Commissioners Ruggiero or Sand should reach out again in January to find out what is going on with cutting of grass and mulching of leaves.

Commissioner Sand stated wreaths were put on the gate along with the 4 wreaths from Wreaths Across America. The urns were decorated for the holiday season as well.

Chairperson Johnson stated Public Works Superintendent Charlie Coyle told her the name of the group that toured the Old Cemetery with the Mayor. The name of group was Southern Connecticut Regional Council of Governments (SCROG), which will be looking for funds to help make necessary repairs.

Chairperson Johnson stated Commissioner Hackbarth and she located the Town Council Meeting minutes from May 3, 1977, which were sent to all the members. At this meeting, the approval of sale of the parcel of land from Old Cemetery to East Lawn Cemetery was approved. Chairperson Johnson also found in the files a document from 1960 signed by Old Cemetery Trustee Member Donald Chidsey allowing East Lawn Cemetery to use said property for burials. The Old Cemetery Trustees for the purpose of burials charged East Lawn Cemetery a payment of \$30.00 per grave. Chairperson Johnson also found a map that she will copy and distribute to members.

- **New Business:** Commissioner Sand stated he noticed bamboo growing in the backyard of either 235 or 239 Hemingway Avenue, the property abuts the Old Cemetery. The bamboo is encroaching on the incline close to the cemetery boundary. Commissioner Sand stated someone in Town Hall needs to be notified of the bamboo. Chairperson Johnson will contact Public Works Superintendent Charlie Coyle concerning the bamboo and have him contact the Zoning Officer as well so that the homeowner can be contacted concerning containment and/or removal of the bamboo.

Commissioner Sand stated Commissioner Ruggiero and he had been in contact with Candace Criscuolo, Finance Director Executive Assistant, concerning the contract with Fred from Garden of Eden. (A copy of the draft contract has been attached to these minutes.) Mrs. Criscuolo stated in her email she sent the draft version of the contract to Town Attorney Michael Luzzi for his input. Discussion began with Chairperson Johnson stating she would like a performance clause added to contract that if the Commission is not happy with work done by Fred, the Commission has the authority to fire him. Once it was discovered that Commissioners Federico and Buonome did not receive a copy of the draft contract, the discussion was tabled. Commissioner Sand stated he would personally deliver to them the next day a copy of the contract. A special meeting was scheduled for January 13, 2022 at 7:00 pm for the sole purpose of discussing the contract.

Chairperson Johnson stated it was brought to her attention that on Facebook under the Good Things About East Haven page, people have been commenting on the condition of the headstones in the Old Cemetery and that they should volunteer to help clean them. Since the headstones are old, great care needs to be taken to clean them, so Chairperson Johnson was looking for someone to go on the page and tell the concerned citizens to not attempt to clean the headstones themselves, and to contact a member of the Commission with their concerns. Commissioner Federico stated she would ask one of her family members to go on the page.

- **Adjournment:** Chairperson Johnson asked if there was any further business to be brought forth. Being none, she asked for a motion to adjourn. Commissioner Buonome made a motion to adjourn the meeting, Commissioner Sand seconded motion, all in favor, none opposed, no abstentions. Meeting was adjourned at 8:13 pm.

Respectfully Submitted,

Stacy Gravino, Clerk

January 1, 2022

DRAFT

Garden of Eden Landscaping & Lawn Care
72 Wallace Row
Wallingford, CT 06492

Subject: Old Town Cemetery Maintenance Five Year Contract

Dear Mr. Faulkner;

The Town of East Haven has agreed to offer you a five year Contract (5) to maintain the Cemetery Grounds, see specifications sheet attached.

This Contract will begin January 1, 2022 and end December 31, 2027.

A fixed rate per year, \$ 6,200.00 No Increases or Supplements will be added during this Contract.

Note the changes made, in the specification sheet.

1. Mulching the leaves will be allowed, but the mulch must be spread evenly throughout the lawn.
2. All branches picked up must be taken to the East Haven Landfill.

There will be no charge for the Garden of Eden from the Town of East Haven for this service.

If you agree to this contract please sign all four copies of this letter, return them to the Finance Office in Town Hall 250 Main Street, East Haven, CT 06512. They will be signed and the original will be sent to you for your record.

Garden of Eden Landscaping	Date
Joseph Carfora, Mayor	Date
Jim Keeley, Director of Finance	Date
Old Cemetery Board Member	Date
Superintendent of Public Works	Date

Town of East Haven

January 1, 2022

Finance Department

**Specifications
Old Town Cemetery
River Street, East Haven
No Bid 5 Year Contract**

No More No Less

- A. 16 MOWING (as needed) though out the mowing Season
- B. Trimming grass around stones, fence and trees with each mowing.
- C. Special attention to Holidays, Memorial Day, July 4th, Labor Day & Veterans Day. Cutting & trimming two days before the celebrated Holiday.
- D. Litter pickup before any cutting is a must.
- E. Periodic Inspections will be conducted by the OTC Board members.

Spring and Fall Pickups to & Removal will include

All downed branches, bottles, cans, paper and plastic.

Storm Damage

Pickup all fallen branches and remove to the East Haven Landfill, (when open) no charge per Superintendent of Public Works.

Leaves

During the grass cutting season, May to October leaves on the ground will be mulched.

The middle of October to the end of November, 90 % of the trees drop their leaves. Mulching of leaves in large quantities **will be** allowed during this time but, the fine leaf particles must blend into the grass. On December 1st, if the current contractor has not completed the mulching or removal of leaves the Board reserves the right to hire an outside contractor to complete the cleanup.

The cost will be deducted from the current contract.

Exceptions to the Contract

Any damages during Service, contractor is responsible for any repair costs.