

**HOPE CEMETERY COMMISSION MEETING
DECEMBER 19, 2016**

Meeting began: 4:15PM

Meeting ended: 6:30PM

Attendance:

William Wallace – Chairman
Richard Perry – Commission Member
Nicole Apostola – Commission Member
Robert C Antonelli Jr – Assistant Commissioner
Stephanie Choquette – Staff Assistant II
William Richard –

** David Crispin – BSC Consulting Group

Last meeting's minutes approved:

Nicole Apostola
Richard Perry
William Wallace

New Business:

1. Master Plan for Hope Cemetery:
 - a. Mr. Robert Antonelli Jr – stating that the presentation is just a guide for the group to look at to move forward with suggestions, changes, etc. in regards to full burials, cremations, and columbarium.

- b. In moving forward regarding sections as whole developments or partial
- c. Muslim Section: cost, maintenance, burial configurations and the purchase of the lot
- d. Resident / Non-Resident discounts
- e. Administration will have to issue new forms to be clear and concise regarding any type of purchase
- f. Database: may need to be upgraded for the purpose of ownership, lot, and genealogical information
- g. Funding is still needed
- h. Renovations: fencing, walls/ depends on what the city will allocate to the division
- i. Capital Budget: Construction %, Design %, Separate items %, Maintenance – Equipment %

Questions:

- a. Paul Swydan – proposals/costs, water development (off shoots), spickets/valves (no irrigation system)
 - b. Phil Haddad – funding / self-sufficiency?
 - Area 5 (one section) gravesites (1000)
 - Development proceed immediately
 - Moving forward (return on the investment in a positive manner)
 - Partnership with the City
 - Would like an aggressive plan for the future
 - c. Paul Swydan – possible timeframe? Comments needed for Jan 3rd meeting are critical from each interested group so things can be decided for February 7th meeting
 - d. Muslim Community – lid might be an issue regarding the vault, single grave lot needs to be larger
 - e. Policies and procedures still need to be discussed to lay out an agreement
 - f. Jan Parent – FHC what is the interest percentage that the cemetery could be self-sustaining / at this point there is not, repairs in regards to fencing, walls would be fantastic
 - g. Michael Moschos – would like possibly more signage, spickets needing new pipeline section 97-98s, pot holes have been directed to DPW for the Spring of 2017
2. Friends of Hope Cemetery:
- a. Jan Parent – new President of Friends of Hope Cemetery
 - 2016 Walking tours, historic-Bird Watch
 - Hospitality Day (weekend before Memorial Day) great success, would like to make it an annual event
 - 2016 Fall walking tour had approximately 50 people, quite happy with the turnout
 - Arbor Day, would like to meet and set up a day and time for year 2017

- Water Project and Dedication was quite a success involving partnerships and a great attribute for the cemetery
- 3. Water System: there are still some minor small pieces missing will have them resolved for Memorial Day 2017
- 4. Fiscal Year 16 & 17 Budget
 - a. The temps are gone until April 2017
- 5. Fiscal Year 16 & 17 capital Budget
 - a. The Cemetery Division purchased a new backhoe and pickup truck – which we are now using
- 6. Monuments and mausoleums: security conditions are still moving forward
 - a. Looking into a gating to reduce traffic of vehicles in the cemetery
- 7. Emerald Ash Borer: beetle from China will destroy Ash Trees has been found at Hope Cemetery and Crow Hill
 - a. Chemical application if possible would be Spring 2017
 - b. North Eastern Tree trying to minimize the spread of the disease
 - c. If the tree is already too far advanced it will need to be removed. It causes the trunk to disintegrate and shatter like glass

Old Business

1. Nicole Apostola: reminder in regards to ordering Mr. Bombard's clock for the conference room
2. Mr. Antonelli Jr: suggestion in working with the Muslim Community / contingent in purchasing lots, documentation for when the development of lots begin
3. Fencing and the bob -wire is a part of the Master Plan
4. Steven Earl Fence: Bartlett is doing the repair work / in regards to the paint (lead was found and it also needs straightening) The insurance company is still giving us issues but it will be resolved for what we want
5. Nixon Gates: security of the pieces belongs to the contractor and it is stated in their contract
6. Rules and Regulations are in the process of being worked on
7. Work Plan: Dave Crispin – need to be more specific, work on rules and regulations, double-deep burials so that it can be voted on February 7th
8. Residency Non-residency what is the percentage of other cemeteries and do they offer discounts?

9. Double – deep will be discussed in the future
10. Nicole Apostola stated she will stay on the Board until a replacement can be found

Meeting adjourned approved; 6:30PM

Nicole Apostola
Richard Perry
William Wallace

Next Meeting January 3, 2017 at 4:00PM