



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
Administration & Engineering–Water–Sewer–Facilities
Park & Forestry–Highway–Sanitation–Cemetery–Fleet

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Cemetery Commission Meeting Minutes

April 26, 2017, Melrose City Hall, Mayor's Conference Room, 562 Main Street

Attendance:

Chairman Mark D. Garipay (MG)
Commissioner Douglas E. MacDonald (DM)
Commissioner Daniel O'Neill (DO)
Angela Pisacreta, Cemetery Administrator (AP)

Invitees:

John Scenna, Director of Public Works (JS)
Peter Pietrantonio, Operations Manager (PP)
Chris Wilcock, Chief Assessor (CW)
Elena Proakis Ellis, City Engineer (EE)
Kelly Cogavin, Executive Assistant, Legal Department (KC)
William Wilson, Watertown Engineering Corp. – Sales (WW)

Call to Order

The meeting was called to order at 8:36 a.m. A motion to call the meeting to order was made by MG and seconded by DO. All in favor.

Public Participation

A motion to open the meeting for public participation was made by MG and seconded by DM. All in favor. No residents were in attendance.

A motion to close the meeting for public participation was made by DM and seconded by DO. All in favor.

Review of Minutes

The minutes of the meeting of March 21, 2017 were reviewed. A motion to accept the minutes as written was made by DM and seconded by DO. All in favor.

Financial Report

The financial report for March 2017 compiled by Angela Pisacreta was reviewed. AP also submitted a copy of the departmental payment schedule with a detailed breakdown of how the deposits were dispersed. A motion to accept the report was made by MG and seconded by DM. All in favor.

Presentation from Watertown Engineering Corp. for Installation of Lawn Crypts

Bill Wilson, Account Executive from Watertown Engineering Corporation presented a visual tutorial on the products and services his company provides for the installation of lawn crypts. He explained in detail why it would benefit the cemetery to install lawn crypts in the proposed new section on Vesper Avenue. A question and answer session followed. BW informed the commission, that if the commission would like, he could submit a quote for the project.

Records Review Project Update

KC gave an update on how the record review was progressing. AP informed the commission that the Knollwood files were near completion.

Cemetery Operations - Grounds & Projects

Landscape Upgrade – Administration Building

PP informed the commission that he was going to seek the guidance of a landscape professional to design a plan for the beds surrounding the Administration Building. He advised the commission that the irrigation system in that area is up and running and that the area will be seeded and fertilized at the appropriate time.

Upright Cremation Area Layout

PP informed the commission that he surveyed the Evergreen Cremation Section. He recommended keeping the existing walkway as is. He suggested the placement of slant markers in the last nine (9) rows of that area in order to accommodate families that prefer upright headstones. He also

recommended retaining the flat markers in the front portion of the section; ascetically he thought that would look best.

A motion to allow the placement of slant markers in the last nine (9) rows of the Evergreen Cremation Section was made by MG and seconded by DO. All in favor.

Foundation Installation in Knollwood Section

PP informed the commission that there is an issue with pre-pouring foundations in the Knollwood Section as previously planned. It has been determined that the backhoe would not be able to maneuver with the foundation in place therefore impeding the opening of graves.

Loaming and Seeding – Knollwood and New Expansion Area

PP informed the commission that the loaming and seeding of Knollwood and the new expansion area on Vesper Avenue will be completed by the end of month.

Wall Joint Repairs

PP advised the commission that the sum of \$18,500.00 was appropriated to repair the stone wall surrounding the perimeter of the cemetery. It was agreed that the contractor hired to preform the work would be instructed to first address the sections of the wall most in need of repair. PP informed the commission that he is in the process of obtaining quotes to complete the repairs.

Winter Clean Up

PP informed the commission that the winter clean-up at the cemetery began on March 1st. In addition to removing Christmas decorations the cemetery crew began the process of loaming and seeding winter graves, installing veterans' markers and pouring foundations.

Memorial Day Preparation

PP informed the commission that Spring baskets for Perpetual Flower Fund graves have been ordered. Plans are also in place to landscape the area surrounding the existing flag burning pit.

Shrub Removal Program

AP informed the commission the seven (7) families have requested that the shrubs at their grave sites be removed. AP advised the commission that all have submitted written requests for the removals and work orders have been generated for each.

DO suggested tagging again, the shrubs on the graves of those who have yet to respond.

Update on GIS Records Project

Elena Proakis Ellis informed the commission that the first phase of GIS records project has been completed. The paper maps of all sections of the cemetery have been superimposed over aerial views of the cemetery. EE showed the commission visual examples on how the process works.

Chris Wilcock informed the commission that the drone fly over by Civil View was a success. CW also demonstrated how a basic form for cemetery plot information would be generated with the GIS computer software system.

Items not reasonably anticipated by Chairman at time of posting.

The commission voted to approve refunding Carol A. Newell, a participant in the June of 2016 lottery, the amount of \$1,900.00. Mrs. Newell paid \$3,800.00 for the double depth grave site. She would prefer a single depth grave which would entitle her to a refund of \$1,900.00.

The motion to approve a refund in the amount of \$1,900.00 was made by MG and seconded by DM. All in favor.

The commission voted to approve the buying back a portion of the grave lot owned by Ellen Merrill late husband, Jack D. Merrill, Jr.

The grave lot consists of three (3) graves is located in Section Nine (9), Lot No. 83 on Fern Avenue in the Wyoming Cemetery. The grave was purchased on January 7, 1987 for \$1,050.00 and since one (1) grave space is occupied Mrs. Merrill would be entitled to a refund in the amount of \$700.00.

The motion to approve purchasing back the two (2) remaining graves in the amount of \$700.00 was made by MG and seconded by DM. All in favor.

The commission voted to allow the purchase of two (2) benches for the Memorial Bench Program. The motion to approve the purchase of two (2) benches from Woodlawn Memorials, Inc. was made by MG and seconded by DO. All in favor.

The commission voted to allow the purchase of a tree for the Memorial Tree Program. The motion to approve the purchase of a tree from Northeast Nursery was made by MG and seconded by DO. All in favor.

The commission voted to allow the purchase of replacement tree marker, in memory of Joan M. Santos, which was possibly damaged by lawn equipment.

A motion to approve the purchase of a replacement tree marker from Woodlawn Memorials, Inc. was made by MG and seconded by DM. All in favor.

A complaint from Mrs. Barton regarding the decoration in Section H of the cemetery was discussed.

A motion to adjourn at 10:50 a.m. was made by DO and seconded by DM. All in favor.