



CITY OF MELROSE

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

Angela Pisacreta
Cemetery Administrator

Cemetery Office, 205 Sylvan Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0405
Fax - (781) 665-6380
E-mail: apisacreta@cityofmelrose.org

Cemetery Commission Meeting Minutes

May 18, 2017, Cemetery Conference Room, 205 Sylvan Street

Attendance:

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

Invitees:

John Scenna, Director of Public Works (JS)
Peter Pietrantonio, Operations Manager (PP)

Call to Order

The meeting was called to order at 8:33 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 DO. All in favor. No residents were in attendance.

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

Review of Minutes

The minutes of the meeting of April 26, 2017 were reviewed. A motion to accept the minutes as read was made by MG and seconded by DO. All in favor.

Financial Report

The financial report for April 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 DO. All in favor.

Inventory Spreadsheet

AP distributed a spreadsheet with the current inventory of the Knollwood Section of the cemetery for the commission to review.

Old Business

Updates on the following:

Installation of Lawn Crypts

PP informed the commission that he is preparing the specifications for the installation of lawn crypts project. He advised the commission that the project will have to go out to bid. He told the commission that the Forestdale Cemetery, in Malden completed a similar project a few years ago and that he will use their specifications as a starting point.

Installation of Single Depth Lawn Crypts in the Rosebay Section

PP advised the commission they will also go out to bid for installation of lawn crypts in the Rosebay Section of the cemetery.

Evergreen Cremation Section

PP presented a rough draft diagram of the Evergreen Cremation Section to the commission. The diagram specified the placement of the slant markers in the rear of the existing section. He indicated that he will forward the draft to Jane Pitts, Account Manager for the Planning Department for a formal drawing.

Records Review Project

JS informed the commission that the Administrative Clerical position he referenced at the last meeting will be advertised next week.

Shrub Removal Program

AP informed the commission that eight (8) families have requested the shrubs to be removed from their prospective grave sites. AP suggested sending letters to those who have yet to respond to the request to contact the office.

Advertising of Spring Clean-up

JS will draft the Spring Clean-up notice and forward to AP to review and revise if necessary.

Seeding of the Knollwood Section

PP informed the commission that the grounds crew will be seeding the Knollwood Section next week.

Stone Wall Joint Repair

PP advised the commission that he has contacted two (2) masons to date. JS suggested a 3 year service contract by hourly rate would be the best fit for this type of project.

Winter Clean-up

PP informed the commission that the winter clean-up is complete.

New Business

Memorial Day Preparation

PP informed the commission that the preparations for Memorial Day are progressing as planned. Three (3) temporary summer personnel have been assigned to the cemetery and additional permanent personnel have also been assigned to help with the grass cutting, etc. The grounds crew will be mulching, planting flower beds and seeding the area surrounding the Administration Building and both entrances of the cemetery.

Firefighters Memorial Lot Review

Representatives from the Fire Department were present to discuss the Firemen's Relief Association Memorial Lot. In particular, the criteria for eligibility and availability of space. AP presented diagrams of the lots in question. There was a lengthy discussion. It was determined that the area should be surveyed to confirm availability of space.

Items not reasonably anticipated by Chairman at time of posting

The commission voted to approve payment of the following:

Northeast Nursery, Inc. Invoice No. 394825 totaling \$988.50

A motion was made by Mark D. Garipay and seconded by Daniel O'Neill to post payment for the above-mentioned invoice to the following accounts:

Account No. 8204 – The Cemetery Flowers Receipts Fund - \$728.50

Account No. 2816 – The Cemetery Memorial Beautification - \$260.00

All were in favor.

A motion to adjourn at 9:35 a.m. was made by MG and seconded by DO. All in favor.