



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

July 6, 2017, Cemetery Conference Room, 205 Sylvan Street

Attendance:

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

Invitees:

Peter Pietrantonio, Operations Manager (PP)

Call to Order

The meeting was called to order at 12:03 p.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 May 18, 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 June 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.

Old Business

Rules and Regulations

There was no discussion. The matter was tabled for a future meeting.

Work Orders/Shrubs Removals

AP informed the commission that fifteen (15) families have requested the shrubs be removed from their prospective grave sites. AP sent letters to those who did not respond to the request to contact the office. All recipients of letters have responded. Written permission has been received and work orders have been submitted for the shrubs to be removed at those sites.

Memorial Tree Program

Two (2) memorial tree plantings are scheduled to be replaced. One did not survive; the other was destroyed by damaging winds.

Monument Adjustments

PP informed the commission that a good number of headstones have been aligned and that all work orders for monument adjustments have been completed.

Firefighters Memorial Lot Review

PP informed the commission the Firefighters Memorial Lot has been surveyed and there is space available in the Firefighters Relief Association Memorial Lot.

Evergreen Cremation Section

There was a brief discussion regarding number of graves that would be available and the cost of each. The commission agreed on a figure of \$1,450.00 for a grave in the slant marker area of the Evergreen Cremation. Each grave would accommodate four (4) urns.

Items not reasonably anticipated by Chairman at time of posting

The commission voted to approve payment of the following:

Northeast Nursery, Inc., Invoice No. 392948 totaling \$176.00
Northeast Nursery, Inc., Invoice No. 392038 totaling \$130.29
Northeast Nursery, Inc., Invoice No. 397197 totaling \$176.00
Almquist Flowerland, Inc., Invoice No. 26503 totaling \$1,050.00
Kevin's Greenhouse, Invoice No. 17038 totaling \$1,004.50

A motion was made by MG and seconded by DO to post payment for the above-mentioned invoices to the following accounts:

Account No. 8204 – The Cemetery Flowers Receipts Fund - \$2,536.79

All were in favor.

PP advised the commission that Build Max, Inc. won the bid to for on-call masonry services to repair the stone wall surrounding the cemetery. The city is waiting for the appropriate paperwork to be submitted from the aforementioned company.

The Commission voted to approve buying back a single grave located in Section L, Grave No. 170 in the Wyoming Cemetery owned by Barbara L. Shea. Ms. Shea would be entitled to a refund in the amount of \$450.00.

The motion to approve purchasing back the single in the amount of \$450.00 was made by MG and seconded by DM. All in favor.

A motion to adjourn at 12:37 p.m. was made by MG and seconded by DO. All in favor.

