



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

September 28, 2017, Cemetery Conference Room, 205 Sylvan Street

Attendance:

Chairman Mark D. Garipay (MG)
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 4:15 p.m. A motion to call the meeting to order was made by MG and seconded by DM. 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 MG and seconded by DM. All in favor.

Review of Minutes

The minutes of the meeting of July 6, 2017 were reviewed. A motion to accept the minutes as read was made by DM and seconded by MG. All in favor.

Financial Report/Inventory

The financial report for July through August 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.

AP presented the commission a spread sheet showing the balance of inventory in the Knollwood Section of cemetery. AP also informed the commission that eleven (11) graves had been sold to date in the Knollwood Section for the year 2017.

Old Business

Update of Records Project

AP informed the commission that a total of 1183 files were reviewed to date. AP advised the commission that once the "Out of Town" Funeral Homes, for the years 2007 through 2011 are reviewed, the records project will be complete.

Update of Shrubs Removals

AP informed the commission that twenty (20) families have requested the shrubs be removed from their prospective grave sites to date. All but one recent request has been addressed.

Memorial Tree Project

The two (2) memorial tree plantings scheduled to be replaced was delayed due to a limited inventory at nursery. The decorations on a memorial tree planted in the area of the Knollwood Section needs to be addressed. The commission suggested contacting the family to discuss the issue.

Update on availability in Firefighters Memorial Lot

PP informed the commission the Firefighters Memorial Lot has been surveyed and there is space available in the Firefighters Relief Association Memorial Lot. AP informed the commission that the Firefighters Relief Association would like something in writing stating exactly what is available for space in the Firefighters Relief Association Lot.

Update on Evergreen Cremation Section

PP informed the commission that due to an extremely busy summer no progress has been made in the Evergreen Cremation Section. He informed the commission that he will work on a design for the spring. There also 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.

New Business

Street Signs

There was a brief discussion regarding replacement of the signage in the older sections of the cemetery. The commission requested that Peter Pietrantonio report back to the commission with an estimate what of it would cost if the signs were made in house by Street Sign Division of the DPW.

Power Washing

There was a brief discussion on the pro and cons of power washing headstones in older section of the cemetery. No decision was made at this time.

Crypts in Proposed New Section

PP advised the commission that Elena Proakis Ellis, City Engineer is working on the bid contract for the installation of lawn crypts in the proposed new section on Vesper Avenue.

Recap of Summer Work Completed

PP informed the commission that the summer help assisted with general maintenance, such as grass cutting, weed-whacking and watering, etc.

Items not reasonably anticipated by Chairman at time of posting

An e-mail communication dated September 27, 2017 sent to Peter Pietrantonio and carbon copied to Mark Garipay and Angela Pisacreta from John Scenna, Director of Public Works referencing issues that needed be address at the cemetery was read and entered into record.

The communication included the following topics:

Cemetery Wall Repair

PP informed the commission that the masonry contractor would begin the first week of October. The contractor will begin work on the corner of Sylvan and Lebanon where the wall was damaged by a motor vehicle.

Tree Clean Up

PP informed the commission that the stumps from the tree that came down during a wind storm have been removed and the area cleaned

Broken Water Spigot

PP informed the commission that the water spigot will be repaired this week.

Shrub Removal

On agenda and previously discussed.

Proper alignment of monuments in the Knollwood Section

PP informed the commission that he will meet again with the cemetery grounds crew to go over the procedure for the proper alignment of monuments. He will emphasize at that time, the importance of using the “string line” method when pouring foundations in that area.

Summer Help

On agenda and previously discussed.

Evergreen Cremation Section

On agenda and previously discussed.

Firefighters Area

On agenda and previously discussed.

Irrigation in Grass Area behind the Fountain.

PP informed the commission that he would check the feasibility of installing irrigation in that area and get an estimate of the cost.

Street Signs

On agenda and previously discussed.

Front Walkway

There was brief discussion on whether to replace the existing walkway with pavers.

Back of Sylvan Street entrance sign needs to possible be painted

PP informed that commission that he would take a look at it and have it painted if necessary.

A communication from **L. Bradley Hutchinson** requesting approval for an additional monument to be erected on his family's lot was read and placed on file. The commission agreed that they will make a decision once they view the site.

The commission voted to approve payment of the following invoice from **Northeast Nursery, Inc.:**

Northeast Nursery, Inc., Invoice No. 117296 totaling \$185.00

A motion was made by MG and seconded by DM to post payment for the above-mentioned invoice to the following account:

Account No. 8204 – The Cemetery Flowers Receipts Fund - \$185.00

All were in favor.

The commission voted to allow the purchase of replacement tree marker, in memory of **Marge Newmark**, which was damaged by lawn equipment.

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

AP informed the commission that a complaint was received from **Douglas Skane** regarding damaged to his family's headstone. The commission requested contacting a monument company to get an estimate on the cost of the repair.

A motion to adjourn at 5:27 p.m. was made by MG and seconded by DM. All in favor.

