



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

October 26, 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 4:05 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 September 28, 2017 were reviewed. A motion to accept the minutes as read was made by DO and seconded by MG. All in favor.

Financial Report/Inventory

The financial report for September through October 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.

Old Business

Update of Records Project

AP advised the commission that no additional progress has been made to date. AP informed the commission that Kristin Foote, Administrative Assistant to the DPW Director, John Scenna will be assisting with this project. Currently Kristin is reporting to the cemetery one day a week.

Update of Shrubs Removals

PP informed the commission that there are three (3) tree removal requests which have yet to be resolved. The shrubs in question are to be transplanted in other areas of the cemetery and that is the reason for the delay.

MG also requested that letters be sent to those who have yet to respond to the tags that were placed on shrubs in the past.

Memorial Tree Project

MG requested AP contact those waiting for replacement trees to inform them that the tree will most likely be planted in the Spring. PP advised the commission that the reason for the delay was because of the limited inventory at nurseries this time of year.

Wall Repair Update

PP informed the commission that the repairs on “outside” of the wall on Lebanon Street, up to the gate on Lebanon Street have been completed. The commission agreed to have the contractor continuing repairing the “inside” section of that same portion of the wall. PP will report the balance in the account pertaining to this project at the next meeting.

New Business

Additional Capital

MG informed the commission that there is \$75,000.00 in additional capital available for cemetery use per Patrick DelloRusso, CFO/City Auditor. JS explained that the funds available can only be used for expansion projects within the cemetery. JS suggested possibly using it either for the Knollwood Section retaining wall project or the installation of the lawn crypts on Vesper Avenue.

Pine Banks Property Line

JS informed the commission of the following regarding the Pine Banks project:

The existing fence will be removed and a 5 ft. black chain link fence will be installed at property line.

In the spring he suggested the commission come up with landscaping possibilities for plantings along the fence. JS informed the commission that any planting to be done will be on cemetery property.

Sweeper

DO requested this item be tabled until the spring. At that time DO requested PP provide figures for a used sweeper and figures on what it would cost lease one.

Items not reasonably anticipated by Chairman at time of posting

Buy Back Grave – Jeanette Sheehan

The Commission voted to approve buying back a “Right of Burial” for a grave located in the Wyoming Cemetery purchased by Jeannette Sheehan. Ms. Sheehan would be entitled to a refund in the amount of \$3,800.00.

The motion to approve purchasing back the “Right of Burial” in the amount of \$3,800.00 was made by MG and seconded by DO. All in favor.

Hutchinson Issue

The commission approved the request from L. Bradley Hutchinson for an additional monument to be erected on his family’s lot.

The motion to approve erecting an additional monument on the Hutchinson Lot numbered 312 on Magnolia Avenue was made by MG and seconded by DO. All in favor.

Fireman’s Relief Association Letter

The commission approved the letter compiled by AP stating precisely what is available for space in the Firefighters Relief Association Lot. AP will forward letter the Fireman’s Relief Association.

Richard Ciulla Grave

The commission agreed to allow Richard Ciulla to reserve a double depth grave in the Knollwood Section near the site where his grandson is buried.

The motion to approve reserving a double depth grave in the Knollwood Section for Richard Ciulla was made by MG and seconded by DO. All in favor.

A motion to adjourn at 5:30 p.m. was made by MG and seconded by DO. All in favor.

