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

CITY OF MELROSE

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Cemetery Commission Meeting Minutes

February 15, 2018, 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:

John W. Gately, Gately Funeral Home
Fred Sprague, Gately Funeral Home
Mark Robinson, Robinson Funeral Home

Note: Mark Robinson was not able to attend; he forwarded his regrets via e-mail on February 12, 2018

Call to Order

The meeting was called to order at 4:36 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 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 December 21, 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 the month of December through January 2018 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 90% of the burial cards that needed to be completed and/or corrected have been typed and are ready scan. AP informed the commission that all files for the years 2007 through July of 2015 have been reviewed.

Update of Shrubs Removals

AP informed the commission that seven (7) families have contacted the office to date regarding the shrubs at their prospective grave sites. Six out of the seven proprietors requested the opportunity to trim their shrubs in the Spring. One grave owner has given written permission for removal. A work order will be submitted when the weather permits.

Additional Capital

There was a lengthy discussion regarding the $75,000.00 in additional capital available for the cemetery. MG reminded the commission that the funds available can only be used for expansion projects within the cemetery. MG informed the commission that the funds must be expended by April 30, 2018. Suggestions included possibly using it either for the Knollwood Section retaining wall project or the installation of the lawn crypts on Vesper Avenue. No decisions were made at this time.

“New” Knollwood Section

Representatives from the Gately Funeral Home were present to discuss the possible development of the area in front of the Knollwood Section slope. The commission was concerned with accessibility to the grave sites once the road was reconfigured or removed.

The possibility of installing stairs to access the Knollwood Section was also discussed at length.

Items not reasonably anticipated by Chairman at time of posting

There were none.

A motion to adjourn at 5:57 p.m. was made by MG and seconded by DO. All in favor.