



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

March 22, 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 Scenna, Director of Public Works (JS)

Call to Order

The meeting was called to order at 4:34 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 DM. All in favor.

Review of Minutes

The minutes of the meeting of February 15, 2018 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 month of February through mid March 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.

AP presented the commission with a spread sheet showing the current balance of inventory in the Knollwood Section of cemetery.

Old Business

Update of Records/Software Project

John Scenna, Director of Public Works presented an update on the cemetery digitization project. JS informed the commission that the funds allocated for the records/software project covered the aerial site flyover, the scanning of documents and the digitization of the maps. JS advised the commission that Boston Scanning would at cemetery office in mid April to scan the documents. The cost for this service is \$7,500.00. The next topic to be considered would be linking the data with the maps.

Update of Shrubs Removals

AP informed the commission that no additional grave owners have contacted the office regarding the overgrown shrubs at their grave sites. DO volunteered to revisit the sections of the cemetery that were tagged and compile a list of those still in violation of the shrub planting policy. AP will subsequently send letters to those on the list.

Roads

JS informed the commission that he and Chairman Garipay drove around the cemetery with the purpose of assessing existing road conditions. It was determined that the following roadways were most in need of repair:

- Lakeside Avenue
- Fountain Avenue
- Ledge Avenue
- Wisteria Avenue

JS informed the commission that the cost of this project would be approximately \$63,000.00. The cost would include the removal, the disposal of debris and replacement of the roadway.

After a lengthy discussion MG made a motion to move forward and pave Lakeside Avenue, Ledge Avenue and Wisteria Avenue at an approximate cost of \$63,000.00. The motion was seconded by DO.

All in favor.

Expansion Project Layout

There was a lengthy discussion on the possibility of developing a new proposed burial area on Vinca Avenue.

The following two options were discussed at length:

Option One:

Developing the area for 140 double depth graves which would involve removing the existing mature trees, with no walkway.

Option Two:

Developing the area for 70 double depth graves. No tree removal would be necessary and there would be room for a 3 ft. walkway

The commission opted not to move forward with this project at this time.

Update on Stairs in Knollwood Section

JS informed the commission that the approximate cost of granite steps similar to those at Mt. Hood would be in the area of \$24,000.00.

After a brief discussion the matter was tabled.

New Business

Cemetery Street Signs

Commission member Douglas MacDonald presented the board with a proposed cost estimate for the replacement of street signs within the cemetery. DO did an on-site survey of all the roads in the cemetery and determined the need for eighty (80) street signs along with posts. He contacted and communicated with Perma-Line Signs of Brockton. . DO informed the commission that this company makes the street signs for the City of Melrose. The cost estimate for the signs is approximately

\$8,000.00 and would take two weeks to install. JS suggested contacting Perma-Line Signs to confirm that the signs are double sided.

The matter was tabled.

Knollwood Section

MG proposed that the middle access area of the Knollwood Section, which is now referred to as Section "C" is sold as double depth graves.

A motion was made by MG and seconded by DO that middle access area of the Knollwood Section, which is now referred to as Section "C" is sold as double depth graves unless otherwise approved by commission.

All in favor.

Tree Removal

JS advised the commission that the tree crew will complete their clean up on Tuesday. All that will remain are the tree stumps which will be removed. JS suggested the option of purchasing replacement trees in the areas that were impacted by the severe weather this winter. The balance in the additional capital available to the cemetery can be used for this purpose.

Productivity

JS presents the commission with the work orders that were entered in the E-GovLink work order system for the year 2018.

JS also advised the commission that summer help will be available for weeding and cutting during the busy summer season.

Items not reasonably anticipated by Chairman at time of posting

At the regular monthly meeting of the Cemetery Commission held on March 22, 2018, the commission voted to refund Thomas B. Sullivan the amount of \$800.00 for graves numbered 62 in Section S of the Wyoming Cemetery. The graves were purchased by Mr. Sullivan on June 26, 1992.

A motion to approve a refund in the amount of \$800.00 was made by Mark D. Garipay and seconded by Daniel O'Neill.

All in favor.

A motion to adjourn at 6:15 p.m. was made by MG and seconded by DO. All in favor.

