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

April 26, 2018, Melrose City Hall, Cassidy Conference Room, 562 Main Street, Melrose, MA 02176

Attendance:

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

Invitees:

Gail M. Infurna, Mayor (GI)
John Scenna, Director of Public Works (JS)
Peter Pietrantonio, Operations Manager (PP)
Elena Proakis Ellis, City Engineer (EE)
Kristin Foote, Assistant to DPW Director

Call to Order

The meeting was called to order at 8:35 a.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 March 22, 2018 were reviewed. A motion to accept the minutes as read was made by DO and seconded by MG. All in favor.

A mistake in the minutes was brought to the attention of the Chairman by DM. Under the topic "Cemetery Street Signs" The dollar figure should have read $8,000.00 not $80,000.00. A motion was made by MG to approve the proposed amendment to the minutes. It was seconded by DM. All in favor.

Financial Report/Inventory

The financial report for the balance of the month of March through mid April 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 DO and seconded by DM. All in favor.

AP informed the commission that only one grave was sold since the commission last met.

Old Business

Update of Records/Software Project

Elena Proakis Ellis, City Engineer gave a visual presentation on the cemetery digitization software program. The presentation included the following visuals: aerial views of the cemetery, samples of the digitized maps and examples of the documents scanned by Boston Scanning. EE explained in detail on how the data will eventually be linked with the digitized maps.

Kristin Foote explained the system in which the records were filtered for scanning. KF pointed out that after reviewing the existing files, it was determined that the burial cards were scanned through July 2001. The burial cards from July 2001 forward had to be located and scanned. In addition to the burial cards, the 5 x 7 lot diagram cards, (illustrating the placement of the casket/urn within a plot) had to be scanned.

Angela Pisacreta informed the commission that an addendum to the "List of Interment" Ledger has been formulated. The existing ledger runs from circa 1850 thru December 2002. The addendum will run from January 1, 2003 to date.

Update of Shrubs Removals

DO volunteered to revisit the sections of the cemetery that were tagged and compile a list of those still in violation of cemetery policy concerning shrubs.

Roads

JS informed the commission that the contractor for the road paving project is D & R Paving and that the project scheduled start date is May18th. JS also informed the commission that the backside of Veterans Avenue will also be included in the roads to be repaired.

Expansion Project Layout

There was no discussion on this matter. The funding source was appropriated for other projects at the last meeting.

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 contractor is continuing to repair the "inside" section of that same portion of the wall. Once that is complete, the contractor will start on the Sylvan Street portion of the wall. It was also decided it would be best to remove the vines/vegetation from the wall prior to repairing it. The estimated time of completion is 4 to 5 weeks. Mayor Infurna was concerned with the project interfering with the Memorial Day Festivities. PP reassured the Mayor that it would not.

Cemetery Street Signs

JS presented a sample sign fabricated by Perma-Line Signs, Inc. After a lengthy discussion it was decided to add section names to the signs. JS advised the commission that he would send a revised sketch with the "Section" added below the street name for the members to see.

Productivity

The topic of open work orders was discussed. The placement of foundations and government markers was also talked about.

JS informed the commission that ground crew would be cleaning the cemetery "section by section". A color coded map will indicate which sections were completed. JS also informed the commission that grounds crew is now required to submit a daily worksheet.

New Business

Spring Clean-up Update

PP informed the commission that winter baskets/decoration have been removed and the clean-up is on schedule and progressing well

Memorial Day Preparation Update

PP informed the commission that the Memorial Day preparations were on target.

PP also presented two designs for the placement of pavers at front walkway of the cemetery administration building.

Building Assessment

MG informed the commission that Melrose resident Ward Hamilton, a Historic Preservation Consultant would be doing an assessment of the Cemetery Administration Building.

Items not reasonably anticipated by Chairman at time of posting

AP informed the commission that Maureen Kelleher made an inquiry regarding a tree planting in memory of her parents, Elaine and Cornelius Kelleher. She recalls making a payment but was not sure if the tree was ever planted. AP informed the commission that there is record of the request but no information on the location of the planting. DO volunteer to reach out to the ground crew to see if they have any recollection of the tree being planted.

The commission voted to refund Anne M. Kelly the amount of $750.00 for graves numbered 143 in Section N of the Wyoming Cemetery. The graves were purchased by Mrs. Anne M. Kelly on July 18, 1988.
A motion to approve a refund in the amount of $750.00 was made by Mark D. Garipay and seconded by Daniel O'Neill.

All in favor.

A motion to adjourn at 9:50 a.m. was made by MG and seconded by DO. All in favor.