



CITY OF MELROSE

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

Angela Pisacreta
Cemetery Administrator

Cemetery Office, 205 Sylvan Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0405
Fax - (781) 665-6380
E-mail: apisacreta@cityofmelrose.org

Cemetery Commission Meeting Minutes

May 23, 2018, Cemetery Conference Room, 205 Sylvan 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:

John Scenna, Director of Public Works (JS)

Call to Order

The meeting was called to order at 8:33 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 April 26, 2018 were reviewed. A motion to accept the minutes as read was made by MG and seconded by DM. All in favor.

Financial Report/Inventory

The financial report for the balance of the month of April through mid May 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 single depth grave and one double depth grave was sold since the commission last met.

Old Business

Road Work Update

D & R Paving completed the road work project on schedule. The commission agreed that it was a job well done.

Update of Shrubs Removals

The commission decided it will not tag shrubs at the graves sites that had been previously tagged. It was determined that they had been given more than sufficient time to contact the office.

Update on Wall Repairs

The masonry contractor is continuing to work on the Sylvan Street side of the wall.

Update on Cemetery Street Signs

JS informed the commission that there was an issue with the sign company obtaining metal product needed to fabricate the signs. JS will contact Perma-Line Signs for an update.

Update on Clean-up and Memorial Day Preparation

JS informed the commission that the Memorial Day preparations were progressing as planned. JS also informed the members that all roads within will be swept prior to the weekend events.

AP presented the commission with the itinerary for the Memorial Day weekend events.

Update on Productivity

The topic of open work orders was discussed. JS presented the commission a list of “opened” work orders to review.

Items not reasonably anticipated by Chairman at time of posting

There were none.

A motion to adjourn at 9:28 a.m. was made by MG and seconded by DO. All in favor.