



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

June 20, 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:

Peter Pietrantonio, Operations Manager (PP)

Call to Order

The meeting was called to order at 8:38 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 May 23, 2018 were reviewed. A motion to accept the minutes as read was made by MG and seconded by DO. All in favor.

Financial Report/Inventory

The financial report for the balance of the month of May through mid June 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 presented the commission with spread sheets for the following:

- The balance of inventory in the Knollwood Section
- The number of graves sold in FY 2018
- The number of foundations and markers installed in FY 2018

AP also informed the commission that five (5) graves had been sold in the Evergreen Garden slant marker section of the cemetery.

The Vesper Avenue proposed new burial area was briefly discussed. PP suggested having the area layout by a professional surveyor. PP also suggested having the foundations poured at that time.

Old Business

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Update of Shrubs Removals

AP informed the commission that a total of five (5) grave owners have given permission for shrub removals.

Update on Wall Repairs

PP informed the commission that a total of \$98,000.00 of the \$100,000.00 grant awarded to restore the historical cemetery wall has been spent to date. The masonry contractor has completed work up to the first gate on the Sylvan Street side of the cemetery. PP advised the commission that an estimated additional \$75,000.00 would be needed to complete the wall in its entity.

Update on Cemetery Street Signs

DM informed the commission that Steve Borgatti the representative for Perma-Line Signs informed him that the signs would be delivered today, June 20, 2018. PP informed the commission that the signs would be installed the following week.

Update on Productivity

The topic of open work orders was discussed. The commission reviewed the current list of “opened” work orders.

Update on Pine Banks Property Line Project

The topic of the Pine Banks property line project was discussed at length. The fence was installed as requested but Pine Banks has not offered any funding for additional landscaping, adding shrubs, etc.

Items not reasonably anticipated by Chairman at time of posting

The commission discussed a request made by Helen F. Cronin for a marker placement at a tree in the Knollwood Section in memory of her late husband Walter F. Cronin. There is a tree already in place close to where her husband is buried. The marker would be placed at that tree. Mrs. Cronin agreed to pay for the marker and an additional tree to be planted elsewhere in the cemetery.

AP informed the commission that occasionally funeral directors request “mock casket set-ups” for cremation burials at a later date. AP advised the commission that currently there is no fee such a service. The matter was tabled pending further research.

MG presented the commission with an e-mail communication from Alderman Scott Forbes regarding the cleaning veteran markers as a community service project for the Boy Scouts. A brief discussion followed.

PP advised the commission the Administration Building walkway would be installed within the next couple of weeks.

A motion to adjourn at 9:35 a.m. was made by MG and seconded by DO. All in favor.

