



## CITY OF MELROSE

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

**Angela Pisacreta**  
*Cemetery Administrator*

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## Cemetery Commission Meeting Minutes

July 26, 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)

### **Call to Order**

The meeting was called to order at 4:05 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 DO. All in favor.

## **Review of Minutes**

The minutes of the meeting of June 20, 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 June through mid July 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 DM. All in favor.

AP presented the commission with a spread sheet showing the current balance of inventory in the Knollwood Section, up to and including, July 26, 2018.

## **Old Business**

### **Update on Cemetery Street Signs**

The commission members expressed their extreme pleasure with the “new” street signs that were installed throughout the cemetery. After a brief discussion the members agreed that additional signs were needed in some areas. MG suggested placing a sign in the Knollwood Section. DM agreed to survey the cemetery to determine where the additional signs might be needed.

### **Update on Headstone Adjustments**

AP presented the commission with the “Monument Adjustments” list report. Two (2) out of the thirty-eight (38) work orders listed had yet to be resolved.

### **Update on Cleaning of Veterans Markers**

The commission agreed to continue discussing the matter cleaning and revitalizing the veterans' markers by the Boy Scouts. The commission requested that AP forward an email to Alderman Scott Forbes asking that he provide a “plan of action” on how he would proceed with this great community project.

### **Update on Administration Building Walkway**

MG will contact John Scenna, Director of Public Works for an update on the status of this project.

### **Update on Pine Banks Property Line Project**

MG reported to the commission that Mayor Gail M. Infurna and John Scenna, Director of Public Works will be attending the next Pine Banks Trustee Meeting to discuss the commission concerns regarding the landscaping buffer issue on the Pine Banks property line.

### **Items not reasonably anticipated by Chairman at time of posting**

#### **Additional Funding for Cemetery**

MG met with Patrick D. Dello Russo, CFO/City Auditor to request the allotment of additional funds in the amount of approximately \$150,000.00 for cemetery use. The supplementary funding would be used for the following:

- Completing the restoration of historical wall surrounding the cemetery.
- Continuing to the next phase of the digitization cemetery software program.
- Repairing additional roadways with the cemetery.

#### **Memorial Bench Request – Thomas F. Adinolfi**

The commission decided to allow Thomas F. Adinolfi to have a bench placed in the area adjacent to where his wife is buried in Section Q. It was agreed that cemetery personnel will determine where the bench should go. The cemetery will choose a site as close as possible to Mr. Adinolfi's desired location. Cemetery personnel will meet with Mr. Adinolfi prior to payment to determine if the location is to his liking. The cost for wishing to participate in the Memorial Bench Program is \$1,100.00. This would include an epitaph on the bench seat.

#### **Veterans Grave Request – Kenneth Kartes**

The commission agreed to allow the future cremated remains of Kenneth Kartes of 27 Briggs Street, Melrose, MA be buried in the Veterans Casket Section of the cemetery. This would allow for the casket burial of his wife when her time comes.

#### **Donations**

The commission agreed to except donations providing the funds can be used at the discretion of the commission.

### **Cargill-Ritchey Request**

The commission decided to stand firm and follow the advice of City Solicitor, Robert Van Campen in this matter. The commission agreed they will not allow Helen B. Ritchey to be buried in the Boardman Lot without written authorization from the heirs of the record owner of the lot.

A motion to adjourn at 5:30 p.m. was made by MG and seconded by DO. All in favor.