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

September 27, 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 4:32 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.

Adam R. Lehman and Donald Lehman of 72 Lincoln Street were in attendance.

Adam R. Lehman presented the commission a proposal, approved by the Boy Scouts of America, to restore approximately 300 white government veteran headstones at the Wyoming Cemetery. Adam informed the commission that he used the guidelines for this project from the town of Arlington. The graves most in need of cleaning will be the primary subject of the project. The headstones are covered with moss and other naturally occurring contaminates. Adam advised the commission that he would be using a product following the NCPPT guideline for "Best Practice Recommendations for Cleaning Government Issued Headstones". He informed the commission that he would be assisted by other Boy Scout members. He also mentioned that Lisa Lord, President of Melrose Veterans Memory Project volunteered her assistance. Adam is hoping to accomplish this task in mid October in preparation for Veterans Day. Adam suggested October 14th, with a rain date of October 28th.

A motion to allow Adam R. Lehman to restore the government issued headstones according to the Eagle Scout Service Project Workbook was made by Mark Garipay and seconded by Daniel O'Neill. All in favor.

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 July 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 July through mid September 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, September 24, 2018.

Old Business

Update on Additional Cemetery Street Signs

John Scenna, Director of Public Works informed the commission that the additional cemetery signs requested would be in place by November 1st.

Update on Cleaning of Veterans Markers

See the Public Participation portion of the minutes.

Update on Pine Banks Property Line Project

JS informed the commission that thirty (30) dog wood trees would be planted this Fall on the Pine Banks property abutting the cemetery.

New Business

Cremation Sections

JS informed the commission that the walkway in the Evergreen Garden Cremation Section will be refurbished. The contractor, who replaced the front walkway, will add a border of accent pavers to the existing pathway.

Recap of Summer Help Accomplishments

JS informed the commission that the summer help assisted with routine ground maintenance, such as grass cutting, weed-whacking and watering, etc. allowing work order requests to be completed by permanent staff employees.

Discuss the possibility of instituting a fee for "Mock Casket Set-ups"

AP presented a survey of what area cemeteries charge for "mock casket set-ups".

After a brief discussion it was agreed that a fee should be added to the current schedule of charges. A motion to charge three hundred dollars ($300.00) for a mock casket set-up was made by Mark Garipay and seconded by Daniel O'Neill. All in favor.

The commission requested that AP forward the updated schedule to the local funeral directors.

Items not reasonably anticipated by Chairman at time of posting

After a brief discussion the commission agreed to advertise the Fall clean-up in both local newspapers. MG also suggested placing the notice on the City Website/Mayor's Blog.

The commission approved waiving fees honoring a request by Mayor Gail Infurna for city employee, John J. Doherty.

A motion to adjourn at 5:22 p.m. was made by MG and seconded by DO. All in favor.