



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

November 29, 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 4:34 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.

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

Adam R. Lehman presented the commission an update on his Eagle Scout Service Project to restore/clean approximately 200 white marble government veteran headstones at the cemetery. Adam informed the commission that he, along with the help of 30 volunteers, completed the task ahead of schedule. The volunteers included members of the local Boy Scout troops and students from Melrose High School. The Lt. Norman Prince VFW Post #1506 and the Melrose Veterans Memory Project under the direction of President, Lisa Lord also assisted in the project. Adam informed the commission

that Lowes Home Improvement Stores donated the pump sprayers needed to apply the cleaning solution.

The commission complimented Adam for a job well done and again, thanked him for undertaking such a worthwhile project.

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 October 18, 2018 were reviewed. A motion to accept the minutes as read was made by DM and seconded by DO. All in favor.

Financial Report/Inventory

The financial report for the balance of the month of October through mid November 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 a spread sheet showing the current balance of inventory in the Knollwood Section, up to and including, November 29, 2018.

Old Business

Update on Additional Cemetery Street Signs

DM suggested moving the Wyoming Street sign to corner of that street for easier visibility. It was agreed that the balance of additional signage could wait until the Spring. MG suggested compiling a list now for the Spring order.

Update on Pine Banks Property Line Project

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

Pine Banks maintenance staff have planted trees in and around the Dog Park. Please review this as we continue through winter and spring. We can discuss any other upgrades with Mayor Infurna's Office who remain committed to further discussing our concerns with the Pine Banks Board of Trustees if the Commission sees fit.

Update on Cremation Sections

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

The front walkway is fully completed. Upgrades to the border on the walkway in the cremation area are still pending.

Update on Cleaning of Veteran Headstones

See the Public Participation portion of the minutes.

New Business

Fall Clean up

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

Fall clean up It is essentially 75% complete. There is one block (Areas Q, R, S, 7, L, 9, K & NI) that still needs to be completed). If weather holds, we will then pass through the entire grounds during the month of December a second time and will continue this until snow falls and/or frozen ground.

All irrigation and water is off and meters have been removed. The main line into the maintenance garage remains open. The heater unit to the meter box has been activated.

The fountain will be winterized within the week.

Holiday Baskets

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

Winter Baskets have been delivered and placed accordingly.

Meeting with Auditor

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

Chairman Mark Garipay and I have met with CFO Patrick Dello Russo concerning 2019 Capital Upgrades. Those include continuation of roadway paving, completion of perimeter wall repointing and structural repairs and completion and start-up of the expansion area. While informal assurances were discussed, any additional funding will not be realized and committed to until the Spring.

Items not reasonably anticipated by Chairman at time of posting

John Scenna, DPW Director was not able to attend; he forwarded the following points for discussion via e-mail on November 29, 2018:

Attached is an updated work order list for all of 2018. There are a handful of foundation and marker work orders that remain to be completed. Weather permitting these (in addition to any open monument adjustments) will be completed next week.

The commission agreed to allow Jon D. Scarborough of 24 Wentworth Road, Melrose to purchase the grave adjacent to the site where his wife was buried in the Knollwood Section of the cemetery. An exception was made in this case due to a miscommunication with the previous cemetery administrator.

A motion to approve the purchase was made by MG and seconded by DO. All in favor

The charging of a fee for the disinterment of cremation for future casket burials was discussed. AP will take a survey of local cemeteries for a cost comparison.

The Northeast Nursery holiday baskets approval of payment was put on hold until the commission received an explanation as to why the cost of the baskets increased substantially from the previous year.

A motion to adjourn at 6:15 p.m. was made by DM and seconded by DO. All in favor.

