



## 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

January 17, 2019, 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 4:36 p.m. A motion to call the meeting to order was made by MG and seconded by DO. All in favor.

### **Review of Minutes**

The minutes of the meeting of November 29, 2018 were reviewed. A motion to accept the minutes as read 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 DM. All in favor.

## **Financial Report/Inventory**

The financial report for the balance of the month of November through December 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 no new graves were sold since the commission last met in November.

## **Old Business**

### **Update on List of Additional Cemetery Street Signs**

DM informed the commission that DPW employee Derek Lanphere would be moving the “Wyoming Street” sign to corner of that roadway on Friday of this week. It was agreed that both DO and DM would work on the list of additional signs to be installed in the spring.

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

The commission agreed to wait through the winter and spring to make sure the trees planted in and around the Dog Park have survived the winter and bloom in the spring.

## **New Business**

### **Spring Clean up**

JS suggested discussing the topic of spring clean-up once the weather improves. JS also informed the commission that all work orders have been completed with exception of a few regarding landscaping issues which cannot be resolved until the spring.

### **Payment Approval of Purchase of Holiday Baskets**

The commission voted to approve payment of the following:

Northeast Nursery, Inc. Invoice No. 151196 totaling \$1,176.00

A motion was made by MG and seconded by DO to post payment for the above-mentioned invoice to the following account:

Account No. 8204 – The Cemetery Flowers Receipts Fund

All were in favor.

### **Payment Approval of Purchase of Memorial Trees**

The commission voted to approve payment in the amount of \$907.50 on the following:

Northeast Nursery, Inc. Invoice No. 317351

Acer-Autumn Blaze Red 2-2.5” - \$330.00

Liquidambar-Sweetgum #15 - \$227.50

Syringa-Ivory Silk 2-2.5” - \$350.00

A motion was made by MG and seconded by DO to post payment for the three (3) trees on above-mentioned invoice to the following account:

Account No. 2816 – The Cemetery Memorial Beautification

All were in favor.

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

JS informed the commission that Senator Jason Lewis will again try to acquire an additional \$100,000.00 grant to complete the restoration of the stone wall surrounding the cemetery.

### **Executive Session**

A motion was made by Chairman Mark D. Garipay to enter into executive session. The motion to enter executive session was seconded by Daniel O'Neill, discussed then put to a vote. All were in favor.

A motion to adjourn at 5:55 p.m. was made by DM and seconded by DO. All in favor.

