



## 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

February 21, 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)

### **Call to Order**

The meeting was called to order at 4:33 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 January 17, 2019 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 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.

### **Financial Report/Inventory**

The financial report for the month of January through mid February 2019 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 informed the commission that two (2) graves were sold in January. AP presented the commission a spread sheet showing the current balance of inventory in the Knollwood Section, up to and including, February 21, 2019.

### **Old Business**

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

DM informed the commission that DPW employee Derek Lanphere relocated the “Wyoming Street” sign as promised. There was a brief discussion on the placement of signs on the following roadways: Magnolia Avenue and Garipay Way. The commission also entertained the idea of placing signage at “Knollwood” and “Evergreen Garden” sections of the cemetery.

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

No discussion on this topic. The commission agreed again to wait through the winter to make sure the trees bloom in the spring.

#### **Update on Spring Cleanup Strategy**

No discussion on this topic, tabled until March meeting.

#### **Update on Evergreen Garden Cremation Section Restoration**

The commission agreed to peruse this matter in the spring.

### **Update on Vesper Avenue Proposed New Lot Section**

The commission agreed to reach out to the DPW department for a time table as to when the Vesper Avenue proposed new lot section will be “pinned” and prepared for subsequent use.

### **New Business**

#### **The Cemetery’s responsibility regarding damage to Headstones and Flat Markers**

The commission agreed that the current insurance policy pertaining to the cemetery needed to be reviewed and updated. DM also suggested researching ways of repairing headstones rather than replacing them.

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

#### **Protocols for Burials**

MG informed the commission of a communication he received from City Solicitor, Robert Van Campen regarding the procedures in place for burials at the cemetery. There was a brief discussion on the subject.

#### **Rules and Regulations and Laws Governing Inheritance of Cemetery Lots**

The commission briefly discussed updating the Rules and Regulations and Laws Governing Inheritance of Cemetery Lots. The chairman suggested that AP forward a copy to all members for them to review.

A motion to adjourn at 5:45 p.m. was made by DM and seconded by DO. All in favor.

