



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

March 19, 2019, Cemetery Conference Room, 205 Sylvan Street, Melrose, MA 02176

Attendance:

Chairman Mark D. Garipay (MG)
Commissioner Daniel O'Neill (DO)
Angela Pisacreta, Cemetery Administrator (AP)

Call to Order

The meeting was called to order at 8:30 a.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 February 21, 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 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 DO. All in favor.

Financial Report/Inventory

The financial report for late February through mid March 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 DO. All in favor.

AP informed the commission that one (1) new grave was sold in March to date. AP presented the commission a spread sheet showing the current balance of inventory in the Knollwood Section, up to and including, March 19, 2019.

Old Business

Update on Spring Clean-up

AP informed the commission that a notice was placed in both the Melrose Weekly and the Melrose Free Press. The notice was also placed on the Melrose Recycles Blog.

Update on Evergreen Garden Cremation Section Restoration

This matter was tabled until next meeting.

Update on Vesper Avenue Proposed New Lot Section

This matter was tabled until next meeting.

Update on Cemetery's responsibility regarding damage to Headstones

The commission voted to approve the repair of a headstone accidentally damaged by the grounds crew.

A motion was made by MG and seconded by DO to make the repair.

All were in favor.

DO informed the commission that he would reach out to the proprietor of the grave to inform her of the commission's decision.

Payment Approval for purchase of Memorial Benches

The commission voted to approve payment of the following:

Woodlawn Memorials, Inc. – Invoice No. 101 – \$895.00

Woodlawn Memorials, Inc. – Invoice No. 102 - \$895.00

Woodlawn Memorials, Inc. – Invoice No. 103 - \$895.00

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

Account No. 2816 – The Cemetery Memorial Beautification Fund

All were in favor.

Payment Approval for purchase of Memorial Tree Markers

The commission voted to approve payment of the following:

Woodlawn Memorials, Inc. – Invoice No. 104 - \$239.00

Woodlawn Memorials, Inc. – Invoice No. 105 - \$239.00

Woodlawn Memorials, Inc. – Invoice No. 106 - \$239.00

Woodlawn Memorials, Inc. – Invoice No. 107 - \$239.00

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

Account No. 2816 – The Cemetery Memorial Beautification Fund

All were in favor.

Items not reasonably anticipated by Chairman at time of posting

Payment Approval for Use of Tent

The commission voted to approve payment of the following:

Stanetsky-Hymanson Memorial Chapel - Acct. No. 496101002198 - \$181.43

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

Account No. 2816 – The Cemetery Memorial Beautification Fund

All were in favor.

Purchase Tent

The commission discussed the feasibility of purchasing a tent for cemetery use.

A motion to adjourn at 8:58 a.m. was made by MG and seconded by DO. All in favor.