



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS
Administration & Engineering-Water-Sewer-Facilities
Park & Forestry-Highway-Sanitation-Cemetery-Fleet

Angela Pisacreta
Cemetery Administrator

Cemetery Office, 205 Sylvan Street
Melrose, Massachusetts 02176
Telephone - (781) 665-0405
Fax - (781) 665-6380
E-mail: apisacreta@cityofmelrose.org

Cemetery Commission Meeting Minutes

April 18, 2019, Cemetery Conference Room, 205 Sylvan Street, Melrose, MA 02176

Attendance:

Chairman Mark D. Garipay (MG)
Commissioner Douglas E. MacDonald (DM)
Angela Pisacreta, Cemetery Administrator (AP)

Invitees:

Peter Pietrantonio, Operations Manager (PP)

Call to Order

The meeting was called to order at 4:44 p.m. A motion to call the meeting to order was made by MG and seconded by DM. All in favor.

Review of Minutes

The minutes of the meeting of March 19, 2019 were reviewed. A motion to accept the minutes as read was made by DM and seconded by MG. 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 DM and seconded by MG. All in favor.

Financial Report/Inventory

The financial report for late March through mid April 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 two (2) new single graves were sold in April to date.

Old Business

Update on Winter/Spring Clean-up

PP informed the commission that the winter/spring clean-up is in progress and proceeding as planned.

Update on Memorial Day Preparation

PP advised the commission that preparations are being made for the upcoming Memorial Day festivities. The planting beds around the Administration Building and at both entrances have been cleaned and fresh mulch has been installed. The fountain area has been cleaned and the fountain itself has been readied for operation.

Update on Evergreen Garden Cremation Section Walkway

PP informed the commission that the existing walkway in the Evergreen Garden Cremation section would be power washed and a border added by early next week

Update on layout and pinning of Vesper Avenue proposed new lot section

PP advised the commission that a professional surveyor will begin the process of laying out and pinning the area next week. PP informed the members that each grave would be marked with pins that have been numbered. There was also a brief discussion on whether the area would be best suited for single or double depth graves.

Update on damaged headstone repair

AP informed the commission that she would obtain a written estimate on the cost of the repair. The commission voted to approve the repair of the 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 and inform her of the commission's decision.

Update on purchasing canopy

There was a brief discussion on purchasing a canopy for cemetery use. PP informed the commission that he would get an estimate on the cost of a 16' x 12' canopy.

Update on street signs that need to be straightened after the winter

PP informed the commission that he would instruct DPW employee, Derek Lanphere to make the necessary repairs to the street signs in question. He will also instruct the crew to survey the entire cemetery for any other street signs in need of adjustment.

New Business

Identify the next round of roads to be paved

PP advised the commission that he requested the Cemetery Foreman, Jack Rossi canvass the cemetery to identify and compile list of the roadways in most need of repair.

Items not reasonably anticipated by Chairman at time of posting

The commission approved the request of Kenneth Kartes of 27 Briggs Street, Melrose, MA to purchase a grave preneed in the Evergreen Garden Cremation Section of the cemetery.

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

A motion to adjourn at 5:50 p.m. was made by MG and seconded by DM. All in favor.

