



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

May 20, 2019, Cemetery Conference Room, 205 Sylvan Street, Melrose, MA 02176

Attendance:

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

Invitees:

Peter Pietrantonio, Operations Manager (PP)
John Scenna, Director of Public Works (JS)

Call to Order

The meeting was called to order at 4:07 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 April 18, 2019 were reviewed. A motion to accept the minutes as read was made by DO 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 April through mid May 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 single grave was sold in May to date. MG requested a list of the "Right of Burial" owners on file.

Old Business

Update on Spring Clean-up

PP informed the commission that the spring clean-up at the cemetery has been completed. The grounds crew is continuing their routine maintenance of cutting the grass and weed-whacking.

Update on Memorial Day Preparation

PP advised the commission that preparations are being made for the upcoming Memorial Day festivities. He informed the commission that the flag retirement area has been cleaned and prepped for the Retirement of the Flags Ceremony on Saturday, May 25th. JS informed the commission that the potholes will be repaired and all roads swept before the weekend events.

MG suggested power washing the granite benches at the administration building entrance. MG also suggested the facilities crew do some housekeeping in the office, floors, carpets and bathrooms, etc. JS informed the commission that they would be adding an additional custodian to the work force on July 1st, one of new hire's assignments will be to routinely clean the cemetery office.

JS advised the commission that office will be open on both Saturday and Sunday from 8:00 a.m. to 3:00 p.m. and a full grounds crew would be in both days. The foreman will be in on Monday morning as well to address flags and check in on site.

Update on Evergreen Garden Cremation Section Walkway

PP informed the commission that the walkway in the Evergreen Garden Cremation Section has been power washed and a border added. Additional flowering plants have also been added to the circular planting bed in the section.

Update Vesper Avenue surveying project

PP advised the commission that the surveyor has yet to begin the process of laying out and pinning the area. PP informed the members that the weather has been a factor in the delay. It was also agreed that double depth graves should be considered for this project.

Update on damaged headstone repair

AP informed the commission that she would have contacted the monument company to get a written estimate on the cost of the repair. They are extremely busy this time of year because of Memorial Day.

DO informed the commission that he reached out to the proprietor of the grave. The owner is comfortable with commission's decision and agreed that it is best to wait until after Memorial Day to remove the monument for repair.

New Business

Capitol Projects

JS informed the commission that there will be no funds available until the fall per Patrick D. Dello Russo, CFO/City Auditor.

Pine Banks trees

MG informed the commission that he was not happy with the tree plantings bordering the cemetery and the Pine Banks dog park. JS suggested a meeting with the Mayor Infurna to discuss the matter.

Illumination of American Flag at the cemetery entrance

DM informed the commission that the light from the street pole on Sylvan Street does not adequately illuminate the flag at the entrance of the cemetery. DM requested PP get an estimate of the cost of a solar light to present at the next meeting.

Eagle Scout Project of cataloging the veteran's graves

The Commission requested that AP contact Ben Parker and invite him to attend the next meeting of the commission to detail his prospective project.

Items not reasonably anticipated by Chairman at time of posting

Fema Grant

JS informed the commission of a Fema grant to upgrade drainage infrastructure along Pine Banks property line.

Ken Kartes

AP informed the commission regarding a request by Ken Kartes, 28 Briggs Street to purchase, preneed a single casket grave in lieu of the cremation grave already approved by the commission.

A motion to adjourn at 5:00 p.m. was made by MG and seconded by DM. All in favor.