



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

October 24, 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)
Richard Stinson, Interim Director of Public Works (RS)

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 DO and seconded by DM. All in favor.

Review of Minutes

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

Public Participation

A motion to open the meeting for public participation was made by DM and seconded by DO. All in favor. No residents were in attendance.

A motion to close the meeting for public participation was made by DO and seconded by DM. All in favor.

Financial Report/Inventory

The financial report for the balance of the balance of September 2019 thru October 21, 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 DM and seconded by DO. All in favor.

Old Business

Update on damaged headstone repair.

AP informed the commission that a signed contract was submitted, along with a purchase order number to Woodlawn Memorial, Inc. on October 1, 2019. AP advised the commission that she spoke with the monument company on Tuesday, October 22, 2019 regarding the status of the repair. The monument company informed AP that they have yet to receive the headstone from the vendor in Vermont.

Discussion on Moratorium on Memorial Bench Program.

Tabled for further discussion with the possibility of increasing the price of the Memorial Bench Program as well as the Memorial Tree Program. MG suggested surveying the cemetery to determine which areas/sections can accommodate and/or are in need of benches.

New Business

Discuss the feasibility of purchasing/leasing a turf sweeper for cemetery use.

Tabled until the spring

Upkeep of Zina Greenwood Memorial Garden and Waterfall.

DO informed the commission that he spoke with the cemetery foreman, Jack Rossi regarding this issue. He was assured that the garden and waterfall will be cleaned; and shrubs trimmed once the water is turned off in the late fall.

Items not reasonably anticipated by Chairman at time of posting.

MG reiterated the point that forty-eight (48) graves in the Knollwood Section be reserved for “right of burial” lottery winners who purchased sites prior to the 2016 lottery.

MG informed the commission that the Fema Grant to alleviate flooding within the cemetery has been approved. He also suggested that the commission be informed of any work being done pertaining to this project, in particular, to the layout of the landscaping.

AP presented an invoice from Edward J. Farrell, Land Surveyor in the amount of \$1,800.00 for payment approval. MG questioned whether the invoice should be paid out of the roadwork budget. The matter was tabled until the commission is presented with an estimate for the entire scope of work.

There was a lengthy discussion pertained to funding for the following:

- The placement of additional trees that will border the cemetery property and the Pine Banks Dog Park.
- Funding for completion of the digitization of cemetery records.
- Funding for the continuation of roadway paving within the cemetery.
- Funding for the completion of the wall restoration project.
- Funding needed for the continuation of expanding much needed burial space.

A motion to adjourn at 5:20 p.m. was made by DO and seconded by DM.

All in favor.

