



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

November 18, 2021, Cemetery Conference Room, 205 Sylvan Street, Melrose, MA 02176

Attendance:

Commissioner Daniel O'Neill (DO)
Commissioner Douglas E. MacDonald (DM)
Commissioner Eileen Hamblin (EH)
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 DO and seconded by EH. All in favor.

Review of Minutes

The minutes of the meeting of August 26, 2021 were reviewed. A motion to accept the minutes as read was made by DM and seconded by EH. All in favor.

Public Participation

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

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

Financial Report/Inventory

The financial report for late August 2021 thru early November 2021 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 DO and seconded by DM. All in favor.

AP gave an update of the inventory of grave space in the Knollwood section of the cemetery.

Old Business

Update on Rosebay Avenue and Vesper Avenue proposed grave site project.

There was a brief discussion on the Rosebay and Vesper Avenue grave site project. Peter Pietrantonio, DPW Operations Manager was unable to attend to give an official update. The topics of concern were as follows:

- Confirmation of completion of the pinned of the site.
- Installation of water spigots as a source of water for care of the graves.
- The use of Main and Hazel Avenues as potential graves sites

Update on cemetery digitization project.

There was a brief discussion on the digitalization of cemetery records. DO will reach out Elena Proakis Ellis, Director of Public Works and will update the other members at the next meeting.

Review the criteria for purchasing a grave site at the Wyoming Cemetery.

The criteria for purchasing a grave was reviewed at length. The commission decided to make no changes at this time.

Discuss the renovating of the Wyoming Cemetery Office and the possibility of expanding the Conference Room.

There was a lengthy discussion on renovating the cemetery office and conference room. No decisions were made at this time. AP suggested possibly rearranging the furniture in the existing room, removing furnishings and files not being used.

Payment approval for Woodlawn Memorials, Inc. for a memorial bench in memory of Lois and Louis McCarthy.

The commission voted to approve payment of the following:

Woodlawn Memorials, Inc. – Inv. 101 for \$995.00

A motion was made by DO and seconded by DM to post payment for the above-mentioned invoice for a granite bench 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.

The “no dogs allowed in the cemetery” policy was discussed. AP informed the commission that she received no complaints regarding this issue.

The recent vehicular vandalism incident was discussed. It was determined that there was no major damaged at the cemetery.

A motion to adjourn at 9:30 a.m. was made by DO and seconded by EH.

All in favor.