



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 26, 2022, Milano Senior Center, 201 West Foster Street, Melrose, MA 02176

Attendance:

Chairman Daniel O'Neill (DO)
Commissioner Eileen Hamblin (EH)
Commissioner Susan Cann (SC)
Angela Pisacreta, Cemetery Administrator (AP)

Invitees:

James Troup, DPW Deputy Director of Administration & Finance

Call to Order

The meeting was called to order at 8:31 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 June 30, 2022 were reviewed. A motion to accept the minutes as read was made by DO 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 June 2022 thru mid-October 2022 compiled by Angela Pisacreta was reviewed. A motion to accept the report was made by DO and seconded by EH. All in favor.

AP gave an update of the grave space available in the Knollwood Section of the cemetery. She informed the commission that the remaining grave spaces will be reserved for past lottery participants.

Old Business

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

James Troup, DPW Deputy Director of Administration & Finance was in attendance to update the commission on this matter. JT informed the commission that after consulting with the Engineering Department it was determined, there are no drainage issues in the area. JT also discussed the future MWRA Fema project, to mitigate flooding slated for that area. He stressed that it would not affect the proposed burial area on Rosebay Avenue.

Update on cemetery digitization project.

AP informed the commission that no new information is available at this time. EH will reach out to Denise Gaffey, Director of Planning and Development for an update on cemetery GIS data aspect of the project.

Update on Road Paving Project.

JT advised the commission it would be best to wait until the spring to begin the road paving in the cemetery. JT also suggested referring to the "Paving Ranking" map of the cemetery created by Scott Dixon, Project Engineer as a point of reference.

Update on the memorial tree planting and bench placement programs.

There was a brief discussion on increasing the cost for participating in the Memorial Bench and Tree Planting Programs. AP presented quotes from two (2) monuments companies in the local area.

AP informed the commission that she would obtain additional quotes for both the benches and granite tree markers and present the information at the next meeting in November.

Commissioner Susan Cann asked if the trees that were being planted are native to the area. JT advised the commission that they were. JT informed the commission that a list of approved tree species could be obtained on the City of Melrose website under the Public Works, Forestry and Park division.

Items not reasonably anticipated by Chairman at time of posting.

There was a brief discussion on the status of the procurement of a turf sweeper and pick-up truck for use at the cemetery. JT said he would take the request under advisement.

DO recommended purchasing a memorial bench in memory of Commission Douglas E. MacDonald. All members agreed subject to the approval of Patrick Dello Russo, CFO/Auditor and Shannon Phillips, City Solicitor. A motion was made by DO and seconded by EH to post payment for the bench to the following account: Account No. 2816 – The Cemetery Memorial Beautification Fund once approved.

There was a brief discussion on whether to remove the small American flags for the individual grave sites after Veteran's Day, prior to winter conditions setting in. DO suggested inviting the Veterans Agent to the next meeting for her input.

A motion to adjourn at 9:29 a.m. was made by DO and seconded by EH.

All in favor.