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

CITY OF MELROSE

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Cemetery Commission Meeting Minutes

November 17, 2022, Milano Senior Center, 201 West Foster Street, Melrose, MA 02176

Attendance:

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

Invitees:

James Troup, DPW Deputy Director of Administration & Finance
Jacquelyn Miller, Veterans Administrative Assistant

Call to Order

The meeting was called to order at 8:38 a.m. A motion to call the meeting to order was made by DO and seconded by SC. All in favor.

Review of Minutes

The minutes of the meeting of October 26, 2022 were reviewed. A motion to accept the minutes as read was made by DO and seconded by SC. All in favor.

Public Participation

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

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

Financial Report/Inventory

The financial report for late October 2022 thru mid-November 2022 compiled by Angela Pisacreta was reviewed. A motion to accept the report was made by DO and seconded by SC. All in favor.

AP gave an update of the grave space available in of the cemetery. AP informed the commission that three (3) graves have been sold to date in the Vesper Avenue (D/D) section of the cemetery.

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 he had no new information to report. He did reiterated the fact that test pits on Rosebay Avenue showed a shallow depth to ground water. He again indicated that the area is suitable for single depth graves.

SC brought up the subject of possibly pre-pouring foundations in the proposed new burial areas. JT, along with, DO explained that graves in that area are stagger because of the curvature of the original roadway, therefore pre-pouring foundations is not possible.

Update on cemetery digitization project.

JT informed the commission that the next steps in this process include determining if we can get a senior citizen volunteer to perform the rote work of matching the parcels to the burial cards. It would also include performing data entry of burial data into the back-end of the database.

AP informed the commission that she received an email from a retired resident volunteering to help with this task. AP advised the commission that she would reach out to the constituent.

AP will coordinate with JT on this matter.

Update on the memorial tree planting and bench placement programs.

AP informed the commission she has no new quotes to present. The matter was tabled.

Update on purchase of Turf Sweeper for cemetery use.

JT informed the commission that he will obtain an updated quote for the turf sweeper. JT will confer with Patrick Dello Russo, CFO/Auditor on sources of funding.

DO asked that funding be made available for repair of the cemetery casket lowering device.

JT advised the commission a one (1) ton pick-up truck with v-blade plow is currently on the list of equipment needed for the cemetery division.

Update if any, on dog walkers or visitors feeding the wildlife.

AP informed the commission that no complaints have been received in the office regarding the above. A minimal amount of walkers have been seen frequenting the cemetery since the Covid restrictions on using parks was lifted.

New Business

Update on ADA Compliance Grant.

SC informed the commission that she reached out to Kerri Golden, Assistant City Auditor regarding this matter. Kerri found a memo that was attached to the ADA Compliance Grant. A copy of the memo was read and placed on file. Kerri also indicated that she spoke with the Mayor's office regarding the matter. SC was informed by Kerri that the Mayor's office is still waiting on the final report from the consultant.

SC also suggested possible obtaining matching grants for this project.

Update on clean-up and/or maintenance of the Mary Livermore mausoleum.

This matter was tabled for discussion at a later date.

Items not reasonably anticipated by Chairman at time of posting.

The criteria for being buried in the Veterans Section of the Wyoming Cemetery was discussed at length.

AP presented the commission with the current criteria for eligibility published on the City of Melrose website. It reads as follows: "Any veteran who entered the service of the United States Armed Forces through the City of Melrose will be allowed to be buried in the designated Veterans Section of the Wyoming Cemetery with a valid DD214 form."

A motion to adjourn at 9:15 a.m. was made by DO and seconded by SC.

All in favor.