



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

January 17, 2023, 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
Jane Pitts, Accounting Manager/GIS Analyst, OPCD

Call to Order

The meeting was called to order at 8:32 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 November 17, 2022 were reviewed. A motion to accept the minutes as read was made by SC 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 SC. All in favor.

Financial Report/Inventory

The financial report for late November 2022 thru December 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 five (5) graves have been sold to date in the Vesper Avenue (D/D) section of the cemetery.

Old Business

Update on cemetery digitization project.

Jane Pitts from the Office of Planning and Development was present. She gave the commission a synopsis what had been accomplished to date on the cemetery digitization project. She reviewed in detail what Claus Goerges from CGIS Mapping, LLC had completed. She offered to do the same in a visual format at the next scheduled meeting of the commission in February.

Update on the procurement of a one (1) ton pickup truck with a V-plow for cemetery use.

JT advised the commission that a one (1) ton pick-up truck with v-blade plow is currently on the list of equipment needed for the cemetery division. The monies has been allocated and the department is waiting for approval to make the purchase.

Update on ADA Compliance Grant.

This matter was tabled for discussion at a later date.

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

DO informed the commission that the cemetery grounds crew will take care of this in the spring.

New Business

Discuss plans for future cemetery burial expansion.

JT indicated that the inventory available in the Rosebay and Vesper Avenue Sections will accommodate the needs of the cemetery for the next few years.

Discuss the feasibility of retaining an arborist for the cemetery.

JT informed the commission that they will be hiring a foreman for the tree division with arborist qualifications. The current staff will also be required to obtain training for the same.

Items not reasonably anticipated by Chairman at time of posting.

Payment Approval

The cemetery commission voted to approve payment for two (2) granite tree markers.

Woodlawn Memorials, Inc. – Invoice No. 001 – \$590.00

A motion was made by Daniel O'Neill and seconded by Eileen Hamblin to post payment on above-mentioned invoices to the following account:

Account No. 2816 – The Cemetery Memorial Beautification

All were in favor.

Search and Rescue Operation

There was a brief discussion on this matter. JT responded via email to the request. JT referred the matter to the police department.

Green Burials

There was a brief discussion on this matter. It was decided that the topic should be researched and discussed at a later date.

A motion to adjourn at 9:20 a.m. was made by DO and seconded by SC.

All in favor.

