



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

February 21, 2023

Melrose City Hall, Cassidy Conference Room, 562 Main 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 8:45 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 January 17, 2023 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 December 2022 thru early February 2023 compiled by Angela Pisacreta was reviewed. A motion to accept the report was made by DO and seconded by SC. All in favor.

Old Business

Update on cemetery digitization project.

Jane Pitts from the Office of Planning and Development was in attendance. She gave the commission a detailed tutorial with visual aids of what had been accomplished to date on the cemetery digitization project.

Update on ADA Compliance Grant.

This matter was tabled for discussion at the commission meeting. SC suggested reviewing the spreadsheet in detail at the next scheduled meeting in March.

Items not reasonably anticipated by Chairman at time of posting.

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

EH presented a letter dated February 20, 2023 from Florence Lee a Melrose artist regarding the Mary Livermore crypt. Ms. Lee's hope is to make people aware of this "historical hero" buried at the Wyoming Cemetery. The letter was read and placed on file.

Update on paving of cemetery roadway.

JT informed the commission that he is waiting for the bid process to be finalized.

There was a brief discussion regarding the Sale of Lots/Graves account and the Perpetual Care account specifically detailing the 90/10 percentage breakdown. The matter was tabled for future discussion.

A motion to adjourn at 10:40 a.m. was made by DO and seconded by SC.

All in favor.