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

CITY OF MELROSE

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

April 20, 2023

Melrose City Hall, City Council Chamber 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 8:32 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 March 15, 2023 were reviewed. A motion to accept the minutes as read was made by EH and seconded by DO. All in favor.

Public Participation

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

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

Financial Report/Inventory

The financial report for March 2023 compiled by Angela Pisacreta was reviewed. A motion to accept the report was made by DO and seconded by EH. All in favor.

AP also provided the commission a report of cemetery account balances provided by the Auditor's office for their review.

Old Business

Update on cemetery digitization project.

Jane Pitts, Accounting Manager/GIS Analyst, OPCD gave the commission an update on what she has accomplished to date. She informed the members that most of the lot cards on file have been scanned. She also informed members that she has been working on mapping the Veterans Sections of the cemetery.

Update on ADA Compliance Grant.

JT informed commission that he was formulating a list of funding needed to address the issues necessary to conform to the recommendations made in the ADA report.

DO requested making adjusting the pathway to the Evergreen Garden Cremation a priority.

SC requested an update on the placement of a call box at the entrance of the Wyoming Cemetery administration building.

New Business

Kerriann Golden, Assistant City Auditor will be presenting a budget review and explanation of cemetery accounts.

Ms. Golden informed the commission she was unable to attend. This matter was tabled until the next meeting in May.

Discuss the Sale of Lots/Graves account and the Perpetual Care account specifically detailing the 90/10 percentage breakdown.

This matter was tabled. DO suggested inviting Mayor Brodeur to the next meeting of the commission to discuss the subject.

Items not reasonably anticipated by Chairman at time of posting.

Paving

JT indicated that the paving will begin within the next two weeks. He assured the commission that the work being done will not interfere with any services being held at the cemetery.

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

All in favor.