



DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & ENGINEERING—WATER—SEWER-FACILITIES

Denise A. Slane

Cemetery Administrator

Cemetery Office, 205 Sylvan Street

Melrose, Massachusetts 02176

Telephone - (781) 665-0405

Fax - (781) 665-6380

Cemetery Commission Meeting Minutes

May 18, 2023

Melrose City Hall, Cassidy Room 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)

Denise Slane, Cemetery Administrator (training) (DS)

Invitees:

Kerriann Golden, Assistant Auditor (KG)

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 April 20, 2023 were reviewed. A motion to accept the minutes as read was made by EH and seconded by SC. 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 April 2023 compiled by Angela Pisacreta was reviewed. A motion to accept the report was made by EH and seconded by SC. All in favor.

Old Business

Update on cemetery digitization project

AP gave an update on the status. Currently Jane Pitts, from Planning, is continuing scanning burial/lot cards. The department is researching items that are in question to be sure the correct information has been/is being recorded. There are a few senior helpers that have begun the proof process to help us confirm information is correct. AP will continue to help with the project after her retirement on May 31st. At this time there is no indication of when a new map will be available.

Update on restoring of the Mary Livermore mausoleum

EH has not pursued the relative that is in Maine that is believed to be the only living descendant, he is quite elderly and the commission is not sure what he can do. The mausoleum does need a new gate and they are not sure if there is anyone that might own it. More research will be done and further discussion will take place at a future meeting.

New Business

Memorial Day Events

AP provided a schedule of the Memorial Day activities and events.

Presentation/Review of Cemetery Financials from Audit

Kerriann Golden, Assistant City Auditor presented a budget review and explanation of cemetery accounts. KG reviewed the current account balances with the commission and explained the breakdown of each line item.

Items not reasonably anticipated by Chairman at time of posting.

DO informed the Commission that they will be measuring the roadways within the cemetery to see what needs to be done to be sure they are ADA compliant. Options for a ring box were also discussed.

Paving

It was discussed that paving and street sweeping will begin at the cemetery.

EH made a motion to adjourn, SC second the motion. The meeting was adjourned at 9:36 a.m.

All in favor.