



DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

Denise A. Slane

Cemetery Administrator

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Cemetery Commission Meeting Minutes

August 17, 2023 8:30 A.M.

Melrose City Hall, Cassidy Room Conference Room, 562 Main Street, Melrose, MA 02176

Attendance:

Chairman, Daniel O'Neill (DO)

Jim Troup, Deputy Director DPW (JT)

Commissioner, Eileen Hamblin (EH)

Denise Slane, Cemetery Administrator (DS)

Commissioner, Susan Cann (SC)

Call to Order

The meeting was called to order at 8:30 a.m. A motion to call the meeting to order was made by DO and was seconded by SC. All in favor.

Review of Minutes

The minutes of the meeting of June 27, 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. Floor opened at 8:31.

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. Floor closed at 8:32.

Financial Report

The financial reports for June and July 2023 compiled by Denise Slane were reviewed. A motion to accept the report was made by EH and seconded by SC. All in favor.

Department Recognition

A letter of thanks was read to the commission, thanking the Cemetery staff for the good work they do.

Thank you notices from the Commission

DO thanked Jim Troup for the help with getting the grounds sweeper for the Cemetery and for getting the memorial sign in memory of longtime Cemetery Commission member, Douglas MacDonald installed.

Old Business

Livermore Mausoleum

EH will update the commission at the next meeting about the Livermore Mausoleum. She is still trying to reach a distant family member about the restoration.

SC stated it looked like some of the marble may be falling. DO stated he would talk to the Cemetery Foreman and have him look at it.

Paving

JT informed the Commission that a meeting has been set with DPW, the Cemetery Foreman and Administrator and Engineering to review the roadways that will need to be done and to confirm the budget. The ADA compliance items for roadways will also be addressed at this meeting.

Funding for Trees

A purchase order for the funding of trees to be replaced has been opened. The Cemetery Foreman will prioritize the areas where the work needs to be done and will begin ordering supplies for the project. He will order trees that will work well for a Cemetery landscape.

Update on Digitalization Project

An update from Jane Pitts was presented to the Commission. SC stated that they are in the process of verifying information.

Discussion of Grave Sales 90% / Perpetual Care (P/C) 10%

DS presented a spreadsheet showing what surrounding area municipal cemeteries are charging for perpetual care. It was stated that we are still trying to reach a few area cemeteries and will follow up with the Commission once received.

Discussion of Ripley School Land

DO stated that discussions on the use of this land is in the very early stages and that the Commission has not agreed to any land swap. He also stated that use of this land for any purpose would have to have a vote on by the Cemetery Commission and the School Committee.

New Business

Bench and Tree Marker Quotes

DS stated that she has reached out to area monument companies to obtain quotes. Currently both of these programs have been suspended and that this is being done in preparation if the programs are to be re-established in the future.

Discussion of Public Comment/Open Meeting Law

EH stated that this is being done so that the Commission will have a set procedure moving forward that complies with the Open Meeting Law and aligns with the City Councils procedures. EH stated more work will be done on this and once completed it will be presented to the Commission at a later meeting.

Discussion to reinstate the Perpetual Care Flower Program

It was discussed that a few callers had asked about this program which is no longer offered. It was stated that the cost to re-instate a program like with would be extremely expensive to the purchaser. DS stated that there are area florists and companies that will go out to cemeteries to do seasonal plantings for people. DO stated that at this time it would be best to let people know about the option of calling local florists to have this done, EH and SC agreed.

Discussion and Vote to allow Right of Burial Request for Davidson

A letter requesting a Right of Burial was presented to the Cemetery Commission for a former Melrose Fire Department employee and resident. The letter stated the reason for the request was due to lost paperwork.

Motion:	SC made a motion to accept the request for the Right of Burial and allow the interment at Wyoming Cemetery.
Second:	EH second the motion.
Further Discussion:	None
Vote:	DO – Yes EH – Yes SC – Yes <i>VOTE PASSED 3-0-0</i>

DS will following to the requestor with a letter of the decision.

Discussion and Vote to accept sale of cemetery lots back to the city

DS stated that the requestors did not submit the paperwork in time for the meeting. This item will be tabled until the paperwork is received.

Discussion and Vote of headstone install request

DS stated that the requestor did not submit the paperwork in time for the meeting. This item will be tabled until the paperwork is received.

Items not reasonably anticipated by Chairman at time of posting.

SC discussed that the Cemetery Commission cannot have sub-committees as there are only three members. She stated that the reason for the inquiry on this was for strategic planning items. It was discussed that these items will be placed on the meeting agenda as needed.

JT stated that if there is a list of projects the commission would like to implement, that they put together a list for a future discussions on how to fund and complete them.

EH made a motion to adjourn, SC second the motion. The meeting was adjourned at 9:22 a.m.
All in favor.