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ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

DEPARTMENT OF PUBLIC WORKS

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Cemetery Commission Meeting Minutes

January 25, 2024 8:47 A.M.

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

Attendance:

Chairman, Daniel O'Neill (DO)

Cemetery Administrator, Denise Slane (DS)

Commissioner, Eileen Hamblin (EH)

DPW Deputy Directory, Jim Troup (JT)

Commissioner, Susan Cann (SC)

Call to Order

The meeting was called to order at 8:47 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 November 16, 2023 were reviewed. A motion to accept the minutes as read was made by EH and seconded by SC. All in favor.

Public Comment

A motion to open the meeting for public comment was made by EH and seconded by SC. All in favor. Floor opened at 8:48.

There were no residents in attendance.

A motion to close the meeting for public comment was made by EH and seconded by SC. All in favor. Floor closed at 8:48.

Financial Report

The financial reports for November and December 2023 prepared by DS were reviewed. A motion to accept the reports was made by EH and seconded by SC. All in favor.

Meeting Schedule for 2024

The meeting schedule discussed at the November 2023 meeting for the 2024 Cemetery Commission meetings was presented. A motion to accept the 2024 Cemetery Commission meeting schedule was made by EH and seconded by SC. All in favor. Meeting dates will be posted on the City's webpage under the Cemetery Commission.

New Business

Donation

DS informed the Commission about a donation that was made to the cemetery to be used how the department sees fit to use them. DS discussed the donation and where it would best be utilized with the Cemetery Foreman and it was decided to deposit the funds into the flower fund that is used for upkeep of the grounds. The deposit was made and Audit was notified of the donation. A thank you letter has gone out to the family that made the donation.

Old Business

Paving

JT stated that all the paving planned for 2023 was completed. JT also stated that he and Joe Hobbs will be addressing potholes in the cemetery as needed and as they are informed by the Foreman that repairs are needed. JT also recommended that the Commission members present the paving plan for this year so that the work can be scheduled and the funding can be appropriated. DO told JT that he will discuss the plan with him in the next few days.

Garage Roof Replacement

JT stated that all the repairs have been made to most of the roof, the last repairs will be on the slate portion of the roof.

Cemetery Digitalization Project

Jane Pitts updates were presented to the Commission and SC gave an update. It was discussed that these phases (phases: one and two) of the plan should take about six months to a year to complete. It was discussed that as we get closer to the last phase there will need to be discussion about how we will move forward with maintaining the information.

Outstanding Cemetery Fee

DO presented the issue of an outstanding cemetery fee that is due. DO stated that he spoke to the family to discuss the fee. DO recommended that the mock fee be deducted from the interment fee and the family will be responsible for the remaining fee due.

Motion: SC made a motion to deduct the mock fee already paid, from the interment fee (thus waiving the mock burial fee) and that the family will be responsible for the remaining fees due and that going forward all fees will apply at the time of any future interments.

2nd Motion: EH second the motion

Further Discussion: None

Vote: 3-0-0 PASSED

DO will talk to the family to let them know the decision of the board and DS will follow up with a letter to the family explaining the Commission's decision.

Buy Back of Lot

DS notified the Commission that the paperwork went out to the family that inquired about selling their lot back to the City in November. DS also stated that we have not received any paperwork back at this time. It was discussed to table a vote on this until the paperwork has been received. All in favor.

Items not reasonably anticipated by Chairman at time of posting.

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

DO stated that this is being worked on and will be presented at a future meeting.

Plowing Cemetery Grounds

EH asked if there is a protocol in place for plowing of the cemetery grounds. JT explained the route process of plowing and stated that if any issues are reported, that the Foreman will address them.

Baby Section Walkway

EH stated that the walkway in the Baby section looks to have sunken down and will need some work in the spring. DO stated that the Foreman is aware of this and the repairs are already being planned for the spring since the ground is not in the proper conditions to fix it at this time. DO also stated that this damage happened when two large trees fell over in the wind storm we had last month.

DO made a motion to adjourn, SC second the motion. The meeting was adjourned at 9:17 a.m.
All in favor.