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DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & ENGINEERING—WATER—SEWER-FACILITIES

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Cemetery Commission Meeting Minutes

March 14, 2024 8:51 A.M.

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

Attendance:

Chairman, Daniel O'Neill (DO)

Co-Chair, Eileen Hamblin (EH)

Cemetery Administrator, Denise Slane (DS)

Absent:

Commission Member, Susan Cann (SC)

Call to Order

The meeting was called to order at 8:51 a.m. A motion to call the meeting to order was made by DO and was seconded by EH. All in favor.

Review of Minutes

The minutes of the meeting of February 15, 2024, were reviewed. A motion by EH was made to accept the minutes. Seconded by DO. All in favor.

Public Comment

A motion to open the meeting for public comment was made by EH and seconded by DO. All in favor. Floor opened at 8:52.

There were no residents in attendance.

A motion to close the meeting for public comment was made by EH and seconded by DO. All in favor. Floor closed at 8:52.

Financial Report

The financial report for February 2024 prepared by DS was reviewed. A motion to accept the report was made by EH and seconded by DO. All in favor.

Old Business

Cemetery Digitalization Project

The status report from Jane Pitts, Planning Department, was presented and reviewed.

New Business

Buy Back of Lot

It was discussed that a family that has moved out of Melrose requested the city buy back their cemetery lot that they will not be using. The family submitted the paperwork, release form and original deed to request the city purchase the lot back at the original purchase price.

Motion: A motion was made by EH to approve the buyback of the cemetery lot at the original sale price the family purchased it for.

Second: Motion seconded by DO

Further Discussion: None

Vote: Yes-2, No-0, Absent-1. Vote passed.

DS will process the request for the buyback of the lot.

Items not reasonably anticipated by Chairman at time of posting.

Columbarium Options

It was discussed that the cemetery look into possibly installing a columbarium for future cremation interments. The columbarium wall would provide residents with the option of purchasing a niche that would hold two cremations/urns and would be engraved on the front with the family name. A columbarium wall would provide for multiple interments without using land that could be used for future casket burials. EH presented a few pictures of columbarium walls in area cemeteries and will do some more research for this to be presented at a future meeting.

Ripley School Property

DO provided a map showing the cemetery property that the current Ripley School sits on. It was discussed that in the past a statement was made about the property without notification or discussion with any of the Cemetery Commission members. DO will be looking into the property and will report back to the commission at a future meeting.

EH made a motion to adjourn, DO second the motion. The meeting was adjourned at 9:29 a.m.
All in favor.