



DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

Denise A. Slane

Cemetery Administrator

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Cemetery Commission Meeting Minutes

June 20, 2024 8:46 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)

Co-Chair, Eileen Hamblin (EH)

Commission Member, Susan Cann (SC)

Call to Order

The meeting was called to order at 8:46 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 May 16, 2024, were reviewed. A motion by EH was made to accept the minutes. Seconded by SC. All in favor.

Public Comment

A motion to open the meeting for public comment was made by SC and seconded by EH. All in favor. Floor opened at 8:46.

No residents in attendance.

A motion to close the meeting for public comment was made by SC and seconded by EH. All in favor. Floor closed at 8:47.

Financial Report

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

Fund Account Review

The commission reviewed the cemetery fund accounts.

New Business

Dogs in the Cemetery

DS reported there have been some complaints about dogs in the cemetery. Some dog owners/walkers have been letting their dogs off leash and they have been running through the cemetery grounds.

Update on Camera Inspections of Drains/Catch Basins

Engineering has been working to complete the camera inspections of the catch basins and drains in the cemetery grounds. They have determined that there are repairs that need to be made in areas before paving can be done. There is still a small section that the camera inspections need to be done. Their plan is to have the inspections completed by the end of June. Once this happens and repairs are made the paving can happen.

Cemetery Office Building Stairs Repair

DS notified the commission that this item is being worked on with DPW and will be happening soon, per a message from Jim Troup.

Vote and Discussion on Buyback of Lots

DS presented two requests to the commission for the cemetery to buyback lots. Both requests were reviewed and voted on.

Motion: made by EH to accept the requests from the two individuals for the cemetery to purchase back the lots they are no longer going to use.

Motion Second: by SC

Further Discussion: None

Vote: 3-0-0 VOTE PASSED

DS will submit the paperwork to Audit to have the buybacks processed.

July and August Meetings

It was discussed to cancel the July meeting, due to vacation schedules and the possibility of not being able to meet a quorum for voting purposes. It was also discussed that the August meeting will remain on the schedule.

Old Business

Cemetery Digitalization Project

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

Columbarium Research

EH provided additional pictures of columbarium walls in other area cemeteries. It was discussed that right location within the cemetery would need to be established and that the commission will work with the cemetery foreman to determine the best location within the grounds. It was also discussed being sure to have the best design for what the cemetery is looking to achieve if the commission decides this is a project that should move forward. More information is under review and will be presented at a future meeting.

90/10 Split

DO stated that he hadn't met with the Auditor yet and will be setting up something after the fiscal year has ended. He stated that once he can meet with the Auditor the commission can establish what projects or purchase should be prioritized. DO stated that the commission needs to be sure they are planning properly for the future of the cemetery needs and residents.

Items not reasonably anticipated by Chairman at time of posting.**New Lawnmower**

DS notified the commission that the new lawnmower has been ordered and will be arriving soon, per an update from Jim Troup. The current lawnmowers are being repaired and will be back soon.

Safety Building Commission

SC stated that she will be serving on the Safety Building Commission and will keep the Cemetery Commission up to date on the status of the project.

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