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ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

DEPARTMENT OF PUBLIC WORKS

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Cemetery Commission Meeting Minutes

October 17, 2024 8:46 A.M.

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

Attendance:

Chairman, Daniel O'Neill (DO)

Cemetery Administrator, Denise Slane (DS)

Commission Member, Susan Cann (SC)

DPW Deputy Director, Jim Troup (JT)

Absent: Co-Chair, Eileen Hamblin (EH)

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 SC. All in favor.

Review of Minutes

The minutes of the meeting of September 12, 2024, were reviewed. A motion to accept the minutes was made by SC and seconded by DO. Minutes accepted.

Public Comment

A motion to open the meeting for public comment was made by SC and seconded by DO. All in favor. Floor opened at 8:47.

No residents in attendance.

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

Financial Report

The financial report for September 2024 as prepared by DS were reviewed. A motion to accept the reports was made by SC and seconded by DO. Reports accepted.

Fund Account Review

The commission reviewed the cemetery fund accounts. DS passed along information from Audit on the funds used for the buy back refunds.

New Business

Vote and Discussion on request for burial

DS presented a request to the commission from a former Melrose resident that lived here for 12 years. The former resident was notified of the requirements but wanted his request to go before the commission. It was discussed that the requestor does not meet the requirements to purchase a grave at the time of death as stated in the rules and regulations. The commission agreed that the rules and regulations must be followed.

Motion: made by SC to uphold the rules and regulations for burial requirements and deny the request from a former resident that does not meet the residency requirement, to purchase a grave at the time of need at Wyoming Cemetery.

Motion Second: by DO

Further Discussion: None

Vote: 2 yes - 0 no- 1 absent - VOTE PASSED – Request Denied

DS will notify the requestor by mail of the vote.

Rosebay Section

DO spoke about the Rosebay Section that could potentially be an area for expansion for single depth (casket) burials in the future. He discussed that the drainage in this area would need to be repaired before the commission could consider this area for expansion. He also stated that the cemetery foreman is currently working with the DPW Water Division to address this issue. DO will follow up at future meetings and the commission will research what would need to be done to prepare this area for expansion and meet with JT from DPW to present it.

Old Business

Cemetery Digitalization Project

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

Update on Camera Inspections of Drains/Catch Basins and Paving Project

JT gave an update on paving. Currently the city is waiting for the assigned funds from the state to complete this project. Once the funds are received, work will begin. There is a concern as to when this could be completed due to the colder weather arriving soon. JT will keep the commission informed of any updates as they happen. DO also stated that repair of the drainage issue in front of the garage has worked. During the last rainstorms the water did not pool in front of the buildings.

Items not reasonably anticipated by Chairman at time of posting.

Fall Cleanup

DS informed the commission that fall cleanup will begin on November 1st. The notice has been posted on the cemetery entrance gates, on the cemetery webpage and a request was submitted to the mayor's office to have the notice posted on the City's main webpage.

2025 Meeting Schedule

DS will set up the 2025 meeting schedule for the commission to review at the next meeting.

SC made a motion to adjourn, DO second the motion. The meeting was adjourned at 9:04 a.m.
All in favor.