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DEPARTMENT OF PUBLIC WORKS

ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

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*Cemetery Administrator*

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## Cemetery Commission Meeting Minutes

February 20, 2025                      8:45 A.M.

Melrose City Hall, Cassidy 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)

Co-Chair, Eileen Hamblin (EH)

### Call to Order

The meeting was called to order at 8:44 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 January 16, 2024, 2024, were reviewed. A motion to accept the minutes was made by SC and seconded by EH. Minutes accepted.

### 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 8:45.

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 8:46.

### Financial Report

The financial report for January 2025 as prepared by DS was reviewed. A motion to accept the report was made by SC and seconded by EH. Reports accepted.

## **New Business**

### **Discussion of Cemetery Funds**

Kerriane Golden (KG), the City Auditor, gave an overview of funds for the cemetery. Per DO's request DS gave a brief overview of the Cemetery Commission's plans to help increase the cash flow to Perpetual Care for future expansion for resident interments and upkeep of the cemetery. Kerriane gave an update on what Auditing and the Mayor's office are working on with the City's investment group. It was discussed that the Cemetery Commission is currently reviewing its pricing and conducting a comparison with other area municipalities to be sure we are in line with what other cemeteries are charging and that if needed, changes would be made which could help increase the Perpetual Care funding. DO discussed having KG back after the commission completed the comparison.

### **Spring Cleanup**

DS notified the commission that the Spring Cleanup signs have been posted at the gates and cleanup will begin March 1<sup>st</sup>, weather pending. DS also stated that the notice has been placed on the city's website, cemetery webpage and that a notice will be posted in the paper.

## **Old Business**

### **Cemetery Digitalization Project**

The monthly status report from Jane Pitts was reviewed. An update was given by DS on the software and equipment that will be needed to support this project in the future.

### **Review and Discussion of Fee Comparison**

The commission tabled this discussion for a future meeting.

### **Review and Discussion of Cemetery Rules and Regulations**

DS gave an update on the Rules and Regulations. She stated that the updates will be completed within the next few weeks and will be presented at the next meeting.

### **Discussion of plans for Columbarium**

EH stated that with the nicer weather coming they will be able to meet with the foreman to discuss potential locations and designs and then the commission can work with an engineering firm. EH asked JT how the commission should go about setting up RFP. JT stated that when the commission is ready to do this he will be available to help. JT also explained that process and how it would go out to bid and how to get a cost estimate.

### **Discussion of ADA Compliance Items**

SC discussed the process of finding out the cost to complete these items. JT stated that there is a list of what would need to be done and he will give a copy to the commission of the cemetery items.

### **Items not reasonably anticipated by Chairman at time of posting**

Veteran Graves items being moved – DS explained that several families have come into the office to complain about personal items and flags being moved on their family members graves in the Veterans Section and private family graves. Several people stated they witnessed an individual

moving items and taking pictures of the headstones. It was also discussed that DS and DO had a conversation about the individual people saw and that they are working on documenting Veterans within Wyoming Cemetery. It was stated that this is not a project the cemetery requested. DO stated that he did talk to the Veterans' Council, and they are not aware of a request to have this done. It is believed that it may have been requested by a past council. It was discussed that this is valuable information to have documented but that the individual should not be touching or moving any items on graves. DO stated that he is aware of who the individual is and he will have a conversation with them about not touching or moving items in the future. DO also stated that he does not believe that the individual meant to upset any families while documenting the Veterans.

Livermore Mausoleum Restoration – DO stated that he spoke with John McLaughlin about the possibility of him helping with the restoration of the Livermore Mausoleum. John stated that they would help. DO will have more information on this for discussion at a future meeting.

DO made a motion to adjourn, EH second the motion. The meeting was adjourned at 9:16a.m.  
All in favor.