

**RECEIVED**

By City Clerks Office at 12:22 pm, Apr 22, 2025



ADMINISTRATION & ENGINEERING—WATER—SEWER—FACILITIES

DEPARTMENT OF PUBLIC WORKS

Denise A. Slane

Cemetery Administrator

Cemetery Office, 205 Sylvan Street  
Melrose, Massachusetts 02176  
Telephone - (781) 665-0405  
E-mail: [dslane@cityofmelrose.org](mailto:dslane@cityofmelrose.org)

## Cemetery Commission Meeting Minutes

March 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)

Co-Chair, Eileen Hamblin (EH)

### Call to Order

The meeting was called to order at 8:45 a.m. A motion to call the meeting to order was made by DO.

### Review of Minutes

Meeting minutes from February 20, 2025, were reviewed. A motion to accept the minutes was made by EH and seconded by DO. Minutes accepted.

### 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 8:45.

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 8:46.

### Financial Report

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

## **New Business**

### **Paving of Cemetery Roadways**

DS gave an update from Jim Troup (Deputy Director of DPW). Paving will begin later in the spring when the weather conditions allow.

### **Spring Cleanup**

DS notified the commission that the spring cleanup is underway and that the grounds crew has been working on cleaning up downed branches from winter storms, seasonal plantings that are dead and trash and leaf cleanup.

## **Old Business**

### **Cemetery Digitalization Project**

The monthly status report from Jane Pitts was reviewed.

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

DS gave copies of the updated fee comparison to the commission members. It was discussed raising some of the fees, this would align us with other area municipal cemeteries. Fee increase amounts were discussed and will be updated for the next meeting. It was discussed reviewing the suggested changes again at the April meeting before voting on accepting any fee changes. All agreed and this item will be discussed at the April meeting.

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

DS gave an update on the Rules and Regulations. Updates have been completed, and DS and the Cemetery Foreman are in the process of proof-reading the draft copy. DS will present the updates at the next meeting for the commission to review and vote on.

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

DS provided design photos and contact information of area companies that design and install columbarium for cremations. EH stated that having the design layouts will help with the planning. DO stated that with the nicer weather coming they can now schedule a time with the Cemetery Foreman to look at locations (April) within the cemetery for a possible columbarium wall. This item will be discussed at the next meeting.

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

Copies of the ADA items for the cemetery as provided by DPW were handed out. SC stated that the commission will review the list and noted that some items may already be resolved. It was stated the commission may be able to address some of the items with signage and that they will review the listing to see if any other items might be able to be completed in the near future.

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

Nominations of Commission – DO stated that once a year the commission nominates members for positions on the commission. EH nominated Dan O'Neill for Commission Chair, SC seconded the nomination, Dan accepted. EH nominated Sue Cann for Co-Chair, DO seconded the nomination, Sue accepted. A vote on positions will take place at the next meeting.

Cemetery Expansion – DO stated that he will be getting in contact with the DPW about possible expansion into the Rosebay section of the cemetery to allow casket burials. There are repairs needed in the section and DO will discuss with DPW what needs to be done and a timeline for repairs.

EH notified the commission that she is inquiring with residents about people who may be aware of history about Wyoming Cemetery. DS stated that she has information on some historical and famous burials here and will bring a listing to the next meeting. EH stated that she also inquired about a possible friends of the cemetery group. It was stated that if a group like this is formed that they would handle fundraising only for cemetery projects and that they would not have authority over the operations or planning or projects for the cemetery. DO stated that they should get in touch with the library and memorial hall about how their friends of groups work and discuss this at a future meeting.

DO made a motion to adjourn, EH second the motion. The meeting was adjourned at 9:15a.m.  
All in favor.