 **City of Salem, Massachusetts**

 **Department of Open Space**

 ***Cemetery – Shade Tree – Open Space***

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 **CEMETERY COMMISSION MEETING MINUTES**

 **APRIL19, 2017**

A meeting of the Cemetery Commission was held of Wednesday, April 19, 2017 at 6:30 pm at 120 Washington Street. Members present were:Roberta Clement, Patricia Donahue, Ruth Kapnis, and Anthony O’Donnell. Sean McCrea, Assistant Director of Public Services and Christine Lutts of Friends of Greenlawn were also in attendance. Absent was board member Joanne Mizioch.

 Motion was made and seconded to accept minutes of Secretary’s Report as read.

**UNFINISHED BUSINESS**

**Request for a letter of support to release funds from the Meldon Trust Fund**

 **A motion was made by the Cemetery Commission to enable Sean McCrea make a request to the Trust Fund Commission to release funds out of the Meldon Trust Fund for $4,500.00 dollars for a one year contract with Solitude Lake Management which is an aquatic biology company from Shrewsbury Ma. that historically has been monitering the health of Sargents Pond and the smaller pond in Greenlawn. Motion was seconded and unanimously approved**.

Monies from the Meldon Trust Fund are earmarked solely for the beautification of Greenlawn Cemetery.Sean mentioned that for any trust fund other than Perpetual Care, it is necessary to acquire the endorsement of the Cemetery Commission to the Trust Fund Commission for them to review before they release funds to pay for a contract . Sean stated that he personally has not experienced Solitude Lake Management as a contractor but feels compelled to continue the relationship so he can see what it is that they do. From May through September this company inspects the ponds and collect data twice a month performs many other duties as well as putting the fountains up and making them operational.The one year contract price annually is $4,500.00 dollars, half of which is due immediately and the other half is due on July 1.When asked if there was enough money in the Meldon Trust Fund, Sean replied that the interest alone was $340,219. 00 dollars.

**Request for letter of support to release funds from the Perpetual Care Fund**

Sean stated that this is the only Trust Fund where he does not need the Commission’s approval. Monies from Perpetual Care Fund are used for maintainance of cemetery. When asked how much money was in the Perpetual Care Fund, Sean stated that the interest was $685,682.00 dollars.The question was asked if we could have a quarterly statement from the Trust Fund. Sean suggested the Cemetery Commission write the Trust Fund Commission a letter, signed by chair Joanne Mizioch, requesting a quarterly report from the Trust Fund related to the Cemetery. Sean volunteered to have a Cemetery Commission letterhead made up for future use.

**Request for a letter of support to release funds from the Barnes Fund**

We were told that monies in the Barnes Fund ($16,032.00 dollars)are only for one lot . Sean stated that with our permission,he would use monies for Memorial Day Plantings from the Perpetual Care Fund to plant in this one lot just for this year. Sean does not need this letter.

**NEW BUSINESS**

**Request from Christine Lutts, Friends of Greenlawn , for permission to put Donation Envelopes at the Cemetery Board.**

. By putting donation envelopes on Cemetery Board it becomes easier for people to donate to the cause of Dickson Chapel restoration. Christine explained that Phase one of restoration will be done in June, but more money is needed to continue.It was also suggested that envelopes be put in every deed that is mailed out. Sean would need to get permission for this from city. Donations can also be made at events. Beth Renard and Mayor Driscoll have approved of this request.

**Motion was made to put donation envelopes paid for by Friends of Greenlawn on the cemetery board. Motion was seconded and voted for unanimously.**

**Motion made that donation envelopes for Friends of Greenlawn could be placed with the cemetery deed when purchased. Motion was seconded and voted for unanimously.**

Christine will be attending a CPA meeting on Monday April 24 to give a presentation on money given toward the restoration of the Dickson Chapel. She requested that as many of us attend this meeting as possible.

**Ways to supplement work force** – Sean is setting up work zones for his staff. He is immediately concerned with cleaning up in front of the office, getting rid of excess equipment,making burial boxes less visible, etc. Sean has communicated with Kathleen Holman from Essex Tech who is in charge of outside projects. They have a horticultural stall where they look for locations to train students with supervision in climbing techniques, pruning, etc. .Anthony O’Donnell suggested that Eagle Scouts would be available to help at times with raking, etc.

Martha Lyon of Martha Lyon Landscape Architecture visited the cemetery and took a quick walk around the front part of the cemetery where offices are and main gate and looked at Dickson Chapel. She was impressed,.Martha has worked on Victorian cemeteries in other towns and cities.She is going to write us up a proposal Sean suggested that both Friends of Greenlawn and Cemetery Commission can weigh in on this and have some “brainstorming” meetings. Board is hopeful to meet together when proposal is made.

**Columbaria** – Anthony O’Donnell remarked that at Pine Grove Cemetery in Lynn a columbarium (a building with niches for funeral urns to be stored) was installed bordering one of their ponds.There are 24 “homes”on each side and benches nearby. Since more people are considering cremation we might consider the possibility that one could be installed to fit asthetically on one of our ponds.There is a columbarium in St. Mary”s Cemetery in Salem and it is fully sold. We could explore the cost,design and the economic benefits that such a structure would provide. If one is built it could be marketed through the funeral homes or brochures. Niches could be paid for in advance to recoup the initial cost of the structure. Although it is an initial investment, a columbaria would be financially viable in the long term. Matthews is the main company that builds Columbaria .We need a management plan to prioritize projects.Remaining space for graves would run out in approximately 8-10 years;however, we could then be “more creative” in finding space.

**PESTICIDE CONCERNS**

Christine Lutts shared that Marblehead has an organic pest management regulation on Board of Health . When asked , Beth Girard, Ward 6 councillor suggested that Maureen from the Board of Health in Marblehead might be willing to come and talk to us about their pest management. As a beekeeper, she shares others concerns about what is actually used . City Hall told her that they follow the rules of the state. Greenlawn does not use pesticides . Sean is considering tree spraying with horticultural oil on some target areas of the cemetery that would target the winter moths. Sean does not know about the toxicity of the spray but will find out for us . **A motion was made to notifiy the Cemetery Commission when pesticides may be considered to be used in the cemetery. Motion was seconded and unanimously approved.**

**DOGS IN CEMETERIES**

Pat will find out from Beth Girardwhere we stand with the making **NO DOGS ALLOWED in satellite cemeteries(Broad St.,Essex St.,and Howard St. cemeteries**  a city ordinance.The Commission’s final vote on this was taken on April 12, 2016.

**CEMETERY SIGNAGE AND UNIFORMS**

Anthony O’Donnell requested that at the entrance on the day of a burial , an A frame sign should say ‘BURIAL TODAY. PLEASE BE RESPECTFUL” and near burial site have signs saying PLEASE BE RESPECTFUL. Sean suggested that at the DPW signs could be made up

Anthony also suggested that the cemetery employees and sub contracters during a burial should be wearing uniforms which is a stipulation in their contract.

 **CONTACT WITH CEMETERY AFTER HOURS**

 If family needs to buy a grave on short notice after hours, funeral directors will be able to contact Sean.

**CHARTER ST. CEMETERY**

Sean was contacted by the owner of the Salem Wax Museum concerning the Sumac Trees which have uprooted that border his property in the Charter Street Cemetery.Mr. Shea wants the gate unlocked . We had decided to keep it locked .

The next meeting will be held on Wednesday, May 10, 2017.

Meeting was adjourned at 8:15 pm.

Respectively submitted,

Ruth Kapnis