 **City of Salem, Massachusetts**

 **Department of Open Space**

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

 57 Orne Street

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**CEMETERY COMMISSION MEETING MINUTES**

**MAY 10, 2017**

A meeting of the Cemetery Commission was held on Wednesday,May 10, 2017 at 6:30pm at 120 Washington Street. Members present were Patricia Donahue, Joanne Mizioch, and Ruth Kapnis. Sean McCrea, Assistant Director of Public Services, Christine Lutts of Friends of Greenlawn and Sarah Spaats, a Winthrop Street resident were also in attendance. Absent were board members Roberta Clement and Anthony O’Donnell.

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

**UNFINISHED BUSINESS**

**Donation envelopes in deeds: permission from City**- Sean has not yet heard from Beth Rennard but hopes to have an answer by the next meeting.

**Cemetery Management Plan** – Sean is getting a bid from Martha Lyons for an upgraded master plan for landscape beautification for all of Greenlawn Cemetery (unlike previous proposal for cemetery entrance on Orne St.). She also will present an upgraded master plan for landscape beautification of the Broad Street Cemetery which is in disrepair. Among other issues there is a large dead pine tree. Sean stated that Cicoria Tree Service would make it a priority on their list of trees to be removed. There are also two city trees on the sidewalk in front of 31 Winthrop Street where branches are leaning on the house. House is being painted in July and resident has requested that these trees be pruned. We have a $5,000.00 credit with the company and Sean plans to use it for pruning and tree removal. A five year continuous **maintainance plan** is recommended by the Commissioners as well as beautification development.

**Kathleen Holman-Essex Tech** –Sean stated that unfortunately our application for tree pruning on cemetery grounds was reviewed by the outside project director, but rejected for the time being as they are busy with an Endicott Park project in Danvers. Ms. Holman urged us to reapply after July 1.

**Update on City Dog Ordinance**-Pat Donahue reported that Ward Six councilor, Beth Girard, was told by Beth Rennard that the proposed city dog ordinance is still sitting in the Committee Of Ordinances And Legal Affairs .

**Columbaria** –Sean stated that Bill Willson, who works for Watertown Engineering, does a lot of work throughout the state on columbaria. He will meet with Sean to explain about columbaria. Anthony O;Donnell works with a columbaria company called Matthews and Sean will also reach out to them. Sean will discuss this also with Martha Ryan and at some point the commissioners will be educated by the professionals involved in building them. Christine Lutts added that she hopes that the originality and beauty of Greenlawn would be preserved if columbaria are considered

**NEW BUSINESS**

**Pesticide Concerns** –update from Sean. Sean sent us a toxicity report on the horticulturaloil that he is considering spraying on target areas . We were unable to download it so he will resend it. **Cemetery Uniforms -**update from Sean. In employees current contract there is nothing stated about uniforms (collared shirts and pants) on burial days; however, Sean is working on a new contract that would provide that language to both employees and subcontractor.

**Cemetery Signage**-update from Sean. Sean suggested using upright signs that stick in grass on burial days (BURIAL TODAY, PLEASE BE RESPECTFUL) instead of A Frames because they look neater.

**Status of Computer System** –Pat Donahue asked about the status of the new computer system that was putting all of the graves and names on line. The system is completed and Sean is waiting for trainers to instruct him on how to use it.

**Cleanup of graves**  -Pat Donahue showed us a Salem Newspaper notice announcing that Beverly cemeteries were announcing a “clean sweep” of anything around graves except plantings. We will discuss this at the next meeting, but are planning to put a notice in the paper about a cleanup asking people to retrieve anything of value to them before a certain date. Our rules of cemetery etiquette state that **“the Cemetery Commission reserves the right to remove anything deemed inappropriate from the graves, including but not restricted to: trees, shrubs, pinwheels, balloons, plant hangers, statues and any type of enclosure. Natural plantings only are allowed.”**The by-laws state that one monument can be put on grave but only after approval of cemetery commission.(see section 16108 for other rules )

**Friends of Greenlawn Spring Event** –Christine Lutts, representing Friends of Greenlawn, shared with us a fundraising event which will be held at Tabernacle Church on Sunday, June 11,at 1:00pm. Tickets are $10.00 and all proceeds will benefit the restoration of the Dickson Memorial Chapel. Featured speaker will be Meg Winslow, Curator of Historical Collections at Mount Auburn Cemetery. The title of here talk will be Mount Auburn Cemetery, a 21st Century Vision for Preserving a National Historic Landmark. Christine encourages all of us to be there. This presentation will be very helpful in plans for Greenlawn. The speaker hopes to visit Greenlawn before the event and provide some input for improvements.

**Results of CPA Committee opinion on Dickson Memorial Chapel Building Utilization and Preservation Plan.** (Christine Lutts) There was an application in for more funds from the CPA Committee that was pulled. It was characterized as a” medium” priority . She will send us a copy of the meeting minutes.Christine suggested that a letter from the Cemetery Commission to the mayor may have some influence.

**New Letterhead for Cemetery Commission** –Sean will e-mail the secretary the new letterhead.

**Orne Street Gate** –Sean is getting bids for the Orne Street Gate. He will be asking for permission to get monies from the Meldon Trust Fund

**Request for new fountains** – When fountains were put in ponds this year they were found to be in deplorable condition. Sean would like four new forntains. They are important not only for beautification but for their efficiency in controlling algae Sean is getting bids.

The next meeting will be held on Wednesday, June 14, 2017.

Meeting was adjourned at 8:15 pm.

Respectfully, submitted,

Ruth Kapnis, Secretary