 **City of Salem, Massachusetts**

 **Department of Open Space**

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

 57 Orne Street

 Salem, Massachusetts 01970

SeAN Mc CrEA

asst. director of public services

Kimberley Driscoll

Mayor

 Telephone: 978-745-0195

 Fax: 978-741-7041

 **CEMETERY COMMISSION MEETING MINUTES**

 **June 14, 2017**

A meeting of the Cemetery Commission was held of Wednesday June 14, 2017 at 6:33 pm at 120 Washington Street. Members present were:Roberta Clement, Patricia Donahue, Ruth Kapnis, and Joanne Mizioch. Also in attendance were Sean McCrea, Assistant Director of Public Services,Christine Lutts and Charles Lipson of Friends of Greenlawn, Gary Kinley, 46 Chestnut Street (Broad Street Cemetery Concerns) and Jean Stella. Absent was board member Anthony O’Donnell.

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

**UNFINISHED BUSINESS**

**Donation envelopes in deeds \_** Update from Sean

There will be no donation envelopes placed in deeds because Beth Rennard, City Solicitor stated that it would be legally too risky to” require labor of city employees,” and respectively asked us to abstain . We will continue to place envelopes on bulletin board because this does not require the labor of city employees.

**Cemetery Management Plan-**  Concerning **Greenlawn Cemetery**, Sean is planning to get other bids in addition to Martha Lyons proposed plan. She sent us a quote which would essentially look at landscape, brick and mortar,not the chapel. Martha also looked at the possibility of updating the Broad Street and Howard Street Cemeteries according to the Master Plan completed in 2002. Sean has sent this proposal to Planning to Erin Schaeffer and to Jenna Hyde who he wants to include in thinking about these Master Plans Gary Kinley voiced many concerns about the **historic** **Broad Street Cemetery**. Stones have fallen over, trees need maintenance, no hand rail next to steps,etc. The commission agreed about the necessity to upgrade Broad Street Cemetery as well as Greenlawn Cemetery We will be looking at a Master Plan completed for this cemetery at the next meeting. However, immediate concerns at the Broad Street Cemetery will be addressed such as tree trimming and pruning, .etc. Sean suggested inviting Erin Schaeffer and Jenna Hyde to a meeting to discuss just what we want in the Master Plans. Roberta will get each commissioner a copy of only the Broad Street Master Plan for the next meeting.

**Columbaria –** Update from Sean

Each member was presented with a folder from Watertown Engineering Corp.,which specializes in columbaria. If we at some point decide on columbaria, we all agreed it was imperative not to take away the natural aesthetic beauty of Greenlawn Cemetery. In a Master Plan for the cemetery, possible compatible placement of any columbaria without hindering the beauty of the landscape would be discussed. We will look at many options before any decision is made.

**Cemetery uniforms/cemetery signage –**

Sean stated that “timing is the key in relation to his workers and it is a gradual process,” as he enforces the language in the contract . They will all be in “uniform” for the Friday funeral and will be “praised highly” for how nice they look.

We also think it is important to have Cemetery Rules of Etiquette signs written in Spanish next to the Rules in English and placed in certain areas of the cemetery.

**NEW BUSINESS**

**Pesticide concerns-** update from Sean

Sean stated that winter moth has already done a lot of damage and must be addressed for next year(spraying is done in early and late spring) Gypsy moth is also coming back. The Massachusetts Cemetery Association may have some information on organic spraying. Charles Lipson suggested that we contact the Audubon Society for some helpful information .Hopefully there will be a way to go organic next year,.

**Status of computer system-**

System is ready and Sean is still waiting for a trainer to instruct him, hopefully in the next month.

**Cleanup of graves\_** Burke lot will be cleaned up and nothing will be discarded that “looked significant”. There are clear rules posted at different areas in cemetery clearly indicating what should not be in front of graves .Concerning flags, Sean will find out from the Veterans Agent, Kim Emerling, what the protocol is for keeping flags up after a certain amount of time..

**New letterhead status –** Sean will email to each commissioner the new letterhead . He had trouble sending it and will try again.

**Orne Street gate/new fountains –** Sean’s original request was for two fountains in the Sargent Pond and two fountains in the Fountain Pond. He has discovered that two fountains in the Fountain Pond is excessive. He will get an updated bid for “two fountains in the Sargent Pond and one fountain in the Fountain Pond”. There is a concern about run off from Kernwood that is possibly having an adverse effect on the water in Sargent Pond (algae/). (This is one problem to add to the list of items we would address to the person who gets the bid concerning the cemetery master plan)

**Plastic Doggie Bags at Cemetery Entrances** -We agreed this would be a good idea;. Sean mentioned the need **more barrels** strategically placed (eg. Around Fountain Pond) so dogwalkers could have more access to them as they walked through the cemetery.Ruth Kapnis will check with Jerry Ryan, Chairman of Ordinances and Legal Affairs, concerning our proposed dog ordinance as it has been “sitting “ in the committee for some time. Note: Ruth Kapnis checked with Jerry Ryan who said he would try his best to have it come up at the July 13 City Council meeting.

**Support from Cemetery Commission concerning a burial-** Mayor Driscoll has asked for a vote of support from the Cemetery Commission to waive the obligation of a single grave burial ($2100) that would be paid for by the City of Salem. We request that this not come from cemetery funds. A full vote will be done at the next meeting.

The next meeting of the Cemetery Commission will be held on Wednesday, July 19, 2017, at 6:30 pm.

Meeting was adjourned at 8:55 pm.

Respectively submitted,

Ruth Kapnis, Secretary