



# CITY OF SALEM, MASSACHUSETTS

## CEMETERY COMMISSION

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KIMBERLEY DRISCOLL  
MAYOR

RON HARRISON, **CHAIRMAN**  
MARY ANNE SILVA, **SECRETARY**

**BOARD MEMBERS:**  
SUSAN DAMEGREENE  
PATRICIA DONAHUE,  
ANTHONY O'DONNELL

### CEMETERY COMMISSION MINUTES DECEMBER 4, 2019

Call to Order: by Mary Anne Silva at 6:05 p.m.

Roll Call of Board Members: Present: Mary Anne Silva, Patricia Donahue, Susan DameGreene and Anthony O'Donnell; Absent: Ron Harrison

Patricia Donahue made a motion to dispense with reading of the October 9, 2019 minutes, seconded by Anthony O'Donnell. AIF, motion carried.

**Next Meeting Date:** TBD

Cemetery Staff Attendees: Bob LeBlanc

#### 1. **Bob LeBlanc: Cemetery Work Report**

- Interment activities for the past month are: (4) cremation burials and (3) full burials.
- The Orne St. fence at Greenlawn Cemetery has been repaired. Additionally, the fence damage on Appleton St. was repaired at the same time by Cassidy Brothers Iron Works.
- Security cameras at Greenlawn Cemetery are checked weekly--no unusual activities to report.
- Charter Street Cemetery lock was removed on November 4th and signs and the light tower were recovered and secured. No visible damage, destruction or disturbance during of month of October.
- The two flag poles at Greenlawn Cemetery have been repaired and the flags were flown for Veterans Day. New nylon flags are on order and will be in place for the Wreaths Across America event in December.
- The Arboretum project has been moving along. A meeting was held with Friends of Greenlawn, Christine Lutts and Dr. Lisa Delisio, where an outline of the goals for the project was discussed. Some project goals will include identifying trees that were part of the 1934–1935 WPA project, creating new labels for them and mapping their locations. The focus will be on educational awareness of this collection by providing guides and brochures to the public. A letter of

support was submitted for the grant being applied for by Dr. Delisio through SSU Community Based Participatory Research.

- Both fountains were removed and winterized by Solitude Lake Co. The final inspection of Sargent and Fountain Pond were conducted. Algae growth was reported to be less than previous years. Both fountains are over 10 years old and will need to be replaced. The replacement cost for both is estimated to be around \$16,000.00. Mr. LeBlanc will provide cost quotes to the Commission for their review and replacement approval.
- Cemetery staff has been trucking out soil and compost debris from the holding area at the back of Greenlawn Cemetery. The holding area can accommodate a year's worth of organic materials. 400 tons of material has been removed to date. Long range plan is to build concrete bins for storage of this material and smaller amounts would be removed more frequently.
- Mark Rooney was welcomed as a new staff member. Mark is a graduate of UMASS-Stockbridge School of Agriculture and has a class B commercial driver's license. His position fills a vacant spot in the DPS staffing roles.
- The final touches are being put on the RFP for the Greenlawn Cemetery Master Plan. Bids will go out within the next few weeks.
- Patti Kelleher and Mr. LeBlanc met with Dennis Gray, from Gray Architects to look at the doors and framing in the Dickson Chapel. Mr. Gray will provide a report based on his analysis.
- Cemetery staff was making good progress on fall clean-ups until the recent snowfall. When the snow melts, leaf and ground cleaning will continue, otherwise, they will focus on some of the tree damage still present from the October 17th nor'easter.

**2. Bob LeBlanc: Winter Burial Conditions November 1<sup>st</sup> through April 1<sup>st</sup> Pending Frost**

Mr. O'Donnell recused himself from this discussion.

Currently, there is no extra charge for winter burials. Mr. LeBlanc proposed the Commission to institute a charge. He gave the Commission results of a survey he did with the surrounding communities and a discussion ensued.

MaryAnne Silva made a motion to update the Cemetery rate structure to include a \$160.00 fee for winter burial conditions effective from November 1<sup>st</sup> through April 1<sup>st</sup> for frost, snow and temperature accessibility conditions. Seconded by Patricia Donahue. Mary Anne, Pat and Susan voted yes on this. Motion carried.

**3. Evan O'Brien: "Temporary" informational signage and medallion be placed on John Prince's Grave at Broad St. Cemetery describing his participation in the Boston Tea Party to be on site through December 2019**

Mr. O'Brien is ill. Next year he will be requested to appear before the Commission earlier and provide a presentation. The group appears to be a for-profit group.

**4. Jen Ratliff: Permission to erect a sign at Almshouse Burial Ground**

Ms. Ratliff gave a presentation of the land which is now the Collins Cove Condominium complex but was previously the site of an Almshouse which included a burial ground. Five unmarked headstones were uncovered when the complex was developed. Ms. Ratliff is requesting the City to work with the Condo Association to erect a plaque recognizing the burial ground.

She has a letter of support from the Historic Commission and requests a letter from the Cemetery Commission with follow-up.

Patti Kelleher agreed to work with her as long as the Commission approved. The Commission in discussion approved Patti's assistance and thanks her for her help.

#### **5. Linda Jenkins: Colonel Pickering DAR plaque at Broad Street**

Linda Jenkins and Judy McCarthy (representative of the Daughters of the American Revolution) appeared for permission to install a plaque at Col. Timothy Pickering's tomb at Broad Street Cemetery.

Mary Anne Silva made a motion to install a small bronze marker at the Pickering tomb in Broad Street Cemetery with the following conditions:

- Cemetery Commission receives a letter from the Mass Historical Commission stating that permission is unnecessary
- An archeologist is present when the hole for the signpost is dug
- A cement footing to hold the sign post in place
- Obtain any required permits needed from the City

Seconded by Anthony O'Donnell, AIF, motion carried.

The installation will be coordinated with the cemetery staff.

#### **6. Ryan Macione: Luminary Committee Event for December 15, 2019**

Ryan Macione requested use of the Dickson Chapel on December 15, 2019 from 6:00p.m. to 7:00 p.m. for a Luminary Event with a rain date of December 22<sup>nd</sup> same times. Preparation is needed so 3-4 people would like to be able to decorate the Chapel on the 14<sup>th</sup> while the Wreaths Ceremony is going on. Mary Anne Silva ensured he was aware the occupancy of the Chapel is limited to 50 people and no restroom are available. Mr. Macione stated he was aware and that they have been doing this for the past 20 years. After discussion the following motion was made:

Mary Anne Silva made a motion to allow The Northfields Luminary Committee to use the Dickson Chapel on Sunday, December 15<sup>th</sup> from 6:00 p.m. to 7:00 p.m. for caroling (rain date of December 22<sup>nd</sup>) with the following stipulations:

- Occupancy of the Chapel is limited to 50 people
- No refreshments (food or drink) are allowed in chapel
- No rest rooms are available
- The DPW budget will pay for a staff person to be present for this event from 5:30 pm to 7:30 pm which includes opening/closing the chapel

Seconded by Patricia Donahue, AIF, motion carried.

**7. William Prince: Captain Henry J. Prince, Sr. headstone at Howard Street Cemetery**

William Prince from Beverly sent letter to Ron Harrison requesting a second stone be installed at Howard Street Cemetery for Captain Henry Prince, a sea captain. Capt. Prince was born in 1764 and died in 1846. He was a famous sea captain in the 18<sup>th</sup> century. Captain Prince was a commander of vessels for the most important merchants in Salem, including Elias Hasket Derby.

He and his brothers will pay for the headstone and related costs. He is a direct descendant of Captain Prince.

Mary Anne Silva suggested to set up an appointment with the Historic Commission and possible bring a genealogist with him and to contact Patty Kelleher in the Planning Department for assistance.

**8. New Business:** None

**9. Adjournment:** Mr. O'Donnell made the motion to adjourn at 7:28 p.m. Seconded by Patricia Donahue. AIF, motion carried.

Respectfully submitted,

Joanne M. Roomey  
Commission Clerk