



KIMBERLEY DRISCOLL  
MAYOR

CITY OF SALEM  
MASSACHUSETTS  
CEMETERY COMMISSION

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**BOARD MEMBERS:**  
PATRICIA DONAHUE  
BETH GERARD  
ANTHONY O'DONNELL

**CEMETERY COMMISSION MEETING MINUTES  
MAY 11, 2020**

A meeting of the Cemetery Commission was held on May 11, 2020 at 5:30 p.m., via ZOOM, an online video conference call system. Present on call were: Acting Chair Beth Gerard, Members: Patricia Donahue and Anthony O'Donnell; Tree Warden Robert LeBlanc, Director of Operations for DPS Ray Jodoin; and Commission Clerk Joanne Roomey.

1. **Approve Minutes:** Patricia Donahue moved to approve the April 6, 2020 Cemetery Commission Minutes. Seconded by Anthony O'Donnell. A roll call vote was taken, and the motion carried unanimously.
2. **Robert LeBlanc - Cemetery Work Report**
  - Interment Activities within the cemetery in the months are as follows:  
  
Full burials: 7  
Cremations: 1
  - The staffing Stay at Home Order has been in effect for the past six (6) weeks and the cemetery crew have done their best to keep up with the spring work. Many of the shrub beds have been raked clean of leaves and new mulch has been added. The roads have been swept once and there will be another sweeping right before the Memorial Day weekend.
  - On Wednesday, May 6, 2020, the cemetery crew will be recalled to full time duties. This work environment will include all employees riding in one truck or vehicle alone. Social distancing while in the indoor areas and wearing a face mask while working outside. This reduction in staffing has had an impact on the overall spring program and grounds maintenance and efforts will intensify as the month of May and June evolve.
  - The fountains have been installed in both Sargent's Pond and the Fountain Pond. The electrician and the ponds maintenance company checked and serviced the equipment and tested the pumps. The Conservation Commission approved a Negative Determination on the aquatic weed management program for the Greenlawn ponds. This will be filed with the State and the ponds will be treated for the next three (3) years under this approval.

- The construction project on the Charter St. Cemetery is set to begin in the middle of May. The architect, Martha Lyons and the City Preservationist, Patti Kelleher have finished up the work bid process. The contractor will be working on the fence on Charter St, the entrance way from the end of Liberty St. and the addition of some interior lighting. Temporary fence will be installed along Charter St. while the fence is removed and refurbished. The cemetery will be closed for approximately the next six (6) months.
- The design report for the door on the Dickson Chapel should be in for next week.
- The Broad St. Survey and preservation Plan should begin shortly. Martha Lyons has won the bid to put together that project. The cemetery will be surveyed as to the landscape features, the physical condition of the cemetery and the condition of all the monuments and markers that are there. A final report will be generated for the improvements to be implemented.
- The electrical system in the Chapel was repaired this month. The conduit that led into the building, in the basement was so badly rusted and corroded that the basement had no lights. The electrician repaired the service lines and wired in new overhead lights.
- The Greenlawn office, garage bays and all trucks are being sanitized on a weekly basis to help reduce the spread of the COVID-19 virus.
- The Cemetery Master Plan is now ready to be awarded. The last step is for the funding for the Master Plan to be put in place. The selected bidder will be announced, once all the documents are complete.

### 3. **Discussion on Cemetery Finances**

Mr. LeBlanc discussed the second quarter report of the Salem Trust Funds, specifically those accounts pertaining to cemeteries. The year to date report ending December 31, 2019 and the comparison of December 31, 2018 report, showing principal, income received, interest available and income balances. For example, the Dickson Chapel Account shows:

Principle/ Market Value:	\$ 67,593.63
Interest Earned:	\$ 3,740.03
Available Interest that the Commissioners can use:	\$100,996.47

4. **Discussion on Trust Fund Balances**

Mr. LeBlanc discussed the eleven (11) trust fund balances, market value and interest available. He also explained that the board could use the 3% formula (more conservative) or the 3.5% formula to request a release of funds annually. Mr. LeBlanc explained that certain Trust Funds could only be used for certain things, like flowers for Memorial Day, or maintenance on the Dickson Chapel. He told the board that the Melden Family Trust Fund is the largest fund and could be used for improvements at Greenlawn Cemetery, only. Mr. LeBlanc also explained to the board that the annual draw from each trust fund was not tied to the Fiscal Year.

5. **Vote for Release of Trust Funds for Cemetery Master Plan**

Mr. O'Donnell made a motion to request the release of funds from the Melden Family Trust in the amount of \$80,000 for the cemetery master plan. Seconded by Patricia Donahue. A roll call vote was taken, and the motion carried unanimously.

6. **Vote for Release of Trust funds for Annual Expenses:** Continued to May 14, 2020.

7. **New Business:** Continued to May 14, 2020.

8. **Next Meeting Date:** TBD

9. **Adjournment:** The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Joanne M. Roomey  
Commission Clerk