



Kimberley Driscoll  
Mayor

**CITY OF SALEM, MASSACHUSETTS**  
**DEPARTMENT OF OPEN SPACE**  
*Cemetery – Shade Tree – Open Space*

57 Orne Street  
Salem, MA 01970  
Phone: 978-745-0195  
Fax: 978-741-7041

Ronald Malionek  
Superintendent of Cemeteries

**CEMETERY COMMISSION MEETING MINUTES**  
**NOVEMBER 15, 2016**

A meeting of the Cemetery Commission was held on **Tuesday, November 15**, at 6:30 p.m. at 120 Washington Street. Members present were: Roberta Clement, Patricia Donahue, Ruth Kapnis, Joanne Mizioch. Ron Malionek, Assistant Director of Public Services, Christine Lutts of Friends of Greenlawn, and Erin Schaeffer, Planning Department were also in attendance. Absent was board member Anthony O'Donnell. Motion was made and seconded to accept minutes of Secretary's Report as read.

**NEW BUSINESS:**

Ron Malionek announced that he would be retiring from his position as Assistant Director of Public Services at the end of the year. The commission was surprised and saddened to hear this.

**Presentation by Erin Schaeffer, Planning Department of completed work at Charter Street Cemetery and Chapel in Greenlawn Cemetery.**

During the summer stone conservators took pictures of stones throughout Charter Street Cemetery and provided Erin with a booklet of their work. Throughout her amazing slide presentation we were privileged to see the "before" and "after" pictures."Delamination" (stone peeling away from itself because of freezing and thawing) had occurred and the conservators fixed the graves to prevent them from coming apart. In addition to treating the tombstone tops to prevent them from deteriorating from weatherization, they were secured at their bases to prevent people from trying to lift them up to see if someone was buried there.(bodies are way below ground) Tombstones are as long underground as they are on top and many of them had broken off at their base. It became necessary to pour a new base and put together the stones that had broken into many pieces. There was a stone on the side in fragments. A trench was dug, a new base was poured and put the stone back in its setting. Every stone at Charter Street is documented and surveyors, in addition to measuring boundaries were able to document exact location of each stone. Some stones had been held together with metal pieces (Obsolete process) .Surveyors removed them and did a historic repair, reconnecting the stone. Many famous people are buried at Charter Street and Erin will provide us with a list.Erin explained that the purpose of the stone renovation was not to see the stones looking "new". Cost of this part of renovation was \$50,000.dollars and \$15,000 dollars was paid to the consultant.

What's Next? There is more work to do on tombs and headstones. Erin is currently looking for funding. One of the grants being looked at is the Massachusetts Cultural Council which gives grants for locations that bring in tourism. They fund approximately \$300,000 dollars for each project and we are eligible to apply. That allows us leverage to apply for local dollars. Other funds being looked at are the Community Preservation Act Fund and Erin



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can request monies from the City Council. She will also be requesting capital improvement project funds in July. There is a need for advocating for this site. Mayor Driscoll wants it done next year. Erin will be contacting the Cemetery Commission for a letter in support of this project.

**What's Next?**

There are 5 large trees in bad shape on site that must be removed for safety purposes, followed by the installation of trees to replace them (some ornamental trees in the background) and a couple of evergreens. Cost is \$60,000 dollars. A crane must be brought in to remove trees without damaging the stones. This is a difficult site and technical project. With the exception of new fencing, the new pathway installation, seating, lighting, signage, additional landscaping, needs to be done simultaneously. Cost of this would be about \$400,000 dollars.

**MEMORIAL CHAPEL**

Erin expressed much gratitude to Christine and the Friends of Greenlawn on success in getting the Memorial Chapel at Greenlawn Cemetery on the National Register of Historic which has increased our chances to get funding opportunities. Last year we requested CPA funding, CIP capital improvement project funds and we also received a \$15,000 grant from the Massachusetts Historic Commission, plus private contributions.

A project team was hired to help us evaluate the project, draw plans, etc. We have posted another job to hire a general contractor for this project. We have just signed our contract with the state allowing us to accept the \$50,000 grant that we were awarded. The bid process for the general contractors will close on Dec. 20.

Where are the dollars going? We have spent \$30,000 dollars with our architect for plans and building evaluation, general management. We are looking at several construction costs. The existing condition of the Rose window on the east side is in terrible shape and is actually an inch away from the stone. The wooden sill is gone causing a lot of rain and ice damage and the gap is resulting in water entering interior of chapel. The biggest investment and central goal in this project is to restore this window fully because in a bad storm, the window could blow out. The glass will be taken out and worked on and all lead needs to be replaced.

Other things that need attention are fixing rotting floors to support foundation. In garden area there is a paving stone that is cracked and not well supported. Stone needs to be removed and replaced. Windows and doors are done, but flashing and some gutters need to be replaced to prevent more damage. Strapping around chimneys is falling off and needs to be replaced to keep copper top from falling over. All of the above repairs need to be done by June 30, 2017. What is driving this timeline is the grant with the state. Much stonework restoration needs to be done on the chapel as a result of close examination by a structural engineer.

Final goal is to open chapel to a variety of uses for the city of Salem (funeral, history tours, chamber music, etc.) The Mayor would like to see what the use possibilities are at this location, and how the site would be managed and maintained.

Meeting adjourned at 7:50 pm.

Respectfully submitted,  
Ruth Kapnis, secretary



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