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| kimberley driscollMayor | City of Salem, MassachusettsCemetery Commission98 Washington Street - Mailing AddressSalem, Massachusetts 01970Tel. (978)745-0195Fax (978) 741-7041 | RON HARRISON, **CHAIRMAN**MARY ANNE SILVA**, SECRETARY****BOARD MEMBERS:**SUSAN DAMEGREENEPATRICIA DONAHUE, ANTHONY O’DONNELL |

**CEMETERY COMMISSION MINUTES**

**Wednesday, October 9, 2019**

Call to Order: by Mary Anne Silva at 6:10 p.m.

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

Susan DameGreene made a motion to dispense with reading of the September 18, 2019 minutes, seconded by Patricia Donahue. AIF.

**Next Meeting Date**: Wednesday **November 13, 2019** at 6:00 p.m.

Cemetery Staff Attendees: Bob LeBlanc

1. **Bob LeBlanc: Cemetery Work Report**
* Mr. LeBlanc reported that the Interment Activities within the cemetery for the past month are: (6) cremation burials and (4) full burials.
* Update on the Orne Street fence repairs from Cassidy Brothers
	+ The fence is ready and he anticipates installation later this week. This accident occurred in June and the driver was caught and cited. Insurance is covering the cost of the repairs.
	+ On September 28, 2019 another section of fence was struck, and two headstones were knocked over. A police report was filed for over $1,000 worth of property damage. Mr. LeBlanc is waiting on the actual cost from the same company who is doing the install to repair the new damage.
* Security cameras at Greenlawn Cemetery are being checked each Wednesday and there has been no unusual activity to report over the past month.
* The City Council meeting went well on September 26th. The Council was interested in the proposal for arboretum status for Greenlawn Cemetery. The Friends of Greenlawn made a presentation about the fund raiser that was planned and provided some history about the Dickson Chapel. The City Council members were very impressed and wished the FOG the best in their efforts at the cemetery. A question was raised about the availability of burial space at Greenlawn. Mr. LeBlanc reported that about 480 spaces are available. A Master Plan is in process and a more definite number will be forthcoming.
* There was a great event held at the Dickson Chapel on Saturday the 28th, complete with acoustic music, a short speech about the history of the chapel, some raffles and a tree planting behind the chapel. Chris Burke and Dr. Lisa Deliso, from SSU, led a large group around the immediate area of the chapel and pointed out some of the unique trees that are at Greenlawn.
* On September 26th, historic preservationists, Fannin & Lehner collected (12) gravestone fragments, cataloged them for safe keeping and helped properly store them at the cemetery office.
* On the 28th of September, as directed by the Cemetery Commissioners, the gate at the Charter Street cemetery was locked. Signs were made and placed along the inside of the fence to notify the public of the closure. Notices were then published by Kate Fox, Executive Director of Destination Salem, and attached to the fence with some information about the history of the cemetery.
* Four High School cross country meets were held over the past month at the cemetery and there were no difficulties reported.
* A proposal was received to repair the two flag poles at Greenlawn Cemetery. One in the Grand Army of the Republic Statue area and one behind the chapel in the Veteran’s burial section. Repairs should be completed this month.
* The cemetery staff has been working on cleaning up some of the gravesites at Greenlawn. The rules states that plantings are only allowed in front of the monument and no other ornamentation is allowed. All items collected will be kept for a couple of weeks on the patio beside the maintenance garage and then disposed of.
* Mr. LeBlanc spoke with Ms. Kelley Thomas, who is in charge of maintaining historic cemeteries in Boston which includes The Granary, Kings Chapel and Copp’s Hill burial ground. The Granary has permanent pathways lined with a post and chain fence as well as a square standing area near the most frequented graves. She has a working relationship with the tour guide companies and the groups police themselves. The gates are locked at night and signage asks people to remain on pathways. She will send Mr. LeBlanc more information for his review.
1. **Motion: Appoint Bob LeBlanc Liaison to all Cemetery Interest Groups**

Mary Anne Silva made a motion to appoint Robert LeBlanc, General Foreman, to be the liaison to all cemetery interest groups and he will discuss, review, and report on activities to the Cemetery Commission on a regular basis. For: Anthony O’Donnell, Pat Donahue and Mary Anne Silva. Opposed: Susan Dame Greene. Motion carried.

1. **Patti Kelleher: Report on CPA meeting and updates on Charter Street, Broad Street Cemetery**
* Charter Street Cemetery plans received final approval from the State Historical Commission. The project will go out to bid late this winter with construction anticipated to begin in early spring 2020.
* Kate Fox had a meeting with the tour guides regarding closure of the cemetery and there were no disputes. For more information on Charter Street Cemetery you can go to: [www.preservingsalem.com](http://www.preservingsalem.com)
* Broad Street Cemetery received a CPA grant for a master plan. Ms. Kelleher received a draft for an RFP and will follow-up with the commission
* Dickson Chapel Doors – the city hired Grey Architects to assess the condition of the doors and determine what is the best course of action
* Mr. LeBlanc has a meeting with John Watney, Engineer, to assess the retaining walls at Charter Street
1. **Ray Jodoin: Cemetery Master Plan Update**

Mr. LeBlanc spoke on behalf of Ray Jodoin. Mr. Jodoin is in the process of soliciting three bids for the master plan and is awaiting quotes.

1. **Susan DameGreene: Progress Report: Colonel Pickering DAR Plaque Event: What is Status?**

Linda Jenkins emailed Susan DameGreen that she wants the Pickering event held on November 7th or 8th. Susan will follow up with Linda.

1. **Susan DameGreene: Progress Report: Susan Peabody Very Gravesite Project: What is Status?**

Susan DameGreene has been unable to find the gravesite for Susan Peabody Very. Patti Kelleher is working on the Master Plan for Broad Street which will include mapping and should show the burial location. Mary Anne Silva suggested that when the burial information is known, the Chairperson can contact the family to review their options for a new memorial stone.

1. **New Business**
* Ann Sterling from Northfields Neighborhood Association which surrounds Greenlawn Cemetery expressed her interest in having a fund raiser in alliance with Friends of Greenlawn on November 16, 2019 at Dickson Chapel with Jim McAllister giving a talk on the history of the Northfields neighborhood.
* Commission Members expressed the following concerns with holding this event:
	+ There are no lavatory facilities
	+ The Chapel is not handicap accessible
	+ How will the number attendees be controlled as the permit for the Chapel is for 50 persons
	+ If a funeral happens, staff will be needed for parking and who would pay the cost
* The Commission is unable to vote on this event due to the Open Meeting Law.
1. **Adjournment**
* Mr. O’Donnell made the motion to adjourn at 7:07 p.m. Seconded by Mary Anne Silva. AIF

Respectfully submitted,

Joanne M. Roomey
Commission Clerk