Salem Cemetery Commission

Tuesday February 27, 2018

Medium Conference Room, 120 Washington St., 3rd Floor

6:30 p.m.

**Call to Order**: Meeting was called to order at 6:35 p.m.

**Members Present**: Anthony O’Donnell, Mary Anne Silva, Patricia Donahue, Gordon Wilkins, Sean McCrea.

**Others Present**: David Cronin, Christine Lutts, Frank Silva.

**Approval of Meeting Minutes**: Motion made by Pat Donahue, seconded by Gordon Wilkins to accept the Minutes of Wednesday, October 25, 2017. AIF.

A quorum was not present for a meeting on Wednesday, January 17, 2018 at 6:30 p.m.

Mary Anne Silva agreed to be the secretary for this meeting and is recording the minutes.

**New Business**

**New Contract for Burial Services**

Sean provided members with a sample contract for review which will go out to bid for Burial Services. The bid must be presented to the lowest bidder. Bid is for a one year contract with an option to renew for two years in one year increments. Discussion ensued on the following items which need to be incorporated into the contract:

* No equipment is to be kept overnight in the cemetery
* Standard language for appropriate attire for workers

**Secretary’s Responsibilities**

Sean would provide a template which will be used by the Secretary to record the Agenda and Minutes. Documents to be distributed to Commission Members and Sean, Dave, and Kelly via email. Sean would be responsible for having Minutes and Agenda posted to Salem’s Web Page. Kelly will be included in the distribution chain in the event Sean is unavailable to complete the postings.

**Greenlawn Cemetery Clean Sweep**

Dave and Sean are going to schedule a clean-up at Greenlawn Cemetery on April 1, 2018. This will be done annually on a go forward basis. Advertising and postings will appear:

* On Facebook: Mayor Driscoll’s page; Friends of Greenlawn page
* SATV: Bulletin Board and CDC Bulletin Board
* Salem News and Salem Gazette
* Signs at Entrance of the Cemetery

**Greenlawn Tree Map**

More trees can be added to the tree map which is online and can be googled

**Fountains for the Ponds**

Sean will meet with Lake Management Co. to determine if Sargent Pond has the correct amperage to support 2 fountain: the old fountain which has been refurbished and a new fountain. Same is true for Fountain Pond.

**Quarterly Report for Trust Funds**

Schedule a meeting with Kay Fouhey to discuss/distribute and explain the Quarterly Report to Commission members.

**AGENDA ITEMS**

**Status of A.T. MSCISZ & SONS payments**:

Payment process has been hung up but a new purchasing agent is now in place. Sean has processed everything on his end for payment and sent to the purchasing agent for payment to Mscisz. If there is an outstanding balance it is for recent burials.

**Tree Pruning in Broad Street Cemetery**

Bids for the cemetery as a whole came in high. For Broad St. they will draw back the scope and only trim the trees that skirt the fence opposite the Council on Aging as the rest of the cemetery was pruned 3 years ago and still looks good.

**Cemetery Signage-English and Spanish/Status**

Completed

**Update on Computer Program for Greenlawn Records**

The program was set up by Boston Scanning to scan Greenlawn Cemetery records and have a searchable database for these records available on Salem’s website. Sean said IT is backed up and he is trying to get them to visit him to resolve this. Testing of the database program has been completed and corrections made. The system works but Kelly finds this more complex and time consuming to use. Boston Scanning should be available for training and an explanation of the system. IT can schedule a meeting with Boston Scanning and members of the Cemetery Commission who are interested in learning about the new program.

**Memorial Day Monies**

Sean provided the Commission with the Purchase Order request for Memorial Day flowers in the amount of $4468.00 along with the flowers requested for 2017. He anticipates reducing the number of annuals used throughout the cemetery and planting more perennials and ground cover. Last year soaker hoses were installed in Greenlawn Cemetery and used as needed to retain the flower stock purchased for the season. Perennial donations are willingly accepted

**Doggie Bags and Barrels-Update**

Doggie bags and barrels have been acquired and will be put up for distribution when the weather warms.

**Status of Dog Ordinance Signage at Broad Street Cemetery**

The City Council adopted for the second and final passage on September 14, 2017 an ordinance prohibiting dogs, excluding service dogs leashed and in control of the owner, in Broad, Charter, Howard and Essex Street cemeteries. Violation of this ordinance is punishable by a fine not exceeding $50.00.

A new sign has been designed for Broad Street Cemetery and approved by the Historic Commission. Discussion as to placement and design of the new ordinance sign ensued. Commission members will visit Broad Street cemetery with Sean to review appropriate placement of the new sign. A compatible design for the new signage will also be reviewed.

**Financial Burial Obligations**

A motion was made by Pat Donahue, seconded by Gordon Wilkins, to discharge the burial obligation from this and future agendas and review Cemetery Regulations and Policies to make appropriate changes where needed. AIF. Anthony O’Donnell recused himself from the discussion.

**Purchase of A-Frame signs**

Purchase made and signs are used to provide public awareness that a funeral is in progress when they enter Greenlawn Cemetery. Thank you Dave for getting the signs. Closed.

**Uniforms**

For city workers and sub-contractors. Enforcement of the contracts for city workers will be done and it will be addressed in future contracts with sub-contractors. Completed.

**North Shore Community College and Essex Tech**

Katy Goldfield, NSCC, will present Sean with 2 potential seasonal employees trained in Horticulture to work as interns during the summer.

Sean would like to add 3 more seasonal workers but needs the approval of his director and the Human Resources Department prior to adding these positions.

Mary Anne explained that Kathleen handles the Outside Project Program but there is a Co-Op Employment Program at Essex Tech which could be a possibility for Landscaping and Horticulture students to employ.

Pat suggested that workers use guards on weed whackers to protect stones, plants, flying objects, etc.

**Letter of Support for CPA funding for Greenlawn**

Christine Lutts explained that Friends of Greenlawn would like the Cemetery Commission to send a support letter to the CPA for funding for Greenlawn Cemetery projects. Without the support she feels that future projects could be in jeopardy. Currently, there is no application in for CPA funding.

Funds are to restore the chapel. Phase 1 has been completed. In March, 2018 a 501c3 should be completed for Greenlawn to accept donations and apply for grants.

**Meeting with Kay Fouhey**

Roberta and Ruth met with Kay and the Trust Officers for an explanation of documents and quarterly statement. Neither Roberta nor Ruth are currently on the Committee. Closed.

**Funding/Presentation for Perry Hallinan video**

Perry Hallinan video which is a classic display of the meaningful landscapes related to Salem Village’s history is being shown at the Visitors Center. He was looking for the Cemetery Commission’s support to advocate funding for disseminating the video to visitors. He met with the Trust Fund Commission with Roberta and Ruth and the project received no funding. Closed.

**Security Cameras**

There are motion sensitive security cameras outside of Greenlawn Cemetery on Sargent Street with signage identifying that security cameras are present.

There are no security cameras at Broad Street Cemetery which attracts dogs as well as vagrants. Is Charter Street covered by PEM’s cameras? Not currently.

**Next Scheduled Meeting**: March 29, 2018 at 6:30 p.m. Sean will request meeting room.

**Adjourn:** Motion made by Pat Donahue, seconded by Anthony O’Donnell to adjourn. Meeting adjourned at 8:40 p.m. AIF.

*Know your rights under the Open Meeting Law M.G.L. c. 30A §18-25 and City Ordinance Sections 2-2028 through 2-2033.*