 **City of Salem, Massachusetts**

 **Department of Open Space**

 ***Cemetery – Shade Tree – Open Space***

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**CEMETERY COMMISSION MEETING MINUTES**

**JULY 26, 2017**

A meeting of the Cemetery Commission was held on Wednesday, July 26,2017 at 6:30 pm at 120 Washington Street. Members present were Roberta Clement, Anthony O’Donnell and Ruth Kapnis. Sean McCrea, Assistant Director of Public Services,Christine Lutts of Friends of Greenlawn, Mary Ann and Frank Silva were also in attendance. Absent was board member Patricia Donahue. It was with regret that we learned Joanne Mizioch was resigning as a cemetery commission member.

Motion was made and seconded to accept minutes of Secretary’s Report as read.

**UNFINISHED BUSINESS**

**Tree trimming and pruning in Broad Street Cemetery –** Sean reported that Tim Jenkins, from Friends of Broadstreet, recommended a tree pruner at a reasonable price($2500.00) who said it would take 5 days to climb and trim trees. He will do the work in August.

**Cemetery Signage, Rules of Etiquette Signs in Spanish –**Sean reported that an exact replica in Spanish,of the sign in English ,would be put in the Burke lot. Friends of Broad Street would like a historical sign in the Broad Street Cemetery showing notable people buried there. Sign would be similar in design to the one at Charter Street Cemetery and would have to be approved by the Historic Commission.

**Computer Status -**Sean reported that in two weeks he will have a tutorial to learn the system.

**New letterhead status –**New letterheads have been sent to all commissioners.

**New fountains –update –** Sean is getting bids from 3 different dealers to include Aqua Masters, Solitude Aquatic Solutions, and Northeast Nursery concerning the purchase of two fountains in the Sargent Pond and one fountain in the Fountain Pond. There was a brief discussion regarding placing Fountain Pond fountain on the other side of the bridge where it would be more visible. No decision was made. The price for fountains, including the electrical setup would be$21,986.000 most likely coming from the Meldon Fund.Once a final decision is made, we would request the monies from the Trust Fund Commissioners. The fountains we have presently are approximately 15-20 years old and are not in great condition. We also discussed the possibility of getting a bid for two fountains and continue to use the refurbished fountain in Sargent Pond.Sean will get bids for 2 fountains and for 3 fountains and we will vote at the next meeting.

**Plastic Doggie Bags at Cemetery Entrances –** Charlie Lipson has some good ideas about the placement of more barrels in cemetery and will assist Sean in their placement.Sean will get some appropriate barrels from Mack Park. Doggie bags will be placed near barrels in central spots.

**2002 Burial Plan Project**  -Distributed to commissioners at the meeting. However, plan does not include Greenlawn. Consensus is that commissioners should concentrate on Master Plan for Greenlawn Cemetery at this time

**Progress on bids for Master Planner for Greenlawn Cemetery**- Master Plans for other cemeteries have already been drawn up .Sean recently met with Erin Schaeffer and her team to discuss a potential master plan for Greenlawn Cemetery only. She is drawing up the scope of the plan which will include all of the layers of Greenlawn Cemetery(historic, environmental,columbaria, landscaping etc) Additionly, a master plan is essential in order to apply for state or federal grants. She will meet with commissioners to discuss this as soon as possible.

**Discussion and final vote on waiving obligation of a single grave burial that would be paid for by the City of Salem –**Mayor Driscoll will attend the meeting next month to discuss this before we vote.

**NEW BUSINESS**

**New Cemetery Commission Chairman –** Appointment of new Chairman due to resignation of JoanneMizioch.

**Accomplisments to date–** Anthony O’Donnell to report.

The next meeting of the Cemetery Commission will be held on Wednesday, August 30, 2017 at 6:30 pm.

Meeting was adjourned at 8:30 pm

Respectively submitted,

Ruth Kapnis and Roberta Clement

**DOGS IN CEMETERIES**

 On Apri. 12, 2016, the Cemetery Commission voted to make **NO DOGS ALLOWED in satellite cemeteries(Broad St., Essex St., and Howard St. cemeteries)** a city ordinance. Ron was to go before Beth Rennard to find out what he needed to to next to go before the City Council to get the Ordinance. Ordinance was tabeled in City Council