**CEMETERY COMMISSION MINUTES**

**Tuesday, August 13, 2019**

Call to Order: by Chairman at 6:20 pm

Roll Call of Board Members: Present: Susan DameGreen, Ron Harrison, Mary Anne Silva, Patricia

 Donahue.

 Absent: Anthony O’Donnell

Cemetery Staff Attendees: Ray Jodoin

July 16, 2019 Minutes: Susan DameGreene made a motion to dispense with the reading of the July 16, 2019 minutes and approve them, seconded by Pat Donahue. AIF.

Next Meeting Date: September 10, 2019

**Ray Jodoin: Cemetery Report**

* 3 cremations, 1 full burial this month
* Orne Street fence is in process of repair
* Lake Solitude temporarily repaired the large fountain. We need to consider purchasing a second fountain for Sargent Pond as well as replacing the large fountain. Ray recommends money be taken from the Perpetual Care account. When he receives the figures he will forward to the Commission
* Boston Computer Scanning System: Funds for this service were being taken from the purchasing budget. Bob and Ray are recommending that the service be upgraded at a cost of about $7000/year. We already have the system. Mary Anne brought up that Cemetery Find has duplicate/triplicate entries which he identified when entering grave locations to the Find A Grave site. Ray will check into this prior to requesting the funds
* The City Council approved the sale of $30,000 for lots and vaults and moved the money into the operational budget line
* The Perpetual Care account has been reconsolidated and is $142,000 currently pending receipt of new invoices
* A new cemetery truck has been ordered with about 4-6 months wait for delivery (Cost is approximately $32,000)
* Bob reached out to Mount Auburn Cemetery and they have policies/procedures in place for bird sanctuaries. Information is part of the cemetery work report from Bob LeBlanc

**Ray Jodoin: Recommendation to Close Charter Street Cemetery during October**

Ray is working on presenting a recommendation to the Commission at the September 10th meeting about closing Charter Street Cemetery from about September 23rd through November 6th

Open discussion ensued with the attendees, many from commercial tour groups, at this meeting and the Commission. Some points brought out were:

* Excessive numbers of tourists who visit the cemetery both as part of a tour group and individuals
* Security cameras and lighting
* Recommendation of a 2 strike system for tour companies
* Proposed open only to tour groups
* Only the memorial be open
* Criteria for licensed tour leader
* Emails received in favor of closing Charter Street during October

Susan DameGreene presented a motion that this be taken under advisement until the September 10th meeting; seconded by Pat Donahue. AIF.

**Ron Harrison: Friends Cemetery Event**

 A city event to dedicate a new sign for the Friends Cemetery will be held at 11:00 AM on August 22nd. The Mayor will speak and representatives of the Friends community will attend. All are welcome to the event.

**Ray Jodoin: Cemetery Master Plan Update**

Ray reached out to Martha Lyons about the Cemetery Master Plan for Greenlawn. She provided him with an updated master plan. There will be a scope of work plan written up and put out to bid. The city is reaching out to Gray Architects for the Dickson Chapel doors, will get an RFP plan for construction documents. He will speak with Patti Kelleher to request the funds come from Capital Improvement Plan..

**Colonel Pickering DAR Plaque Event**

Susan will report on it when she knows something. They are in the process of putting it together.

**Susan: Susan Peabody Very Gravesite Project**

Ray will reach out to Fred Norton to check the status of his paperwork on Broad Street. Nothing to report. When status is confirmed, the Chairman will reopen query.

**NEW BUSINESS**

Friends Of Greenlawn requested to hold a Tree/Fund Raiser event with the Chapel open on either September 21st or 28th. Chairman okayed.

Friends of the Downtown Salem Historic Cemeteries are planning a volunteer clean-up of Charter Street and Howard Street Cemeteries on September 15th. Chairman okayed.

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**Adjournment**

Ron made a motion to adjourn at 7:30 pm. Pat seconded. AIF