



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM
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CEMETERY COMMISSION

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BOARD MEMBERS:
PATRICIA DONAHUE
BETH GERARD
ANTHONY O'DONNELL

**CEMETERY COMMISSION MEETING MINUTES
MAY 14, 2020**

A meeting of the Cemetery Commission was held on May 14, 2020 at 5:30 p.m., via ZOOM, an online video conference call system. Present on call were: Acting Chair Beth Gerard, Members: Patricia Donahue and Anthony O'Donnell; Tree Warden Robert LeBlanc and Commission Clerk Joanne Roomey.

1. Vote for Release of Trust Funds for Cemetery Annual Expenses

Patricia Donahue made a motion to request the release of a dollar amount from (10) of the cemetery trust funds, based on 3.5% against Interest Available in each, with a total amount of \$102,990.81 for the cemetery annual expenses. Excluded from this total amount for the annual cemetery expenses was the Melden Family Trust because it was used on a prior motion by the Commission to fund the Cemetery Master Plan. Seconded by Mr. O'Donnell. A roll call vote was taken, and the motion carried unanimously.

2. Charter St. Cemetery Construction Project-Notice of Closure

Mr. LeBlanc discussed the restoration project for Charter Street Cemetery according to the Preservation Act and will be working on the following:

- Cemetery entrance pathway on Liberty Street changing the elevation of the steps to the entrance slightly
- Reset some of the headstones
- Steel picket fence on Charter Street will be refurbished
- Lighting will be improved for security issues and will enhance the appearance

Mr. LeBlanc anticipates starting by June 1, 2020 and the cemetery will be closed for approximately six months thereafter. Mr. LeBlanc will be working with Patty Kelleher from the Planning Department and will update the board on a monthly basis.

Patricia Donahue made a motion to approve the closure of Charter Street Cemetery for the construction project starting June 1, 2020. Seconded by Mr. O'Donnell. A roll call vote was taken, and the motion carried unanimously.

3. **Discussion on Covid-19 update and burial services at Greenlawn**

The Greenlawn office, garage bays and all trucks are being sanitized on a weekly basis to help reduce the spread of the COVID-19 virus. The City is working on protection shields to be placed in front of the cemetery department doors to keep all employees safe from direct contact from the public.

To protect grieving families who have lost a loved one and, to protect the employees at Greenlawn Cemetery, the office remains closed to the public. The Funeral Directors shall oversee all social distancing while working with the families.

4. **New Business:** None

5. **Next Meeting Date:** TBD

6. **Adjournment:** Patricia Donahue made a motion to adjourn. Seconded by Mr. O'Donnell. The motion carried. The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Joanne M. Roomey
Commission Clerk