



KIMBERLEY DRISCOLL
MAYOR

CITY OF SALEM
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CEMETERY COMMISSION

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BOARD MEMBERS:
PATRICIA DONAHUE
BETH GERARD
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JEN RATLIFF

**MINUTES OF THE CEMETERY COMMISSION
November 24, 2020**

A meeting of the Salem Cemetery Commission was held on November 24, 2020 at 6:00 p.m., via ZOOM, an online video conference call system. Present on call were:

Roll Call

Present on call were: Acting Chair Beth Gerard, Members: Patricia Donahue and Jen Ratliff; Tree Warden Robert LeBlanc and Joanne Roomey, Commission Clerk; absent was Anthony O'Donnell.

1. **Approve Minutes:** Ms. Donahue moved to approve the October 21, 2020 minutes. Seconded by Ms. Ratliff. A roll call vote was taken, and the motion carried.
2. **Robert LeBlanc:** Cemetery Work Report
 - Interment Activities at Greenlawn from October 22, 2020 until November 23, 2020 are as follows:

Full Burials: 6
Cremations: 8
 - The cemetery work crews are busy with leaf clean-up at Greenlawn cemetery. Last week there was an incident that has impacted the overall workforce and the workflow at the Cemetery department. A truck driver that had been brought in to drive the truck that tows the leaf vacuum found out that he had tested positive for COVID-19, after his time at the cemetery. The protocol was in place to quickly determine who had been close to this individual on the one day of concern. As it turns out (2) of the cemetery staff had been closer than 6', for more than (15) minutes and may or may not have been wearing a mask. Both cemetery crews were sent home and instructed to then be tested for exposure. All other cemetery staff who were in work on that day, and felt they wanted to get tested went to the Salem testing site for a test. Salem Health department was notified that cemetery staff had been exposed and they instructed supervisors what to do. Within an hour of the confirmation of potential

exposure, the buildings and all vehicles were sanitized by the City contractor. After coming back from getting the test, employees were asked if they felt they had any of the COVID symptoms, they could go home sick. The following day, the direction from the Health department was that the two individuals who had been identified as possible immediate contact would be out of work for the next (14) days to quarantine. As of today, none of the staff that stayed and were tested, have had a positive test result for the virus. The staff is down to three and doing their best to keep up with workloads.

- In accordance with the Salem Re-opening Policy dated November 13, 2020, a daily Attestation sheet is filled out by each employee and asked questions about their health that day and have they had any known exposure within the past (24) hours. These sheets are then emailed to the Salem Health department for recording.
- The Engineering department contacted me and due to timing and the amount of other work, the planned paving in the cemetery will have to be re-scheduled for the spring. Mr. LeBlanc will work with the DPS Street crews to get some hot asphalt on some of the really bad spots before winter sets in.
- Last week the Dickson Chapel side doors were winterized with plastic sheeting to keep the weather out. Mr. LeBlanc is now learning that a contractor has been selected to do the repair work and may start within the next couple of weeks on those doors.
- The Greenlawn office and all work areas continue to be sanitized twice a week, as part of the COVID protocols. Staff have been issued PPE and cleaning products to wipe down their own work tools and areas daily.
- The volunteers working on the tree inventory for the F. Carroll Sargent Arboretum at Greenlawn Cemetery have now recorded over 200 trees. The Salem State University Botany class, taught by Dr. Lisa Delisio, is using that collected information and now identifying the tree species and cultivars. The GIS piece is a little more difficult and complex. Jack Nessen, from the City Engineers office is assisting in the correct handheld location devices to position the tree inventory data onto a map. This is a work in progress, and everyone involved is very enthusiastic.

3. Bench Donation from Ms. Carol Dearborn and Mr. Bill Grover for Greenlawn Cemetery

Mr. LeBlanc received a donation in the amount of \$1,950 from Carol Dearborn and Bill Grover to install a bench at Greenlawn Cemetery near the fountain pond on the end of Orne Street. Ms. Gerard will write them a thank you note.

Ms. Donahue made a motion to approve the acceptance of the bench donation and to send a letter of thank you in acceptance from the commission. Seconded by Ms. Ratliff. A roll call vote was taken, and the motion carried.

4. Update on Wreaths Across America Event December 18th and 19th

Mr. LeBlanc will follow-up with Mark Lovely regarding holding the Wreaths Across America event from 9:00 a.m. until 4:00 p.m. on Friday, December 18th and Saturday, December 19th.

5. Request for Luminaire Event at Greenlawn Cemetery

Mr. LeBlanc updated the commission regarding the Luminaire Event at Greenlawn Cemetery that will be on December 19, 2020 from 5:00 p.m. until 9:00 p.m., with a rain date of December 20th at Molten Avenue and Dearborn Street.

6. Charter St. Cemetery updates/ plans for re-opening - Patti Kelleher

Patti Kelleher was on the call and updated the commission regarding the new pathway, new benches and the restored fence. As soon as the fence is completed, she estimates by the end of December, the cemetery will be ready to reopen.

7. Friends of Broad Street Cemetery (FOBS) - Michael Steinitz

Michael Steinitz was on the call and spoke to the commission about the Friends of Broad Street Cemetery. They are a group of folks who try to get information out to researchers, local residents and tourist. They want to make sure that the cemetery is maintained and kept in good repair. FOBS are planning volunteer days and events to do work and raise awareness to prevent too much decay in the cemetery. They have been doing quarterly newsletters to keep the public informed. Currently the team is working on documentation of the cemetery and a detailed assessment of the existing conditions. To see more about FOBS, go to their Facebook page at:

<https://www.facebook.com/Friendsbroadstcemetery/>

8. Greenlawn Cemetery Master Plan update

Martha Lyon of Landscape Architecture, LLC had a meeting via Zoom on Thursday, November 5, 2020 at 6:00 p.m. regarding the Greenlawn Cemetery Master Plan. She went through the five scope of work phases. She explained that the final phase of the project will involve compiling all material completed and revised during each phase of the project into a final plan document. It will include:

- Summary
- Introduction (including project background, goals and objectives, method, program of improvements)
- Landscape Assessment (natural, built and functional features, future expansion)
- Operations Assessment (regulations, security, management, financing, volunteers, interpretation and heritage tourism)
- Recommendations and Budget Projections (landscape, operations, expansion and management)
- Appendices, as required (including a summary of public engagement)

Mr. LeBlanc will update the commission on the ongoing plan.

9. **Comments from the Public:** None
10. **New Business:** The commission discussed the annual re-organization of the chair and vice chair for January 2021.
11. **Next Meeting Dates:** Wednesday, January 13, 2021 at 6:00 p.m. via ZOOM.
12. **Adjournment:** Ms. Donahue made a motion to adjourn. Seconded by Ms. Ratliff. The motion carried. The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Joanne M. Roomey
Commission Clerk

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