

CEMETERY COMMISSION SECRETARY'S REPORT 09/29/2015

A. ATTENDANCE AND ROLL CALL

A meeting of the Cemetery Commission was convened on Tuesday, September 29, 2015 at 6:30 pm ,at 120 Washington Street. Members present included Patricia Donahue, Ruth Kapnis, Joanne Mizioch, and Anthony O'Donnell. Ron Malionek, assistant director of Public Services, was present. Christine Lutts from Friends of Greenlawn was also in attendance.

- Motion was made by Pat Donahue and seconded by Anthony O'Donnell to accept minutes of Secretary's Report because all members had read them .

B. OLD BUSINESS

SUPERINTENDANT'S REPORT

1. Since our last meeting a full time person for Greenlawn Cemetery was hired to fill an open position.
2. Good group of summer help enabled us to keep up with mowing and trimming in the satellite cemeteries as well as downtown maintenance. We had previously discussed getting bids for this help but it was not needed because of the fine summer helpers.
3. We have been moving forward slowly on Charter Street Cemetery. We have \$80,000 that was appropriated for cemetery upgrades. Ron is working with Erin in the Planning Department. She stipulated that before we can move ahead upgrading pathways etc., a landscape architect is needed . This is important because we want to enhance the cemetery without spoiling the historic character and "flavor" of it while upgrades are happening. Two architects from Boston who have worked in historic cemeteries have been considered .When an architect is hired, the Cemetery Commission will be informed and involved. .Undergrowth and some shrubbery has already been trimmed so there is a clear view of the cemetery , especially important as Halloween season is approaching. Lighting and cameras are not included in the cemetery grant. Ron has been working on getting some lighting costs and it would be through National Grid working with cemetery. The proposal for two 300 watt LED bulbs shining inside the front of the cemetery to almost midway would cost \$3,900.00 .That was a proposal from the company that we used with the City of Salem. The reason we went this route is that we can utilize the light pole that is directly in the middle of the cemetery in the front and no digging would be involved, just hooking into the system. Nothing has been done about cameras yet, because Ron is working with police officer Jake Frazak who takes care of all cameras in Salem. They would like us to tie into their grid and their grid is on top of 27 Charter Street. Because roof repair is going on now, everything is off. Once that is completed we can talk about cameras and we will be notified as to cost.

4. We hired the same excellent security person as last year (monies are from Haunted Happenings Fund) for each weekend in October. He will have an orange jacket and a badge and politely will ask people to stay on paths and off stones. Pat Donahue asked about ropes on pathways and we probably will put up something temporary ,especially the last two weeks in October when foot traffic is so heavy.
5. Pat Donahue and Ron Malionek worked tirelessly to complete the Greenlawn Cemetery Rules Etiquette cards to be given out when people purchase graves.. To compliment this, Ron has tags printed to put on graves where there are “trinkets etc., “asking people to remove them. This seems to be working very well so far.
6. Anthony O'Donnell suggested A framed signs in area where there is an active burial saying “Funeral service in this area. Please be considerate of your vehicle.” People visiting graves often caught unaware and get “hemmed in” with their vehicles . Ron stated that this can be done at minimal cost and can work with sign co. they have contracted with the city.

C. NEW BUSINESS

1. Discussion and voting on money for Howard St.fence repair

There are three fence spots to be repaired. Unfortunately, as soon as a section of fence is repaired, it is cut. This year may bring improvement because all of the undergrowth has been cut .Tree works is being done by Patrick Cheney who did the work at the Broad Street Cemetery. Ron asked for funds to be released from the Perpetual Care Fund to repair fence and straighten poles. Howard Street does not have its own fund. The work would be done for under \$3,000 to repair fence using heavy duty materials. There was some discussion about installing cameras with camera surveillance signs similar to ones on Sargent Street which are owned by the Health Department. Ron said that the city could install. He will look into a dollar figure to install two cameras. If below \$2,000.00, twenty four hour cameras could be bought before next meeting. We can make signs with the city sign machine. **Ron made a motion to release \$3,000.00 from Perpetual Care to repair Howard Street Cemetery fence and straighten poles and he also made a motion to purchase 2 twenty-four hour surveillance cameras if \$2000.00 or less. Motions were seconded by Anthony O'Donnell and vote was unanimous in favor.**

2. Discussion and voting on money for some tree removals in Greenlawn Cemetery

Ron said that there are ten large trees that must come down which would involve hiring a tree company. The last time we had a tree company come in we spent about \$3,000.00. Minimal work was done and we had to keep getting them in for takedowns after one of our storms. Ron suggested that we have a tree company come in and take the removals down. That would probably be about \$5,000.00 a day to get the crane in and take the large trees down over the headstones. The least expensive bid was from Cicoria Tree Service. We just took 30 trees down at Forest River Park which took two days. Among the trees that have to come down is the last Jefferi Pine with the huge pine cones near Sargent Street. Pat Donahue suggested it would be a good idea to also have stumps removed. Ron replied that the Dave Porter Company can take 12-15 stumps down a day and charges \$700.00 per day. We already have stumps that need to be removed. Christina Lutts asked if we would

consider a “Heritage Tree”, meaning that the Friends of Greenlawn Group have an idea that if a special tree needs to come down for some reason that it should be replaced with the same tree. It was agreed that the Jefferi Pine qualifies as a special tree. Anthony O’Donnell inquired as to how we would care for the “Heritage Tree” and Ron replied that they would check with the tree company that planted it to be sure it flourishes. We all agreed that part of the beauty of Greenlawn Cemetery are the special trees that grow here. Pat Donahue shared the manuscript that she had the Phillips Library copy . It is by Nathan Clark, 1942, called Plant List of Trees , Shrubs, Conifers and Broad Leaved Evergreens at Greenlawn Cemetery. Trees are listed with botanical names and Pat got alphabetical dividers which we could work from. She made a copy for Ron Malione and Friends of Greenlawn. Pat asked to be reimbursed the \$65.00 it cost to print the book. **A motion was made , seconded , and voted on unanimously to reimburse Pat Donahue \$65.00. The money will come out of Perpetual Care Fund.** Pat Donahue would like us to come up with a maintainance plan for Greenlawn Cemetery. She distributed copies of Perpetual Care-General Recommendations Pertaining To Municipal Historic Burial Ground and Cemetery Components. She also distributed Master Plan for Walnut Hills Cemetery –Brookline, Ma . **A motion was made and seconded to release \$5,000.00 for Cicoria Tree Company to do one day’s work of tree takedown and clean-up with exception of stumps. Another motion was made and seconded to release \$1,400.00 for two days of stump removal at Greenlawn Cemetery. All Commissioners were unanimously in favor of both motions.**

3. Discussion and voting on money to match cost of Chapel Windows and door frame

Doors are in great shape. We need three windows and the door frame on that side of the chapel to complete that side and make it look good. Ron mentioned that the Friends of Greenlawn have been working diligently to plant annuals, bulbs, etc. in the Conservatory area. Ron’s proposal to the Commission is to work with whomever wants to donate, see what kind of funds we have and to potentially match what they have. For example, if the bid came in close to \$18,000.00 and someone is willing to donate \$10,000.00, we could take \$8,000.00 out of the Dickson Memorial Chapel Fund to get that side done. There is over \$100,000.00 in the Dickson Fund now. Anthony asked how much more work would have to be done in the chapel to get it completed. We are fortunate to have \$106,000.00 from CPA. We cannot touch those funds until we get an architect involved with the project. Once an architect is chosen, we can move forward with some roof repair and some concrete work, repointing inside and outside to keep the building from flaking apart, making it water tight, and doing some cosmetic work with windows and floors. Anthony added that once the chapel is fully functioning and marketed to funeral directors, more people will be using it. **Anthony O’Donnell made a motion that we allocate up to \$10,000.00 in matching funds from the Dickson Chapel Fund for restoration of chapel windows, doorframes and any other necessary repairs to go along with the proposal addressed here tonight. Motion was seconded and all were in favor.**

4. Leaf Sweeper needed to complement leaf sucker and money needed before meeting. Pat Donahue made a motion that we acknowledge the correct action by our superintendant

to spend \$30,000 dollars for a new leaf sweeper. Motion was seconded by Antony O'Donnell and all were in favor.

5. Christine Lutts wondered if two tasteful A frame signs could be placed in front of cemetery and Orne Street to designate when a Greenlawn Cemetery Tour was taking place. Ron recommended temporary signs at first. Ron also suggested putting up a wooden bulletin board in front of office with information. It would cost between \$1,000 and \$2,000.
6. Joanne Mizioch asked about computer situation .Can we go online yet?Ted Dooling, owner of BOS COMPUTER SCANNING, is understanding that it is his product that is having the problem.

D NEXT MEETING

Our next meeting will be Tuesday, November 17, 2015, at 6:30 pm

E. ADJOURNMENT

Meeting adjourned at 8:30 pm

Respectfully submitted,
Ruth Kapnis, secretary