

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

VOTE

IN CITY COUNCIL

ORDER,

To transfer funds to pay for the removal of the pavilion in Westlawn I Cemetery and purchase section signs for WI and WII Cemeteries.

ORDERED,

By the City Council of the City of Lowell, as follows:

That the amount of Eight Thousand Seven Hundred Ninety and 00/100 (\$8,790.00) Dollars be transferred:

FROM: Perpetual Care Interest Fund # 8406 as described in "Attachment A":

TO: Professional Services Account #04914153 530000 as described in "Attachment A":

ORDER RECOMMENDED AND INTRODUCED BY:



Eileen M. Donoghue
City Manager

There's a lot to like about Lowell.

Christine Clancy
DPW Commissioner

Shannon Cohan
Superintendent of
Parks and Open Space

September 22, 2020

Conor Baldwin
Chief Financial Officer
375 Merrimack Street
Lowell, MA 01852

Re: Cemetery Commission transfer of \$8,790.00 to be approved by the City Council

Dear Conor,

On Tuesday, September 22, 2020 the Cemetery Commission met for a special meeting.

During the meeting the Cemetery Commission discussed multiple transfer requests totaling \$8,790.00 to pay for the removal of the Pavilion in the Westlawn I Cemetery and the purchase of section signs for Westlawn I and II.

A motion was made by Chairman Gerard Largay seconded by Member John Marshall to

"Transfer \$7,800.00 from the Perpetual Care Interest account to the Cemetery Professional Services account to cover the cost to remove the Pavilion in the Westlawn I Cemetery".

So voted 4 – 0 – 0

A motion was made by Vice Chairman Dennis Mercier – seconded by Chairman Gerard Largay to

"Transfer \$990.00 from the Perpetual Care Interest account to the Cemetery Professional Services account to cover the purchase of section signs in the Westlawn I & II Cemeteries".

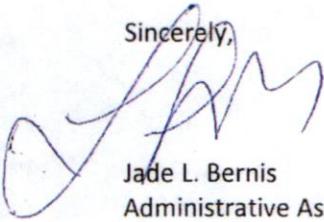
So voted 4 – 0 – 0

Transfer into the following Cemetery appropriation:

1. Appropriation 04914153-530000	Cemetery Prof. Services	\$8,790.00
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I have attached copies of the minutes for your review. Please let me know if you have any questions. Thank you in advance for your cooperation in this matter.

Sincerely,



Jade L. Bernis
Administrative Assistant/
Recording Secretary

Cc Cemetery Commission
Shannon Cohan, Superintendent of Parks and Open Space
Lisa Coupe, Office Staff
Files

The City of
LOWELL
Alive. Unique. Inspiring.

Cemetery Commission Meeting
Tuesday, September 22, 2020 @ 11:00AM
-Minutes-

Meeting called to order at 11:03AM

Roll Call:	Chairman Gerard P. Largay	Present
	Vice Chairman Dennis Mercier	Present
	Member John Bond	Present
	Member Paul Francoeur	Absent
	Member John S. Marshall III	Present
	Superintendent Shannon Cohan	Absent
	Recording Secretary Jade L. Bernis	Present

Introduction

- A. Welcome new member John S. Marshall III to the Cemetery Commission
- Member John S. Marshall III was welcomed to the Commission

Old Business

- A) Review/accept minutes from the Cemetery Commission Meeting held on Tuesday, July 28, 2020
- Motion made by Vice Chairman Dennis Mercier – seconded by Chairman Gerard Largay to “approve the minutes of the meeting held on July 28, 2020 as presented”.

So voted 4 – 0 – 1 absent

- B) Review transfers totaling \$8,700.00
- Reviewed/placed on file

Unfinished Businesses

- A) Discuss Chapel renovation (*renovations including a new rug and repair of ceiling COMPLETED. Donated pews need to be installed. Overgrown bushes at entrance have been removed. New landscaping at the entrance of the chapel will be done in the spring.*)
- Waiting on DPW to install the pews
- B) Letters to the Law Department re overdue Funeral Billing (Public speaking) (**POSTPONED UNTIL PUBLIC CAN ATTEND**)
- C) Garage repairs (DPW to address)
- waiting for DPW to repair
- D) School Street wall damage (*First portion of the wall has been completed. Will have to bid out for next section*). Repair to wall damaged in accident?
- Waiting on the insurance company
- E) Accident on 6/24/2020 at intersection of Boston Road and Swan Street (*Waiting for fence to be repaired through Bartlett Consolidated*)
- Repairs to be made Friday, September 25, 2020 per Bartlett Consolidated
- F) Boston Road flooding issues (*new drainage installed at the Point*)
- Need to check during next rain storm on how bad flooding is
- G) Pony Wall to cover loam in storage area of Westlawn I (*Gathering quotes*)
- Reviewed three quotes – need to get more information for next meeting

- H) *Retired flag box (Box has been donated, scraped and sanded. Sign has been made.) Discuss/vote on quote to wrap with stickers by Owlstamp*
 - Chairman Largay is looking to have it repainted – he will look into and get more *information*
- I) Edson Cemetery Entrance (*Waiting for quote/DWP to address*)
 - Still waiting on quotes
- J) Possible Cemetery Clean-up project
 - Postponed until spring due to Covid-19

New Business

- 1) Review Turn in Sheets
 - Reviewed – placed on file
- 2) Review/discuss Auditors reports/monthly billing for various Funeral Homes for services rendered (Fay McCabe, Laurin and McDonough still with overdue billing)
 - A) Review/discuss letters sent to families with overdue billing
 - B) Review/discuss new ability to accept credit card payments and letter sent to funeral homes on the news.
 - Discussed overdue billing and letters sent to the families that still owe money. Out of 9 two have paid and others are expected.
- 3) Review/discuss Stat Sheet
 - Reviewed – placed on file
- 4) Review/discuss Turn In/Burial and Sale of Lot sheet
 - Reviewed – placed on file
- 5) Review/discuss updates on Columbarium
 - A) Pricing approval by the City Council and letter sent to funeral homes
 - B) Delivery of benches
 - C) Flower planters
 - D) Discuss/choose emblems that will be allowed on the plaques
 - Reviewed information given. It was decided to not install the benches and flower pots until the spring. The emblems were discussed. It was decided to allow all military, first responder and religious symbols. All others need to be approved. No animals, insects, transportation or sports related will be allowed. Pictures will be approved on a case by case basis.
- 6) Review/discuss demolition of Pavilion in the Westlawn I Cemetery – Vote to transfer funds to pay for work.
 - The demolition of the Pavilion will open up more lots in the Westlawn I Cemetery. The funds made through the sales will more than cover the cost of demolishing the structure.
 - Motion made by Chairman Gerard Largay – seconded by Member John S. Marshall III to “transfer the amount of \$7,800.00 from the Perpetual Care Interest account to the Cemetery Professional Services account to cover the cost to remove the Pavilion in the Westlawn I Cemetery”

So voted 4 -0 – 1 absent

- 7) Review/discuss request by the Islamic Society of Lowell to purchase more lots in the Westlawn II Cemetery
 - The Engineers Department has been requested to mark out the section closest to Section 51 as single graves leaving room for Magnolia Ave to be installed. It was decided that the entire area would be marked out as single graves leaving space for Magnolia Ave. The section closest to Section 51 will be purchased by the Islamic Society of Lowell and the graves on the opposite side of Magnolia will be used as single welfare graves.
- 8) Review/discuss request from Stephen & Kathryn Griffin to sell back Section 56 Lot 7 Row 1 in the amount of \$1,300.00
 - Motion made by Chairman Gerard Largay – seconded by Vice Chairman Dennis Mercier to “approve the request by Stephen & Kathryn Griffin to sell their lot back to the Cemetery”.

So voted 4 – 0 – 1 absent

9) Recommendations/concerns/other

- Received the picture of the granite bench that the Melanson Family would like to install in the Edson Cemetery. Motion made by Vice Chairman Dennis Mercier – seconded by Chairman Gerard Largay to “approve the installation of a granite bench in the Edson Cemetery near the chapel pending the approval of the lettering”

So voted 4 – 0 – 1 absent

- A quote was received from Owlstamp to create section signs for the Westlawn I and II Cemeteries. Four different companies have been contacted over the years for this project. A motion was made by Vice Chairman Dennis Mercier – seconded by Chairman Gerard Largay to “transfer \$990.00 from the Perpetual Care Interest account to the Cemetery Professional Services account to cover the purchase of section signs in the Westlawn I & II Cemeteries”.

So voted 4 – 0 – 1 absent

Adjournment

- 10) Motion to adjourn at 11:58AM made by Chairman Gerard Largay – seconded by Vice Chairman Dennis Mercier

Next meeting to be held Tuesday, October 20, 2020 @ 11:00AM

At the Edson Cemetery Chapel



Conor Baldwin
 Chief Financial Officer

MEMORANDUM

TO: Eileen M. Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Christine Clancy, DPW Commissioner

DATE: October 5, 2020

SUBJECT: Cemetery Transfer – Perpetual Care

The Cemetery Commission’s recording secretary has sent a request that the City Council vote to transfer funds from the ‘Perpetual Care’ special revenue fund to support activities in the Cemetery Division of DPW in FY2021. Last month, the Commission voted to support this transfer to fund various repairs, including the demolition of the Pavilion in the Westlawn I cemetery. As this is a special revenue fund, separate and distinct from the city’s general fund, there is no bearing on taxes.

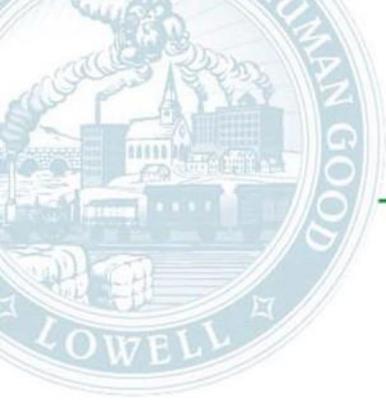
Cities and towns with cemetery commissioners may receive gifts for maintenance of cemeteries and cemetery lots. These gifts must be turned over to the City Treasurer and maintained in a “perpetual care fund,” separate from other accounts in the city. The principal balance of the trust is non-expendable, however a certain portion of the interest earned on the principal amount is expendable and treated as a special revenue fund whose receipts are reserved for appropriation by the Cemetery Commission and the City Council. The current principal balance as of June 30, 2020 was \$1,658,189.47.

This transfer request is routine in nature, as the statute specifically contemplates the use of these funds for improving the cemeteries. The total of the transfer request is \$8,790. According to the memo from the Commission, the demolition of the Pavilion will allow for additional space to be sold for future lots, thereby generating additional revenue for the cemetery operation.

I have included a summary of the impacted accounts below. Please let me know if you have any questions.

Account Name	Original Budget	Previous Transfers*	Revised Budget	YTD Expenditures (Actual)	Encumbrances	Balance Before Transfer	Balance After Transfer
Fund #8406 - Perpetual Care	\$ 209,936	\$ (8,700)	\$ 201,236	\$ -	\$ -	\$ 201,236	\$ (8,790)
Cemetery - Professional Services	\$ 190,112	\$ 8,700	\$ 198,812	\$ 57,618	\$ 78,660	\$ 62,534	\$ 71,324

*City Council transfer of \$8,700 on 8/20/2020



Eileen M. Donoghue
City Manager

October 5, 2020

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

I am hereby requesting that the City Council vote to transfer funds from the perpetual care special revenue fund to the DPW Cemetery Division budget in the general fund, in order to support various repair projects ongoing in the city-owned cemeteries. The total amount of the transfer is \$8,790.

Enclosed with the vote is a memorandum from the cemetery commission recording secretary specifying the work to be performed with these funds and includes the minutes from the Cemetery Commission indicating their support. Also enclosed is a memorandum from the Chief Financial Officer which describes the relevant budget accounts. It is important to note that this transfer will have no impact to the taxpayers, as the money consists of interest earned on an existing trust fund.

The transfer of the funds carries the endorsement of the cemetery commission, which voted on September 22, 2020, to recommend that this transfer be approved by the City Council. This fund is classified as a special revenue fund on the city's ledger and requires a vote of the City Council to approve the transfer of funds.

Sincerely,

Eileen M. Donoghue
City Manager

CC: Conor Baldwin, Chief Financial Officer