



City of Medford

Cemetery Board of Trustees

Telephone
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230 Playstead Road

Medford, Massachusetts, 02155

May 5, 2026

TRUSTEES

STACIE CLAYTON, *Chairperson*

DEE MORRIS

CHRISTOPHER TREANOR

OAK GROVE CEMETERY

BOARD OF TRUSTEES REMOTE "ZOOM" MEETING

Oak Grove Cemetery Board of Trustees monthly meeting held remotely via ZOOM on Tuesday, May 5, 2026. Meeting was brought to order at 7:00 p.m. by Christopher Treanor, Trustee

Those in attendance: Stephen Brogan, Superintendent of Oak Grove; Stacie Clayton, Chairperson/Trustee; Christopher Treanor, Trustee; Dee Morris, Trustee; Darlene Luke, Minutes Coordinator, Theresa Dupont, CPA Manager and Veronica Shaw of the Veterans Office

Motion unanimously made by the Trustees to approve the Minutes of prior month April 7, 2026

OLD BUSINESS

A. WWI Monument Repair and Restoration / Handicap Accessibility / CPA Funding **recap**

- Stephen Brogan noted visible cracks in the area and an issue near the statue walkway where one section is higher than another, creating a tripping hazard and the area is beginning to rot.

Theresa Dupont coordinated these issues with Tim McGivern regarding these concerns. She also followed up with Josh from Daedalus. Josh will be doing some work at Cross St. section and will address these issues as well. Theresa will confirm with him "if this will happen every year".

Theresa reported that we cannot do a large event right now up by the monument and will have to postpone the dedication to possibly Veterans Day 2027. The roadways are just too challenging and could not accommodate bringing people up there. Even the service road could not accommodate anyone. We need time to address these issues.

Handicap Accessibility / ADA

- Stacie, Tim and Stephen have received a draft proposal for Phase I and a cost estimate for Phase II. Materials were prepared by D.J. Gagnon of CBA Landscaping Architects. D.J. indicated that a site survey will be required as part of the design process to establish a more accurate base for planning and cost estimates.
- ADA Parking Lot Access Road (behind the WWI Monument) Project – Awarded \$35,000.00 for project. CPA has funded project in full.
- D.J. received 3 proposals from surveyors for the WWI monument area ADA parking/access path. Tim does not have a problem using ALPHA who happens to be the lowest bidder. The Board agrees but would like to table their decision until they have had a chance to review all three (3) proposals.
- Discussion on the access road not being completed before Memorial Day event. Stephen had a chance to check it out as well as Tim. Stephen's opinion is that it would need to be re-built in order to pave it, otherwise if patched it would not hold. Tim has had a study done and is in the process of finding out what the next step is for these roads.

DJ sent out email regarding a Task Order to Procurement, Tim and Stacie. Stacie will forward email to Theresa to respond. Theresa will help in establishing the Task Order.

- B. CROSS STREET MONUMENT WORK - Ryan Hayward project – **recap** - restoring/cleaning/repair of multiple historic headstones located in the Cross Street section of Oak Grove Cemetery. Several stones still require restoration, and the wall needs extensive cleaning. Additionally, one-half of the cemetery gate requires replacement.

Ryan previously reported in February that the Cross Street Cemetery Phase I project was approved and awarded. The funding will be split up between Phase I and Phase II. Phase I will not exceed \$85,000.00. Phase I has been awarded to Daedalus (Josh Crane) for \$80,500.

Ryan stated that Phase II came in at: \$9,900 for iron gate and \$9,850 for the wall. He also stated we have \$26,350 in CPC funding remaining as part of the grant. He would like to take a portion of that and bid out Ground Penetrating Radar services to determine if the front portion of the grounds contain any burials. This would be about \$15,000.

The vendor asked if we have stones that we want cleaned. Ryan proposes the remaining \$10,000 be allocated toward cleaning.

C. 7 ACRE LAWN PROJECT / MASTER PLAN VISION – Stephen Brogan met with D.J. Gagnon of CBA Landscaping back in January. He now has the green light to proceed.

- Tim McGivern provided updates on multiple ongoing projects i.e. 7 Acre expansion, loading and hauling of soil, cemetery building alternatives and road repairs.
- The group discussed plans for a 7-acre project, with geotechnical work targeted for early April (it is currently in the design and development phase). They agreed to coordinate with neighbors regarding tree clearing and access and Tim will notify the Mayor's office about upcoming work. The team decided to re-route trails around a stump dump and maintain communication with neighbors while protecting burial plot space. The Board would like to know when hauling is completed.
- D.J. will coordinate with Tim and Stephen on the timing and access needs; and provide at least one-week advance notice before work begins.
- D.J. and Tim will keep the Board updated on major milestones for the 7-acre expansion and World War I access projects, and consult the board before engaging with abutters (e.g., Brooks) on design decisions. Once we have surveyor will touch back with Board.
- MBELT has not proactively communicated with us. They do not want to sacrifice burial plots. Our efforts are focused on securing additional burial space and being responsible, good neighbors.
- Tim believes it is important to hear MBELT out and continue acting as good neighbors. He will deliver a presentation once plans are finalized.
- Final decisions regarding location remain our responsibility and authority.
- The stump dump is located in the area and impacts are minimal.
- Bird watchers and walkers have expressed an interest and it was made clear that this is off the table.
- Trail re-routing may be required.
- We can discuss boundary conditions (e.g. gate vs. fence and related configurations).
- Keep MBELT informed through ongoing communication and meetings or delegate D.J. and Tim to act as liaisons. Present them with a clear design once available. The Board feels that no formal engagement is necessary unless a significant decision arises that directly involves MBELT.

D.J. is working on scheduling the surveyor and geotechnical engineer. Does not have a firm date but when he does he will coordinate with Tim McGivern and Stephen Brogan.

D. LOADING & HAULING OF SOIL (Gravel Pile) – The removal efforts are still underway with the hauling and disposing – it's been funded and sampling is completed and we can now remove the whole pile (new contract with Greener Group was also executed). It was reported that the vast majority of the lawn will be restored for burial plots when hauling is completed.

Stephen Brogan reported that soil has been tested again; results might be in this week, then decide where to ship to.

E. Service Bldg. - (a/k/a Garage or Maint. Bldg.) Proposal and Caretaker's Quarters (house) at Oak Grove – a/k/a Office Bldg. –

****recap**** - the final study reports from Foster Architecture estimated around \$7 million. DPW Commissioner Tim McGivern submitted CPA Application for \$500,000 for assistance with the design development phase ("DD"). Community Preservation Commission ("CPC") approved at Council Meeting on 2/20/24 for \$200,000.00.

****recap**** - A second CPA Application for \$50,000 was submitted for a study, plan for the roads and passageways located in the old historic section of Oak Grove.

Community Preservation Committee declined to fund in FY26 due to the uncertainty of the future plans for the Caretaker's Quarters and Maintenance Shed. There seems to be no clear long-term plan or direction at this time. Given the uncertainty, it is difficult to justify allocating funding without knowing:

- the intended use of buildings; long-term operational plans; and responsibility for maintenance and oversight

The Main Garage is intended to be kept. Use would be for cemetery purposes and/or storage.

House – uncertainty regarding the future of the house. Stephen will remain there until retirement; decisions will be made afterward. It is likely there will not be a live-in caretaker in the future.

Service Building (existing) – No clear direction on whether it will be kept or removed. Current use and future purpose are unknown.

Roof condition is questionable and likely needs repair; but details are unknown.

Questions remain about whether repairs will be made; what level of investment (if any) is appropriate. Potential building alternatives were discussed, including the possibility of selling or leasing the current caretaker house or fund construction of a new operations building, though several legal and logistical questions remain to be resolved.

Utility Upgrades and ADA upgrades is important right now. Could build a new bldg. and then preserve the other two (2) bldgs. How could we retain the space for the most useful and generate income?

Discussed how soon would they begin fixing things? There are some repairs that need to happen ASAP– some electrical, some plumbing, ceilings are falling down. Need to keep things operational for Stephen Brogan to live there.

KP Law looking into some of the legalities on different things. Chief of Staff and Finance Office to general the operational fund and process to change this.

D.J. mentioned there are other historical bldgs. where the owner retains ownership and leases to tenants.

Stacie Clayton was concerned about cemetery security and management, vandalism and maintenance costs when Stephen retires in the future. It was mentioned about exploring options for property monitoring. Could switch to electronic gates. The group also reviewed recent price increases and discussed potential future revenue sources for the property. They agreed to meet again on April 7th.

Tim will explore various alternatives including potential deed restrictions, leasing arrangements, or new construction. He is looking at this as an asset management prospective. The cost to preserve the building. The \$8 million dollar tag is too steep. They agreed to review cost-effective options and consider how to maintain cemetery purposes while potentially generating income. Question on whether perpetual care money could be used for the debt service and bond to cover building.

D.J. reported that the board approved \$35,000 for project, exceeding their initial request, and outlined a plan to proceed with design work targeting a budget between \$100,000 and \$170,000.

The group also touched on the need to address gravel pile removal and discussed ongoing discussions with the finance office regarding operational funds and potential bond options.

The Board would like to have some impact on the direction of the sale of the house and the garage. Per Tim, nothing is written on paper, this is just thought processes right now.

Stacie reported that on the service building Tim is going to obtain some options and quotes to repair. He has some consultant to do a more detailed study and what would make the most sense on next move.

- F. **WWII MEMORIAL WATER FEATURE RENOVATION (“Angel Fountain”)** – This project was put out to bid and awarded to the lowest bidder, being, West & Sampson. Although, they came in over (\$171,300) the award of the grant (\$167,800), the Mayor is willing to give the balance of \$3,500.00.

It will need a long-term maintenance plan which cannot be part of the Contract because the Grant will not cover. Previously, the fountain had only a pump in a manhole with no formal maintenance program, contributing to its current condition. In order to receive funding, the City is requiring a sustainable long-term plan.

Weston & Sampson may do a training session with the Cemetery workers (i.e. opening and closing and daily maintenance and what chemicals need to be put in as well. Early May to Labor Day they would need to skim and vacuum and add chlorine. Theresa to connect with Veronica and confirm what the maintenance plan details will be (including vendor training and seasonal opening/closing).

Veronica, Stephen, Lisa and water and sewer will meet day after Memorial Day – Going to start. It will take about 6 weeks (weather permitting). Will work with Stephen and team to open and close and teach basic maintenance. Should be up and functioning fully by sometime in July.

- G. **5 YEAR PLAN** – Stacie Clayton will get together with Theresa Dupont and circle back on their discussions on the 5 Year Plan at Oak Grove Cemetery. (Note: Roberta Cameron who leads the CPC may be on chair committee).

Mentioned “how can they continue writing a master plan when it isn’t clear on the route that everything is going. Also, should not lose vision or control of what cemetery should be.

NEW BUSINESS / SUPERINTENDENT’S REPORT

Stephen Brogan updates:

- **IDLING TRUCKS** – A Ms. Brown sent in a complaint that when walking thru the cemetery she noticed idling City trucks and was very concerned about the environment. Stacie responded to Ms. Brown’s concerns and explained the need for the vehicles having to be on for the short time. It is necessary for radio communication among staff, as well as preparation for and during funeral services.
Stacie nor Stephen has had no response since sending letter to Ms. Brown.
- Stephen reported on the new landscaper (John’s Landscaping) who started already and he is receiving complaints – will need to discuss with Tim. If things can’t be straightened out may have to get another vendor.
- Update e-mail from Doug Carr and the Brooks Estate. Stephen reported that it needs to be approved by Director.
- Flags going out May 16th. Will meet at 9 a.m. by the angel; American Legion will be setting up.
- Memorial Day Ceremony will be in the same usual format and will begin at 10:00 a.m. There will be more details after finalizing with Lisa Colannini and Veronica Shaw but structure will remain the same.

There will be no concert this year, it could not be worked out.

- In July, Wreaths Across America will deliver for ceremony.
Doubled the goal last year – we did 250 and hope this year we do 500. Would love to get to 1,000 some day. Only get enough wreaths that are sponsored by people. Going to promote it a little differently and start earlier. Mayor and her will do a video in July - - trying to get community involved; maybe Police and Fire have a competition of some sort.

There being no further business to discuss a Motion was made to adjourn the meeting at 7:50 p.m. 7:42 pm

Next Zoom Remote Cemetery Meeting is scheduled for:

Tuesday, May 5, 2026 at 7:00 PM and Tuesday, June 9, 2026 at 7:00 PM (not June 2nd)