

MINUTES

PROVINCETOWN CEMETERY COMMISSION

JUNE 6, 2011

Present: Richard Olson, Chairman, Greg Howe and Charles Wescott.

Absent: Mark Collins and Sebastian Araujo.

Also Attending: David Gardner, Asst. Town Mgr. and Lynn Martin of the MIS
(Municipal Information Systems) Dept. and GIS (mapping coordinator)

The meeting convened at 2:05 pm., and the following record is set forth in the sequence of agenda items and not of the actual discussions.

1. The minutes of the May 2, 2011 meeting were approved.
2. The Alden Street expansion project: Mr. Gardner reported that for re-location of the power line there is no need to change the NStar pole for the connection. The relevant poles are equidistant from the entrance to the driveway, up which the new line will be laid – a cost saving! Once the appropriated funds are available on July 1 the DPW will contract for the actual re – location. The loaming and fencing is done. There will also take place the numbering of the lots.

Mr. Howe gave a reminder that we want to reserve space for the installation of a columbarium.

- 3 The Winthrop Street preservation project : Mr. Howe reported on his conversations with Martha Lyon, who planned and supervised the first phase in 2001, and with Michelle Jerusiewicz, Grant Administrator and Pam Hudson at Town Hall. The immediate question is the RFP process to have Ms. Lyon, or some other qualified responder, do that work this time. A copy of Mr. Howe's written report is appended as appendix A.

Ms. Lyon had re-emphasized to Mr. Howe that the first priority should be the clearing the brush, the second should be mapping the actual burial sites and then identifying marker stones in need of immediate preservation. She understands that we do not need a report that re-iterates history or any other such trimmings.

Mr. Howe introduced Ms. Martin, who in addition to her position at Town Hall is a member of the Conservation Commission and has been designated by them to sit on the Steering Committee for the Winthrop Street Project. He said that the Beautification Committee will designate a member but that no other board has responded to his requests (Historical Commission, CPC, etc.)

(Subsequent development : the Chairman has met with Jay Hall of the CPC, with whom he has often talked about the town's history, who has been designated by the CPC.)

4. Status of the Town's mapping and record keeping project : Mr. Gardiner and Ms. Martin are on the job, and Dana Faris will soon be joining them! Mr. Faris will continue his work on the cyber-mapping of lots, such mapping to be linked to the database of lots sold in the past and as they will be sold in the future. Past numbering of lots has been inconsistent and confusing, and the objective will to straighten it all out. Mr. Gardner and Ms. Martin plan to walk the grounds on Wednesday.

The distinction between "lots" and "plots" was discussed, with the conclusion that a "lot" is the space for a single burial and "plot" is the space for one or more burials.

The better routing of funds and facts relating to plot sales within Town Hall was discussed.

Mr. Gardner and Ms. Martin circulated a re-formatting, for modern technology, of our Cemetery Rules and Regulations, and our lot price and fee schedule, together with a new form of a Cemetery Easement document for our comment (attached as Appendix B.) Mr. Howe immediately spotted a critical omission, at the very beginning of the Rules and Regs., from the definition of "Cemetery." This needs all of our careful review.

Finally, the Commission expressed it's great thanks to Ms. Martin and Mr. Gardner.

5. Other Business : Regarding Cemetery funds and the accounting therefore. (omitted from the Agenda) The Chairman distributed a copy of his latest communication with Town Hall staff members, relating to just one perceived area of irregularities (attached as Appendix C.)

Regarding membership, it was noted that Rev. Jim Cox appears, as yet, not to have been appointed and sworn in as our Alternate.

6. The date of the next meeting was set for Tuesday, July 5, 2011

The meeting adjourned at 3:25pm.

Respectfully submitted,

Richard B. Olson, Chairman and Secretary pro tem.