

MINUTES  
PROVINCETOWN CEMETERY COMMISSION

JANUARY 7, 2013

Present: Richard Olson, Chairman, Greg Howe, Rev. Jim Cox and Mark Collins.

Absent: Charles Westcott (excused).

Also Attending: David Gardner, Asst, Town Mgr. Doug Johnstone, Town Clerk,  
Dan Hoort, Dir. Of Municipal Finance, and Lyn Martin, MIS.

The Meeting convened at 2:00pm.

(These minutes treat the agenda items in the order they appeared on the agenda and by no means in the order they were actually discussed).

1. The minutes of the December 3, 2012 meeting were approved.
2. The sale of a double lot was approved, for which \$1,000 has been added to the Sale of Lots Fund and \$600 to the Non-Expendable Portion of the Perpetual Care Trust Fund.

With respect to lot buy-backs, for which Town Meeting last year appropriated \$2,000 from the Sale of Lots Fund, the current request regarding two lots was discussed with our Town Treasurer, who now handles all such matters, and issues of documentation of ownership and deeds-back that cover others who may have gained ownership rights were discussed. Mr. Johnstone undertook to provide appropriate forms, and the matter needs to be covered in our revised Rules and Regulations. Mr. Johnstone also made mention that he is now designated as the Town's "Burial Agent", whose approval is required for any burial – another step in regularizing our procedures.

3. Alden Street.
  - (a) The payment of a bill for \$985 to William Rogers, Surveyor, for the lay out plan of new lots in the expansion area was approved, the funds to come from the \$26,000 Town Meeting appropriation for the project. We still need to find out what if anything, remains to be paid to Nstar in this connection, so that we can see how much remains unexpended and might be re-appropriated for other cemetery needs. Cost of lot tags is also still an open question.
  - (b) As to preservation and restoration, we are increasingly aware of the magnitude of the needs for attention to fallen or precarious stones at Alden Street and also at the Hamilton and Gifford Cemeteries on the other side of Cemetery Road. Further contracts for study and correction will necessitate further grant applications, requests for proposals and all. Will need a study.

4. Columbarium: The proposal to amend our contract with Martha Lyon to add \$1,000 for her to create an on-screen presentation of alternatives and appear at a public forum was approved. (Suggested date now February 13 at 5:00pm in Caucus Room at Town Hall).
5. Winthrop Street Preservation:
  - (a) We need to hear from Michelle Jarusiewicz, Grant Administrator, as to the status of the bid process for the grave stone restoration project – Project #2 under the Preservation Master Plan, for which we have received a \$40,000 CPC grant. Funding for Projects 3 and 4 is before the CPC currently.
  - (b) Progress toward creating a Smallpox Memorial awaits design concepts and cost estimates. We need a report on donations which have been collected.
6. Amending Cemetery Rules and Regulations – The Chairman confessed no progress on his drafting. This also holds up progress on creation of a user-friendly handbook, as requested by our Town Clerk.
7. Proposed “Natural” or “Green” Burials – The Chairman circulated an interesting memo, from advocates of the practice, which had been provided by Brian Carlson without further comment. Must discuss with Tony Lemme.
8. Cemetery Finances – Director of Finance, Dan Hoort distributed current reports by the Town’s independent auditor, motion was made to accept these numbers as the end of our inquiries regarding past practices and to move on with these numbers as a starting point. The vote was 3 – 1 with the Chairman voting against. If in future some past gross irregularity is discovered, it will be brought to the Commission’s attention. In particular, the track of the \$11,500 Unibank Account (PTCF – Expendable) remains elusive, in his mind.
9. Membership – (current status per Town Clerk’s office) – Mr. Howe has replaced Richard Kelley as our Alternate and Mr. Olson has been re-appointed to full membership. This leaves us with the need for one full member to replace Mr. Howe and another to replace Mr. Westcott, who, to our regret, wishes to resign.
10. There was no other business.
11. The date for the next meeting was set for Monday February 4, 2013, at 2:00pm in the Caucus Room at Town Hall.

The meeting adjourned at 3:10pm.

Respectfully submitted,

Richard B. Olson  
Chairman and Secretary pro tem.