

MINUTES  
PROVINCETOWN CEMETERY COMMISSION  
NOVEMBER 3, 2016

Present: Richard Olson (Chairman), Susan Avellar, Kurt Reynolds,  
Jack Kiefer and Ruth Anne Cowing.

Absent: Jim Cox.

Also Present: Michelle Jarusiewicz, Grant Administrator.

The Meeting convened at 2:05pm.

1. Minutes: The minutes for the October 6, 2016 meeting were approved as presented.
2. Cemetery Plot Sales: There were no sales of lots to be approved.
3. Winthrop Street Cemetery Restoration. Phases 3, 4 and 5: Our Grant Administrator reviewed with the Commission the low bid of Richard D'Ambrosia, Inc. for the final phases of the Winthrop Street Cemetery Project. A copy of her Memo of Analysis is attached to these minutes. Key is the expressed willingness of the DPW, as expressed by Eric Larsen, to handle the "construction fence" matter, thus reducing the Base Bid cost by \$4,000. Consequently, the Commission, on a motion by Susan Avellar, duly seconded, Voted To Approve option 2 as presented on the memo, being D'Ambrosia's Base Bid of \$57,283, plus Alt. 1 - \$1,200 for a bench, Alt. 2 - \$1,000 for an interpretive sign, and Alt. 3 - \$2,280 for three trail markers, less the \$4,000 "construction

fence”, resulting in a total cost of \$57,763. Funds remaining available from two CPC grants (after payment of \$28,500 to RDLA for landscape architecture) are \$51,191. Thus there would be a shortfall of \$6,572, which Ms. Avellar’s motion, as seconded and approved, covered by appropriation of \$7,000 from the Expendable Portion of the Cemetery Commission’s Perpetual Care Trust Fund. This should leave just over \$14,000 in the Expendable Portion.

4. Gifford and Hamilton Cemeteries: The Chairman re-doubled his efforts to urge the Grant Administrator to expedite the Invitations for Bids for the monument preservation project, for which we already have a \$60,000 CPA grant.
5. Alden Street Old Section: We have a CPA grant of \$40,000 for Priority 1 (“Hazardous”) and Priority 2 (“Treat ASAP”) as set out in the Monument Conservation Collaborative’s (MCC) Condition Assessment of November 11, 2015. This, like Gifford and Hamilton, is urgent to put out to bid.

In addition, it has previously decided that Priority 3 (“Treat 3 – 5 Years”) and Priority 4 (“Extremely weathered – evaluate 21 + markers”), which MCC estimates at about \$100,000, should be the subject of two further CPC applications of \$50,000 each in 2016 and 2017. Our Grant Administrator cautioned that Provincetown – Plymouth 400 projects will be competition.

6. Alden Street New Section: No current issues, but Susan Avellar reported that DPW has been killing Poison Ivy and she has been clearing kudzu.
7. Cemetery Finances: No new Finance Director; no report after 6/30/16.
8. Brochure: Still a work most actively in progress, and page proofs displayed.
9. Funeral Home Request: Postponed in the absence of Jim Cox.
10. Repossessing of Gravestone Fragments: The Commission continues to agree that any fragments should not be discarded, but rather be kept at the shed for any future historical value they might prove to be. MCC to be asked to evaluate.
11. Other Business: The Chairman initiated a conversation regarding new membership, new leadership, orderly transition and continued momentum.

There was also discussion of our contacts with the DAR (Daughters of the American Revolution) concerning the nine known Provincetown men, all interred at the Winthrop Street Cemetery, who served in the American Revolution. Discussion is underway, facilitated by Amy Whorf McGuigan, concerning

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appropriate commemoration, either by individual markers or by a single plaque or informative sign. (See attached letter).

12. Next Meeting: Set for Thursday December 8, at 3:00pm.

The Meeting adjourned at 3:00pm.

Respectfully submitted,

Richard B. Olson  
Chairman.