

MINUTES  
PROVINCETOWN CEMETERY COMMISSION  
SEPTEMBER 3, 2015

Present: Richard Olson, Chairman, Greg Howe, Jack Kiefer  
and Kurt Reynolds

Absent: Jim Cox and Susan Avellar

Also Present: Doug Johnstone, Town Clerk, Michelle Jarusiewicz, Grant Administrator, Rich Waldo, DPW Director, Ruth Dutra, Lynn Martin of the Disabilities and Historical Commissions, Ruth Ann Cowing, Brian Cowing and Ray Dunetz of ROLA.

The meeting convened at 5:00pm.

1. Minutes: The minutes of the August 6, 2015 meeting were approved.
2. Cemetery Plot Sales: Doug Johnstone presented two sales of single lots, which were approved.
3. Winthrop Street Cemetery Restoration, Phases 3, 4, and 5: The Commission and others present engaged in a detailed discussion with our Landscape Architect for the project, Ray Dunetz, the conclusions from which are set out in the attached notes made by Doug Johnstone. It may be added that the agreed upon pathway map is that set out as Alternate B in the RDLA Schematic Design Narrative dated January 20, 2015, and revised March 23, 2015. Also, any fencing will be such as to permit reasonable access for wildlife.

The agreement that Ray Dunetz will conduct weekly on-site visits was made at the insistence of Rich Waldo. Rich also assured us that Americorps will be returning in October for brush clearing.

As to the damaged granite post and pipe railings along the Winthrop Street side, it was agreed to include repair in the bid documents, with source of funds to be further discussed with DPW.

4. Gifford and Hamilton Cemeteries: Michelle Jarusiewicz, Town's Grant Administrator, reported that the bidding process to implement the MCC needs assessment for stone preservation is underway.
5. Alden Street Cemetery, Old Section: The contract with Monument Conservation Collaborative (MCC) for a needs assessment (at \$9,950 from Expendable Portion of the PCTF) is in place.
6. Alden Street New Sections: Rich Waldo reported that the maintenance shed installed by the landscaping contractor is being removed, rider mowers are not to be used, and the whole idea of contracting out this work is under review. Also, weeds are being cleared around the cremation lots area and the split rail fence is on the way, to further demarcate the area.
7. Cemetery Finances: The latest monthly summary, as of 8/31/15, is enclosed with these minutes.
8. Brochure Project: Nothing to report at meeting, but subsequently Amy Whorf McGuigan has completed her submissions, so we are ready to begin to edit down to the length for the printed version, while retaining the overall fruits of her research for the Town's website.
9. Other Business: The subject of walking in Town cemeteries after dark was discussed, prompted in part by the Banner article "Spook town" (August 27, 2015) relating to the Ghost Tours business. There is public hazard (and potential town liability) to walking about in old cemeteries in the dark, such as newly developed sink-holes and fragile grave-stones. Doug Johnstone, having researched other towns' Cemetery Rules and Regulations on the subject, presented some examples, of which the Commission voted to adopt and send to the Board of Selectmen for approval that from W. Tisbury, so as to

insert a new article 21 saying: "The Cemetery is open from sunrise to one half hour after sunset."

(Upon reflection, the Chairman would propose, at our October meeting, that we add: "Pedestrian access is prohibited between one half hour after sunset and the following sunrise", just to nail down the point.

Kurt Reynolds volunteered to go on a Ghost Tour to see what they really do and say.

10. Next Meeting: Set for Thursday, October 1, 2015, at 2:00pm. at the VMCC.

The meeting adjourned at 6:25pm.

Respectfully submitted,

Richard B. Olson  
Chairman and Secretary pro tem.

Doug Johnstone notes from discussion on September 3, 2015 with Ray Dunetz regarding Winthrop Street Cemetery:

### **Scope of the Project**

Create a handicapped accessible walkway through the cemetery from the Browne & Winthrop Street Entrance to the Court & Winthrop Street entrance, and repair denuded dune areas.

### **Create Accessible Walkway**

- Path to be flush with the ground with least amount of impact on existing conditions as possible;
- May require some grading if needed to maintain no more than 5% grade slope;
- Stabilizer on walkway in certain areas that approach the 5% maximum grade;
- Relocate granite post;
- Stone dust to be used on pathway, not paved (will require maintenance);
- Walkway to be 6' wide to allow someone to walk beside a wheelchair, may narrow in certain sections to accommodate existing environment;
- One bench, granite type with rounded handles at ends for ease of use – an additional bench will appear in the bid as an add/alternate if money permits;
- Opening to be created on Court Street to the stairway already existing;
- Trail markers to be used (short in-ground indicators to help people stay on established paths).

### **Dune Stabilization**

- Vegetate areas at top and bottom of paths that will no longer be in use (plants will eventually grow together to cover old paths);
- Temporary snow fence to be used to prevent people from walking on new plantings;
- Consider adding a maintenance plan for invasive plants.

### **Other Discussion**

- The use of Mobi-Mats was not deemed appropriate for use in historic cemeteries and likely not approved by MA Historical Commission, who will be reviewing and approving the proposal.
- Chain link fence to be used during construction of project to protect the contractor from liability issues related to construction. Typically the fence would appear around the entire area, but bid will specify that the fencing only be used in areas where work will be occurring and moved as needed throughout the project.
- Heavy plastic was discussed as an alternative to chain link fence but found to be not feasible.
- Interpretive signage to be included in bid.
- Staging area and parking for contractors will need to be developed.
- Add to bid documents: Contractor to take away material.
- Limited space and no use of heavy equipment due to existing conditions.
- Ray Dunetz will conduct weekly site visits once work begins (as opposed to utilizing an actual Project Manager).

- Estimated that roughly \$50,000 remains from existing grants to do the actual work (total of two CPC grants was \$80,000).
- Project, once begun, estimated to take two months to complete.

**Next Steps**

Send package to MA Historic Commission and await approval;

Bid to go out for the project in January/February 2016 with work to commence in the Spring of 2016.

Historical Commission voted 4-0-0 to approve plans as presented and discussed.