

Provincetown Cemetery Commission

Meeting Minutes

Date: October 13, 2021, at 3:00 pm

Location: Caucus Hall Room, Town Hall

Call to order: 3:04 pm by Sharon Bunn

In attendance:

Sharon Bunn (SB), Lynne Kimball Martin (LKM),
Jason Brown (JB) (Alternate)

Excused absence: Michael Harpie (MH)

Unexcused absence: Michael Chute (MC), Chris Brooke (CB) (Alternate)

Also attending: None

Supporting materials: (List the documents, photographs, maps, and drawings)

- Proposed Revision of Appendix B of the Rules & Regulations

Review of minutes of previous meeting: Sept 14th, 2021

Motion to approve by: JB – with the addition of the location. Second – SB

Vote: 3.0.0

Finances: Nothing noteworthy. Members agreed that given the nominal changes to cemetery finances, going forward the cemetery finances will be reviewed every six (6) months instead of monthly.

Cemetery Supervisor update (via SB who spoke with Brian Cowing (BC); Cemetery Supervisor who was unable to attend meeting):

- Sign installation needs to be coordinated with BC and MH; SB will reach out to advise.
- Erosion signs are being replaced along with soil and barriers. Winthrop St. will get some erosion control updates.
- Historic Cemetery Booklets have not been moved; arrangements need to be made. LKM will reach out to the Town Clerk and arrange for the boxes to be moved.
- Buildings & Grounds are looking for a list of tasks that will be done one day a week.

Cemetery plot sales:

- A210 Estate of Clara Mueller

Cemetery buy-back requests:

- None

Cemetery Business:

Unfinished:

- Final review of draft revised Rules and Regulations and Appendices prior to scheduling a public hearing on the proposed revisions
- Discussed the minor cosmetic changes to the Appendix B.
SB – Motion to approve document with agreed upon changes. JB – second
Vote: 3.0.0

Other Business That May Come Before the Cemetery Commission That Could Not Have Been Reasonably Anticipated Pursuant to MA Open Meeting Law:

- Emmett Catanese, Town Clerk, is asking about the decision-making authority of residency – We are comfortable with his decisions on lot purchases, or the transaction can be brought to the Commission for further review.
- JB looking for gift fund donations list for the last 18 months with names of the donors. LKM to facilitate.
- Setting up a timeline and Public Meeting Time and Date regarding proposed revisions to the Rules and Regulations. Tentative for Nov. 10 early evening after the regular meeting.

Date of next regular meeting: November 10th, 2021, at 3:00 pm in Caucus Hall, Town Hall

Adjournment: Motion to Adjourn: SB

Motion approved by: JB. Second: LKM

Vote: 3.0.0

Meeting adjourned at: 4:00 pm

Respectfully submitted by: Lynne Kimball Martin