

**PROVINCETOWN CEMETERY COMMISSION MEETING
MINUTES
September 14, 2021**

Present: Michael Harpie (MH), Sharon Bunn (SB), Christopher Brooke (CB) (by phone), Lynne Martin (LM) by phone and in person, Jason Brown (JB).

Unexcused absence: Michael Chute (MC)

Other Guests: Emmett Catanese (EC), Town Clerk; Brian Cowing (BC), DPW.

SB gaveled the meeting into session at 4:03pm.

CB motion to approve further revised 5/28/21 Meeting Minutes; SB seconded. Passed 5-0.
JB motion to approve 8/6/21 Meeting Minutes; MH seconded. Passed 5-0.

Finances were presented by SB; noting nominal changes.

Two cemetery plot sales were approved.

SB motion to approve buyback of two plots; CB seconded. Passed 5-0.

JB motion to approve revisions of Rules & Regulations; MH seconded. Passed 5-0.

Rules & Regulations Appendix B of dimensions of headstones and markers was discussed. JB agreed to type up the Appendix.

BC suggested that graves with headstone monuments should be buried first, prior to the monument's placement. SB to follow up with BC.

EC presented on cemetery procedures that the Town Clerk's office handles.

EC brought up the point of mechanical burials in Article 15 of Rules & Regulations. Article 15 was further revised to state that mechanical lowering devices are required for conventional and green burials. SB motion to approve these revisions; JB seconded. Passed 5-0.

New Signage verbiage was given to BC to begin getting those signs made.

BC agreed to take the boxes of cemetery booklets at Town Hall and put them in the maintenance building in the cemetery.

SB to look into the availability of meeting at Town Hall.

SB made a motion to adjourn at 5:15pm; LM seconded. Passed 5-0.

Jason Brown
Cemetery Commission