

Town of Provincetown Cemetery Commission

Meeting Minutes

Date: November 10, 2021

Location: Judge Welch Room

Call to order: 3:03 by Sharon Bunn

In attendance:

Sharon Bunn (SB), Michael Harpie (MH), Lynne Martin (LM),
Jason Brown (JB) (Alternate)

Excused absence: Michael Chute (MC),

Unexcused absence: Chris Brooke (CB) (Alternate)

Also attending: Emmett Catanese, Town Clerk

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

- Photos of new signs installed as of November 10, 2021, at Alden/Hamilton/Gifford Cemeteries

1. Public Statements: none

2. Review of minutes of previous meeting: October 13, 2021

Motion to approve by: LM

Second: MH

Vote: 4.0.0.

3. Cemetery Supervisor Update: Via text to SB from Brian Cowing (BC): Reported that they fixed Winthrop erosion runout, brush was cleared at Hamilton and Gifford, and most new signs were put up.

4. Cemetery plot sales:

- One Deed of Sale – Alden B60

5. Cemetery buy-back requests:

- None

6. Cemetery Business:

- Review final draft document for newspaper publication and posting on Town Website
 - Public Hearing Notice – EC will check on whether publishing the Public Hearing Notice in the newspaper but not also the revised Rules and Regulations and Appendices with changes tracked will meet the requirements of the MA Open Meeting Law. Public Hearing Notice will also be posted to the Town website.
 - Full Proposed Revisions to Rules & Regulations & Appendices (9/14/21) to be posted on the Town website and available to the public for the hearing.
- Confirmed logistics for public hearing - Caucus Hall, Dec 8th Meeting time 3:00-4:00, Public Hearing time 4:00-5:00
- Compile list of requested weekly cemetery maintenance tasks for Buildings & Grounds Dept. schedule – TABLE TO NEXT MEETING.

- Signs were installed without coordinating with MH as previously arranged. Most signs were put in at wrong places, some placed close to existing signs (too many signs in same location), and not at the right (standard) height - MH will talk with BC about correcting the issues we have.

7. Other Business that may Come Before the Cemetery Commission That Could not Have Been Reasonably Anticipated Pursuant to MA Open Meeting Law:

- Volunteers would like to clean up the cemeteries (Winthrop Street Cemetery in particular) and make piles of debris to be picked up. Call DPW for pickup.
- Historic Cemeteries and Memorials booklets being stored in the Collector's Office – Talk in the future about their disposition.

8. Review of action items:

- Revise the changes of the Public Hearing Notice, and email to Clerk with revised Rules and Regulations: SB.
- Talk to BOS secretary to get on schedule for vote on revised Rules and Regulations: SB.
- Follow up with volunteers about guidelines for cleaning up cemeteries: SB
- Follow up with BC re: issues with sign placements: MH.
- Commission member will prepare a list of several cemetery task requests for each cemetery for Buildings & Grounds to discuss at the next meeting.

9. Date of next regular meeting: December 8th at 3:00 PM

10. Adjournment:

Motion to adjourn by: SB

Second: MH

Vote: 4.0.0

Meeting adjourned at: 3:48 pm

Respectfully submitted by: Lynne Martin