

**Provincetown Cemetery Commission
Public Meeting**

Date: March 4, 2020

Location: Town Hall, Room: Caucus Hall Conference Room

Meeting Minutes

Call to Order: 3:35 PM

In Attendance: Michael Harpie, Chair; Christopher Brooke; Sharon Bunn; Dawn Walsh (arrived during the final hour)

Excused Absence: Michael Chute

Unexcused Absence: Lynne Martin

Also Attending: Brian Cowing, Cemetery Supervisor; Robin Craver, Town Manager; Tiffany Kinder, representative for Ryan Murphy Productions and Twentieth Century Fox Television; Ethan Genter, reporter for the Cape Cod Times

- 1. Minutes of February 25, 2020 meeting approved. Motion to approve as written: Christopher Brooke; second: Michael Harpie.; Vote: 3 - 0 - 0**
- 2. Cemetery plot sales: None**
- 3. Winthrop Street Cemetery: Brian Cowing reported that maintenance work in the Winthrop Street cemetery started today and will continue for the rest of the week. The island was rototilled and will be mulched when mulch is received; trimming of trees in the perimeter (except the upper part at top of hill) will continue.**

Confirmation of routine and other maintenance needed at Winthrop Street Cemetery, which the DPW will perform:

- Summer (May through September):
 - Wide path with stone dust grooming (raking) every morning in the Summer to maintain compliance with the Americans with Disabilities Act (the ADA)
 - Weed wacking; no mowing
 - Trees growing next to stones: drill hole, drop in rock salt or pesticide
 - Other than targeted treatment of trees growing next to stones, no pesticides will be used
 - Remove debris
 - Prevention of run-off from the hill because natural materials such as pine needles were removed in the past
 - Sinking stones: bring up to grade and reset
 - Post markers are of poor material and placed in illogical locations: Pull out posts, tamp ground, and bring posts back to the DPW storage area
 - Fencing: tie back if possible, straighten posts
 - Install poison ivy signs
 - Install markers for Revolutionary War graves
 - Stone returned by the MA Historical Commission in the Fall: Identify correct location for stone and put in place
- 4. Gifford and Hamilton Cemeteries; Alden Street Cemetery, Old Section; Alden Street Cemetery, New Section(s): Mr. Cowing updated the Commission on maintenance work such as trimming of trees in the perimeters of the cemeteries that began this week, and removal of the dilapidated swing. Mr. Cowing and the Commission also confirmed the following work:**
 - Sinking stones: bring up to grade and reset
 - Small trees will be pulled mowed or cut and “snip and drip” method” to kill roots used
 - Sinkholes will be filled with mulch from the DPW transfer station
 - Look into whether granite posts that were removed along Cemetery Road and put behind the Harbor Hotel for erosion control are on Town property so the posts can be recovered and reinstalled, at a substantial cost saving compared to buying new posts
 - 5. Cemetery Finances: Gift Fund interest of \$821.71; other budget lines the same as previous month’s report**

6. Other Business That may Come Before the Cemetery Commission That Could not Have Been Reasonably Anticipated:

- Stone cherub monument in the Alden Street cemetery that was set in last Spring does not conform with Cemetery Rules and Regulations on maximum allowable size (Article 8). Michael Harpie has so far been unable to find documentation of any approval given by the Commission. Brian Cowing reported that he spoke with Susan Avellar, a former Cemetery Commissioner, who confirmed that Richard Olson, former Chair of the Commission, approved the installation and the monument is similar to other artistic or sculptural monuments in the Town's cemeteries.
- The Commissioners agreed that documentation of such approvals should be formally kept going forward.

7. Filming in Town Cemeteries:

- Tiffany Kinder, location manager representing Ryan Murphy Productions and 20th Century Fox Television ("20th Century Fox"), talked about the request to film in one or more of the Town's cemeteries beginning at the end of March through early April, 2020. Although her non-disclosure agreement prevents her from discussing many details, she shared some frame of reference for what 20th Century Fox wants to do while filming ("It's a location, and people are literally walking through the cemetery and being followed and then we pop out onto the street and start walking up the street") and gave assurances that filming will be done respectfully and with sensitivity, including not zooming in on any stone or resting place. Ms. Kinder will be living here through the end of May
- Robin Craver, Town Manager, reported that the Film Policy is newly revised, and a Location Agreement is being developed.
- The Commission asked that the production be respectful to the deceased and follow all cemetery rules.
- Action Items:
 - Ms. Craver asked the Commission to provide her with examples of respectful and disrespectful behaviors in the Town's cemeteries for possible incorporation into the Location Agreement with 20th Century Fox. She stated that anything the Cemetery Commission approves relative to filming in the cemeteries must have final approval by the Town Manager and Town Clerk
 - Ms. Kinder and Michael Harpie will take a walk-through of Town cemeteries which will be set up by Darlene Van Alstyne, Town Clerk
 - Designation of a Town representative to be present during filming in the cemetery or cemeteries
 - Michael Harpie will forward examples of respectful and disrespectful behaviors in the cemeteries to the Town Manager

8. Year Rounders Festival:

- Michael Harpie invited other Commission members to join him at the Cemetery Commission's table

9. Last Meeting Follow Up:

- The Community Preservation Commission's decision on the Cemetery Commission's proposal for funding for restoration work is expected to be received in about two weeks.
- The Select Board unanimously approved proposed changes to the Cemetery Rules and Regulations at the February 10, 2020 meeting.

10. Next Meeting:

- Green burials: Discuss implementation details including start date, notice to the public, coordination with Mr. Cowing and coordination with Jim Keefe, Gately Funeral Home
- Date to be determined; either April 1 or April 8 depending upon Jim Keefe's availability

11. Future Meetings:

- Revise rules for the Alden and Gifford cemeteries
- DPW will make and install new rules signs
- Discuss ideas for seeking additional funding for future cemetery restoration projects (follow up to the CPC's question when the proposal was presented by Michael Harpie) including bringing the question to the Lower Cape Cemeteries group

12. Adjournment: Motion to Adjourn: Chris Brooke; Second: SharonBunn; Vote: 3 - 0 - 0

- Meeting adjourned at 5:05 PM

Minutes Respectfully Submitted: Sharon Bunn