

Provincetown Cemetery Commission

Meeting Minutes

Date: February 9, 2022

Location: Town Hall Caucus Room

Call to order: SB (Chair) called the meeting to order at 3:04 pm

In attendance: Sharon Bunn (SB), Mike Chute (MC), Chris Brooke (CB), Tim Famulare (TF)

Excused Absence: Mike Harpie (MH) Lynn Martin (LM)

Unexcused Absence: None

Also Attending: Brian Cowing Cemetery Supervisor (BC); Sherry Prada (SP), Operations Director, DPW (for first three agenda items; on speakerphone)

Supporting materials:

- "Cemetery Commission – Annual Report 2021"
- Checklist of Acceptable Documents for Eligibility to Purchase a Cemetery Plot (Draft 1)
- Map of Alden Street Cemetery / Hamilton and Gifford Cemeteries (in booklet: "Provincetown's Historic Cemeteries and Memorials" (2017)).

1. Review of minutes of previous meeting: no discussion. Motion to approve by: MB Second: CB.
Vote: 4-0-0

2. Nominations for and votes on commission applicants (one regular and one alternate position):

- TF was welcomed to the Commission. His application for an Alternate position was approved on January 24 by the Select Board.
- SB informed members that CB recently submitted application for the Regular position opening. Motion to approve CB as a regular member by: SB. Second: MC. Vote: 4-0-0

3. Cemetery Supervisor Update:

- BC discussed suggestions to deter people from walking on the unauthorized and eroded path across the Hamilton/Gifford Cemeteries to access Duarte's parking lot/Cemetery Road:
 - Block access at both ends of the unauthorized path with existing granite posts and a new horizontal wood rail fence.
 - Channel foot traffic by building new picket fence (6 feet long by 42 high) on both sides of the flat area near juncture of Hamilton Cemetery and Gifford Cemetery where he stated there's an existing gravel road.
 - Proposed timeline for new fencing installations would be Spring (around April) once fencing has been made and painted.
- SB stated that these suggestions will need to be discussed in more detail with all Commission members, and agreement to proceed reached before modifications are made.
- TF raised question of whether the Historic District Commission would need to be consulted before such modifications are made. BC said he would check with Anne Howard, Building Commissioner. TF will also speak with Ms. Howard.
- The Commission will revisit the number and location of the installed new signs at Alden/Hamilton/Gifford Cemeteries and decide which signs it requests to have removed or relocated.

4. Cemetery Business:

- “Cemetery Commission - Annual Report 2021”: SB asked for feedback on the report submitted to the Town Clerk, including the goals for 2022.
 - MC suggested expounding upon the recognition of previous commissioners Dawn Walsh and Jason Brown for their dedicated work on the Commission, and MH for his years as the Chair of the commission.
 - SB noted that finalizing a brochure or other written information about green burials is the top priority.
- **Checklist of Acceptable Documentation for Eligibility to Purchase a Cemetery Plot:** Reviewed SB’s first draft and suggested revisions.
 - MC suggested a drafting a checklist with columns A and B showing examples of acceptable documents such as one used by the Registry of Motor Vehicles
 - TF referenced the Commonwealth of MA checklist for REAL ID as another example that could be helpful.
 - CB suggested adding the question: “Is Provincetown your primary residence, or have you lived in Provincetown for at least 10 years?” to the bottom of the Provincetown Cemetery Application Form.
 - Agreement that the finalized Checklist should be included in the packet that the Town Clerk sends to applicants who inquire about buying a plot.
 - Reaffirmed that given that the burden of proof is on the applicant, all documentation must be submitted directly to the Clerk’s office by the applicant.
 - Members agreed that it would not be appropriate for an individual commission member to undertake any screening of an applicant’s eligibility to purchase a plot.
- **Year Rounders Festival March 12th from 10-5pm:** SB reported that MH received an email asking whether the Cemetery Commission wants to apply for a table at the festival. MH volunteered to attend the event. SB asked for additional volunteers, but there were none. Motion to approve submission of table request by: SB. Second: MC. Vote: 4-0-0
- SB told commission members that she got an email from Adam Howard of Project VALOR about a proposed event on Patriots Day (April 18) that he is planning in conjunction with Paul Mendez of the VFW. Event would be a Remembrance for Revolutionary War patriots buried at Winthrop Street Cemetery. SB invited Mr. Howard to attend the March 9 Cemetery Commission and he has confirmed he will attend and present the proposal. After discussion, the Commission will take a vote.

5. **Cemetery plot sales:** Motion to approve the application of William Nickerson Rogers II and Ruth Elizabeth Rogers to purchase for Alden A Lot A7 by: SB. Second: CB Vote: 4-0-0. Deed signed.

6. **Cemetery buybacks:** None

7. **Other business that could not have been reasonably anticipated pursuant to MA Open Meeting Law:** None

8. Review of action items: to be accomplished before the next meeting:

- **SB:**
 - Give signed Deed of Sale to Town Clerk
 - Submit table application for Year Rounders Festival
 - Revise schedule of person responsible for taking meeting minutes
 - Forward examples of brochure(s) and fact sheets on green burials to TF

- **TF:**
 - Speak with Anne Howard about any Historic District regulations that pertain to modifications to the Town's historic cemeteries (relates to item 3.)
 - Forward Word version of MA REAL ID document checklist to SB
 - Draft Green Burial FAQ and forward to SB

- **MC:**
 - Research MA online document checklists and forward to SB

9. Date of Next Regular Meeting: March 9, 2022, 3:00 – 4:30 pm

10. Adjournment: Motion to adjourn by SB. Second: CB. Vote: 4-0-0
Meeting adjourned at 4:49 pm.

Respectfully submitted by: Chris Brooke