

Provincetown Cemetery Commission

Wednesday, April 13, 2022, at 3:00 pm

Meeting Minutes

Call to Order: Sharon Bunn, Chair at 3:05 pm

In attendance: Sharon Bunn (SB), Timothy Famulare (TF), (Alternate), Lynne Martin (LM), Michael Chute (MC)

Excused absence: Chris Brooke, Michael Harpie

From the public: Joel Shaw and Paul Glover at the times they were scheduled to meet with the Commission.

Supporting materials: *Provincetown Cemetery Commission Residency Requirements* (draft 2) referred to below as "Checklist of Residency Documents"

Motions by SB:

A. Revise Old Cemetery Business Items in Agenda #4:

- I. AmeriCorps volunteers status: TF with SB
- II. Discuss and revise 2nd draft of Checklist of Residency Documents: MC
- III. Eliminate duplicate topic f. because it is also listed under 2.b.

Second: MC **Vote:** 4-0

B. Defer two items to the May 11 meeting:

- I. Year Rounders Festival March 12 (feedback on volunteering interest, tours, donations)
- II. Discuss and revise 2nd draft Green Burial handout

Second: TF **Vote:** 4-0-0

1. Approval of minutes of the previous meeting: March 9, 2022

Motion: by LM to approve minutes as written. **Second:** TF **Vote:** 4-0-0

2. New Cemetery business:

- Clerk's Office procedural changes for handling applications to purchase plots: SB read the portion of an April 14, 2022 email from EC regarding the Clerk's Office procedural changes for handling cemetery plot applications, specifically: the Office of the Town Clerk cannot hold plots, or checks, and will begin forwarding applications to purchase plots to the Commission (c/o the Chair) for approval ahead of forwarding the Deeds. Once plot purchases are approved by the Commission, the Clerk's Office will request payment from applicants and a plot will be listed as sold only after payment is remitted. The last step will be to forward the Deed to the Commission for signatures.
 - LM expressed concern that the above multi-step process would be cumbersome for applicants. LM suggested that in most cases, the Clerk's Office conduct a simple verification of eligibility of the applicant upon receipt of an application by checking applicant's voter registration status, and reviewing any documentation brought by the applicant (no personal documents of the applicant to be retained by the Clerk's Office due to privacy and confidentiality regulations). Then, upon receipt of the completed application and payment, the Deed would be forwarded to the Commission for signatures. If an applicant's residency status is indeterminate the Clerk would refer the applicant to the Commission for further review.

- It was decided that a meeting with the Town Clerk with most likely make the process and discussions easier as we can make recommendations and get immediate feedback. SB will request that Emmett Catanese (EC) attend a meeting to assist the Commission.
- Clerk's Office data on number of plots available as of March 15, 2022: SB - review of data on remaining unsold plots: Alden A: 16; Alden B (including Green Burials): 198; Alden C (Cremation only): 60. Total available burial plots: 214
- Council on Aging (CoA) proposed "Walk and Talk" guided tour of small group in mid-June at Alden/Hamilton/Gifford Cemeteries – SB asked for suggestions on which area(s) and/or monuments would be of special interest to seniors. LM recommended using the Historic Cemetery booklet as a reference and giving copies of the booklet we have in stock to the CoA to provide to participants. No other Commissioners expressed interest in joining the walk. Brian Cowing, Cemetery Supervisor, may join the walk.

3. Cemetery Supervisor update – BC did not attend the meeting.

Motion: by SB to defer the below items to next month's meeting **Second:** LM; **Vote:** 4-0-0.

- Alden/Hamilton/Gifford Cemeteries:
 - Monument straightening
 - Mowing begun
 - Eroded unauthorized footpath status
- Winthrop Street Cemetery:
 - Clean up by volunteers and positive feedback from community
 - Debris pickup and hauling
 - Island landscaping
 - Flagpole fix

4. Old Cemetery business

- AmeriCorps volunteers status: TF with SB
 - Proposal for Winthrop St Cemetery help submitted to AmeriCorps on 4/12/22.
 - SB suggested Alden/Hamilton/Gifford Cemeteries may also benefit from AmeriCorps assistance.

TF updated that he has put in a request for AmeriCorps and should know about an actual date within a month. Working with BC, he and SB will get together a priority list of tasks that the volunteers can complete on the workdays. Workdays will most likely be broken up over two days as they have a project they will be finishing in the area before coming to the cemeteries.

- Discuss and revise 2nd draft of Checklist of Residency Documents: MC
 - SB suggested adding the current definition of "Resident" in the Cemetery Rules and Regulations to the top of the form.
 - TF expressed an opinion that the current definition of "Resident" is somewhat confusing. **Motion:** by TF that the Commission review and revise the definition of a "Resident" and/or residency in the Cemetery Rules and Regulations at a future meeting to improve clarity of meaning. **Second:** LM; **Vote:** 4-0-0.

5. Applications to purchase plots: Appearances in person

- Joel Shaw (JS): 3:45 pm
Mr. Shaw read from a prepared statement and discussed his long-time connection to Provincetown. He explained that he is a part-time, non-domiciled resident and claims his residency in Boston, which restricts his ability to vote and hold certain positions in Provincetown. The Commission explained the residency requirements to purchase a cemetery plot, acknowledged his volunteer efforts on behalf of various Provincetown organizations which nonetheless do not correlate with being a primary resident as defined in the Rules and Regulations, and inquired about the duration and frequency of time he has spent living in his Provincetown property since purchasing it in 2003, and in rental housing for many years before that. JS admitted that the accumulation of time he is resided in Town seasonally,

weekends, and vacations does not add up to at least ten (10) years, as provided for in the definition of "Resident". JS concluded with an admittance that he did not qualify as either a primary resident or because he has previously resided in Provincetown at any time for at least ten years.

Motion: by SB not to approve the sale of a plot to JS: **Second:** TF **Vote:** 4-0-0

- Paul Glover: 4:00 p.m.
Mr. Glover has been a registered voter in Provincetown since 2009, which SB noted she had previously confirmed with EC. He described his long-term municipal job in Town and full-time residency in the Provincetown home that he and his partner bought in 2004. The Commission agreed that Mr. Glover meets the requirement as a Resident.

Motion: by LM approve the sale of lot B-64 to Mr. Glover. **Second:** MC **Vote:** 4-0-0

Four Commissioners signed the Deed.

6. Cemetery buy-back requests: None

7. Other business that may come before the Cemetery Commission that could not have been reasonably anticipated pursuant to the MA Open Meeting Law: None

8. Review of action items

- MC - Minutes to SB prior to next month's meeting
- TF- further revise draft Green Burial handout prior to next meeting
- SB/TF – meet with BC to discuss AmeriCorps/volunteer work list and other particulars
- SB – follow up with EC to request attendance at May meeting.

9. Date of next regular meeting: May 11, 2022, 3:00 pm

10. Adjournment

Motion: by SB to adjourn **Second:** LM **Vote:** 4-0-0

Meeting adjourned at: 4:27 pm

Respectfully submitted by: Michael Chute

DRAFT

Provincetown Cemetery Commission Residency Requirements

You'll need to produce two (2) of these documents for proof identity and residency from two 2 different groups below. The documents must show current residency or have a 10-year history of residency, these years need not be consecutive but need to be documented with the following options.

- **Massachusetts RMV-issued documents (can use one from the options below)**
 - Current license, Massachusetts ID card, or learner's permit (liquor ID not accepted)
 - RMV-issued correspondence dated within 60 days and received via U.S. mail (including license/registration reminders)
 - Current passport, merchant mariner, DOD or Military current ID.
- **State/federal/municipal/city/town/county agency-issued documents**
 - 1st class, government-issued mail dated within 60 days
 - Current MA-issued professional license with photograph
 - Medicaid statement dated within 60 days or 10 years of
 - Current firearms card
 - Jury duty summons dated within 60 days
 - Court correspondence dated within 60 days
- **Bills**
 - Utility bill (electric, telephone, water, sewer, cable, satellite, heating) dated within 60 days
 - W-2 forms with local mailing address.
 - Property tax for current year or a 10-year history.
 - Excise tax for current year or 10-years of payments.
- **Lease or Mortgage**
 - Lease/mortgage or similar rental contract in Provincetown that is current or proof of 10 years of residency.