

**Provincetown Cemetery Commission
Meeting Minutes**

Date: June 8,2022

Location: Caucus Room, Town Hall

Call to order: 3:04 p

In attendance:

Sharon Bunn (SB), Michael Chute (MC), Lynne Martin (LM), Tim Famulare (TF) (Alternate),

Excused absence: Chris Brooke (CB) (Alternate), Michael Harpie (MH)

Unexcused absence:

Also attending: Sherry Prada (SP), Acting Director, DPW (Attending Remotely)

Supporting materials: Residency Requirement and Procedures to Purchase a Cemetery Plot (Draft 6/8/22)

1. Public statements: None

2. Review of minutes of previous meeting: April 13, 2022

Motion to Approve by: LM . Second: SB. Vote: 4.0.0

3. Chair's report:

- Updated schedule for minute takers. After discussion, it needs to be further revised.
- MA AG's Checklist for Meeting Minutes – documents that are brought to the meeting or important to the meeting for the public. Attach to approved minutes when forwarded to Town Clerk for posting.
- Votes must be by roll call vote when there is Remote Participation by a member of the commission.
- Need to revise the Word Minutes template with the new format to match the Agenda format – LM volunteered.

4. Cemetery Supervisor Update: Brian Cowing (BC on vacation. SP did not have any information to relay from BC. She shared that the DPW received compliments from the public about the condition of the Alden/Hamilton/Gifford Cemetery following the Memorial Day service held there.

Discussion with SP:

- Winthrop Street Cemetery: cleanup of branch piles within the Cemetery and around the periphery that remain from the volunteers who did the Spring cleanup:
 - SP spoke about the staffing challenges of the DPW and its impact on the Building and Grounds Dept. this Summer, the challenges of which the Commission acknowledged.
 - SP will follow up with BC about having the Building and Grounds Dept. schedule the pickup of all of the remaining branches at the Winthrop St Cemetery and delivery to the Transfer Station this Summer, if practicable.
 - LM initiated a discussion about ideas for creative workarounds for the branch cleanup such as: she volunteered to drive a DPW truck, which was approved by SP. MC also offered to drive his own truck. With assistance with gathering and loading from AmeriCorps volunteers (if available – they will be through approximately July), and other Commission members, the task could be completed.
 - SP stated that she will help bridge and facilitate between the Commission and the DPW.

- LM explained that the Cemetery Commission is the keeper of the areas and the overseers of the properties, and read the following from the Cemetery Commission home page on the Town of Provincetown website:

MISSION & AUTHORITY: To have sole care, superintendence and management of all public burial grounds in the Town. May lay out any existing public burial grounds or any land purchased and set apart for cemeteries with proper paths and avenues; may plant, embellish, ornament and fence the same and erect therein such suitable edifices and conveniences and make such improvements as it considers convenient; and, subject to the approval of the Town, may make such regulations, consistent with law, as it deems expedient.

5. Annual Nominations and Election of Officers

Chair: Motion to Nominate SB by: TF. Second: MC Vote: 4.0.0

Vice-Chair: Motion to Nominate LM by: SB. Second: TF Vote: 4.0.0

6. Unfinished Cemetery Business:

- Review of Residency Requirement and Procedures to Purchase a Cemetery Plot (Draft 6/8/22) (SB):

Motion by: SB: **If an applicant to buy a plot is either registered to vote in Provincetown or on the most recent Provincetown census, either shall be satisfactory evidence of the applicant's primary residency in Town, and eligibility to buy a plot.** Second: MC Vote: 4.0.0

- Review/Revise 2nd draft of Green Burial FAQs (TF) – Motion to postpone item to July 13, 2022, meeting by: SB. Second: TF Vote 4.0.0
- Year Rounder's Festival debrief (SB & MH) – Motion to postpone to July 13, 2022, meeting by: SB. Second: MC Vote 4.0.0

7. New Business: Motion to postpone to the July 13, 2022, meeting by: SB. Second: TF: Vote 4.0.0

8. Other Business that may Come Before the Cemetery Commission That Could not Have Been Reasonably Anticipated Pursuant to MA Open Meeting Law: None

9. Cemetery plot sale applications:

- **Kerry Jacobs, B-99** (attended). She has lived in town off and on for many years and is a registered voter in Provincetown. Motion to Approve by: MC Second: TF. Vote: 4.0.0
- **Marc Kelliher, B-62** (attended). He lives in Provincetown full time and is a registered voter in Town. Motion to Approve by: MC Second: TF Vote: 4.0.0
- **Valerie Ciluzzi, B-23 & B-24** (attended). She lives in Town year-round and has been here since 1970s. Registered voter in Town since 1968. Motion to Approve by: MC. Second: TF Vote: 4.0.0

10. Cemetery buy-back requests:

- **None**

11. Review of action items

- SB will revise Minute Taker list
- SB to advise Town Clerk's office of our votes on plot sales.
- SB to advise Town Clerk's office that if applicant to buy plot(s) is either a registered Provincetown voter or listed on the most recent annual Town census. Either proof is satisfactory verification of

applicant's primary residency and eligibility to buy plot(s). In such cases, the Clerk's office should take payment, prepare Deed, and forward Deed to Chair for pro-forma vote and signing at next meeting, or circulate to three commissioners (TF, LM, MH) who work at Town Hall for signing (whichever is most expedient).

- TF will forward Brewster Cemetery Regulations to commissioners.
- LM will redo template for minutes.

12. Date of next regular meeting: July 13, 2022, 3:00 p at the DPW Garage. Rain location change to Town Hall Caucus Room

13. Adjournment: Motion to Adjourn by: SB. Second: MC Vote: 4.0.0

Meeting adjourned at: 4:23 p

Respectfully submitted by: Lynne Kimball Martin