

**Provincetown Cemetery Commission
Meeting Minutes**

Date: August 17, 2022

Location: Caucus Room, Provincetown Town Hall
260 Commercial St, Provincetown, MA 02657

Call to Order: 3:06 pm

In attendance:

Sharon Bunn (SB), Michael Chute (MC) (via phone), Lynne Martin (LM), Rob Sweetman (Alternate) (via phone)

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

Unexcused absence: None

Also attending: Sherry Prada, Deputy Director, DPW.

Supporting materials: (List the documents, photographs, maps, and drawings): None

1. Public comments, if any. None.

2. Review and approval of minutes: July 13th Minutes. Motion: Approve as typos are amended by: SB Second: MC Vote: 4.0.0.

3. Chair's report:

- McHoul-Gately Funeral Home: has sold and shut down. Nickerson Funeral Home in Wellfleet is the nearest business.
- 27 Winthrop Street and the proposed Residential project: SB attended the HDC meeting to make comments on our role being an abutter to the property. She shared our concerns and then was approached by the Architect and Owners. Owners and Architect would like to meet with Cemetery Commission on site, but no commitment was made. Article in the *Independent* about the HDC meeting cited some of neighbors' and SB's comments. LM suggested attend the Planning Board meeting which might have a little more help for us. The Commission should stay informed about what is going on with the property as the project proceeds through the Town's boards and commissions.
- Conflict of Interest resource: Received an email for Board of Select Secretary with a Comm of MA phone number to call for questions about potential conflicts of interest, and will forward information to Commission members.

4. Cemetery Supervisor updates and discussion (topics on Sharon's request): None (Brian Cowing did not attend).

5. Unfinished business:

- Review/Revise 2nd draft of Green Burial FAQs (TF/SB): Motion: by SB to postpone until Sept. 14th Meeting. Second: RS Vote: 4.0.0.

6. New business:

- Anonymous letter received re: 300th anniversary of founding of Winthrop St Cemetery in 2023, and current condition of the cemetery: Commission and SP agreed that action on anonymous letters do not warrant further action, and the DPW has done the maintenance it can given persistent staffing shortages.
- Community Preservation Act (CPA) funds status (SB): In the past we have submitted request for money to do preservation in the cemeteries. Most recent approved grant proposals (data from Comm of MA, website at <https://www.mass.gov/lists/community-preservation-act>):
 - Historic Stone Conservation - April 5, 2016: \$40,000
 - Stone Conservation Phase II - April 3, 2017: \$51,000
 - Conservation & Restoration Of Old Stones - Sept 21, 2020: \$36,863
- CPA grant writing for the Cemetery Commission: LM suggested writing letter to the Town Manager and Assistant Town Manager asking who can help us with this as well as other tasks related to approved grants. It needs to be someone who has experience writing CPA grant applications; the Commission members do not have any experience. We also need to figure out what funds we have left in the above grants.

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

8. Cemetery plot sale applications: None.

9. Cemetery buy-back requests, if any: None.

10. Review of action items (who, task):

- Find out about the funds that are left in the CPA grants: SB will inquire at Town Hall.
- Letter as to who is the Town Grant writer: SB.
- Forward email re: Attorney of the Day for conflict-of-interest questions: SB

11. Date and location of next regular meeting: Sept 14, 2022. Location: Alden St Cemetery

12. Adjournment: Motion to adjourn: SB Second: MC Vote: 4.0.0.
Meeting adjourned at 3:50 pm.

Submitted by Lynne Martin