

To Doug Johnstone

MINUTES

PROVINCETOWN CEMETERY COMMISSION

SEPTEMBER 10, 2012

Present: Greg Howe, Charles Westcott, Mark Collins, James Cox

Absent: Richard Olson and Richard Kelley, Alternate.

Also Attending: David Gardner, Asst. Town Mgr. and Lynn Martin, MIS

The meeting convened at 2:06pm.

1. The minutes of the August 6, 2012 meeting were approved
2. Members signed the deed/easements for two lots sales.
3. Alden Street expansion project
 - a. Comcast IT work has been completed. The cost is \$1,807.87. Still waiting for the cost of laying the electrical line. Motion made and approved to pay Comcast \$1,807.87.
 - b. Fallen Stones – A question was raised about whether we could use the \$11,150 out of the Unibank account to help with this project? Do we need a RFP? (Need one for anything over \$5,000.00.) Mark will talk with the Treasurer about the use of the Unibank account. The first part of the project will be to work on 9 stones – price is under \$5,000.00.
4. Columbarium – How much? Where? Details will be discussed at a later time. Proposal was accepted from Martha Lyons for consultant/design work on a Columbarium. The cost will be \$4,995.00. This was ^{ap}proved with the following being amended: Item 1 – Termination at will by either party and a CD Rom will be provided with pictures for the town. The signature required will have to be changed to the Town Manager on page 6.
5. Winthrop Street Cemetery Restoration Project
 - a. Mark will check to see if we can use The Unibank account of \$3,750.00 on the Winthrop project.
 - b. Will be meeting with ~~Mark Collins~~ Dan Hoort's Director of Municipal Finance.
 - c. Looking for input. Next step may be to possible donors for the Smallpox Cemetery Project. ^{enlist}
6. Amended Cemetery Rules and Regulations
 - a. Richard is proposing g \$2,000.00 to begin the buy-back fund. Agreed to do a petition article at the Fall Town Meeting for up to \$2,000.00 from the sale of lots

Memorial

fund. The motion was made by Mark Collins and seconded by Charles Westcott. Questions also raised about the need to make some proposed additions to the By-laws. The thought is that they need to be approved by the Spring Town Meeting.

- b. Section 16: Deposits – Don't need to make any changes.
- c. References to Columbarium – This needs to be defined in our regulations.
- d. Dimensions of lots; number of interments per lot; size of headstones – Tony was consulted and the size of headstones cannot be any wider than 30 inches and the height cannot be over 28 inches, as well as the headstones have to be placed on the center of the lot.

7. Balance left in the article \$21,657.15. Remaining to be completed are the Markers and having Billy Rogers to come and lay it out for them.

The meeting adjourned at 3:15pm.

See Allen Street expansion is

*and also pay N Star ~~to~~
when we ever get their bill.*

~~*At the Mtg date 07/19*~~

The next meeting was set for October 9.

*James W. Cox
Secretary pro tem.*