

MINUTES

PROVINCETOWN CEMETERY COMMISSION

DECEMBER 3, 2012

Present: Richard Olson, Chairman, Greg Howe, Charles Westcott,
Rev. Jim Cox and Mark Collins.

Absent: Richard Kelley (unexcused).

Also Attending: Doug Johnstone, Town Clerk.

The meeting convened at 2:00pm.

(These minutes treat agenda items in the order they appeared on the agenda and not necessarily in the order they were discussed).

1. The minutes of the meeting of November 5, 2012 were approved.
2. There were no Cemetery Plot Sales to be approved.
3. Alden Street Preservation and Expansion Project:

We still have not been able to learn the cost of the power line re-location from Nstar. The Chairman will inquire of David Guertin. We need to know what remains of the Town's \$26,000 appropriation.

Mr. Slavitt of MCC has completed repair of the first 9 of the fallen or at risk stones under the (less than \$5,000) contract entered into, to be paid from the Perpetual Care Trust Fund Expendable Portion. Many more stones need to be conserved, perhaps through phased annual contracts of the sort just completed.

4. Columbarium:

We have been provided with Martha Lyon's three suggested designs. The Chairman circulated, for comments, drafts of a public notice for a public forum to discuss the options, and of an accompanying press release. We want Martha Lyon at the forum and would be willing to pay her some additional amount. As to funding, we have not yet been able to establish the amount needed, but Ms. Lyon will offer rough estimates on a per niche basis.

5. Winthrop Street Restoration Project:

We await the bidding process for Phase 2, as to which our RFP process was thrown out by the Attorney General's office.

As to the Smallpox Memorial, we are still not settled on design or estimated costs, but Mr. Olson was able to report that Dennis Rhodes' letter to poet friends, keyed to the late David Matais's eloquent poem "Eyes to the Sun" continues to draw donations.

6. Amended Cemetery Rules and Regulations: Discussion postponed.

7. Above-ground interment:

The Chairman only needs to obtain copies of the proposed alternative designs for our records, which he will obtain from the Town Clerk's Office.

8. Proposed Natural or "Green" Interments:

The Chairman has sent a memo to Brian Carlson and awaits his response.

9. Cemetery Finances:

Mr. Collins reported on his conversations with Municipal Finance Director Dan Hoort, but members still had questions. Mr. Hoort has agreed to attend our next meeting. Most puzzling was the assertion that the \$11,150 Unibank account for Perpetual Care Trust Fund-Expendable has already been closed out and the funds folded into the corresponding account with Bartholomew, which at first glance does not appear from the trail of accounts. As to the \$3,500 Unibank account labeled "Winthrop Street", Mr. Collins reiterated the assertion that we are free to use it for any purpose. The Commission still felt it should be used for Winthrop Street purposes, of which there will be many. All this and more to be pursued at the Commission's next meeting.

10. Endangering tree limbs at Alden Street:

The tree has been removed and other storm damage posing public safety Hazards has been cleaned up.

11. Membership considerations:

It was noted that Alternate Richard Kelley will be shown in these minutes as having three consecutive unexcused absences. In fact he has never attended meeting after his appointment by the town manager in April of this year. This should create a vacancy.

Mr. Howe, whose term of membership expires at year-end wishes not to be re-

appointed but rather to become our Alternate, filling that vacancy.

Mr. Westcott wishes to be excused from membership, but is willing to continue until a replacement can be found.

Thus we are in need of filling two full-time vacancies, and are seeking candidates.

Mr. Olson, whose term expires at year-end, has applied for re-appointment

12. Other Business:

Doug Johnstone discussed the need for Town Clerk's Office to have a brochure or handbook for potential Cemetery lot purchasers now that sales, handling of receipts and recording of transactions and assignment of lots has been centralized in the Clerk's office. Copy of his suggested list of topics is attached to these minutes. The core needs to be relevant excerpts from our Cemetery Rules and Regulations (when we have finalized our amended version), accompanied with some form of "Answers to Frequently Asked Questions".

The Chairman noted a recent letter from the Town Clerk answering questions that a citizen posed about location of long-owned family lots, observing that it illustrated the success of the Clerk's Office, in conjunction with our Municipal Information Services Department, in regularizing and modernizing the record-keeping, updating and correcting the historical record and going forward with assured accuracy.

12. The date of the next meeting was set for January 7, 2013.

Respectfully submitted;

Richard B. Olson
Chairman and Secretary pro tem.