

CITY CLERK  
GLOUCESTER, MA  
2017 MAY 17 AM 10:05



**Cemeteries Advisory Committee**  
**22 May 2017 at 5:00 PM – 6:30 PM**  
3rd Floor Conference Room  
Gloucester City Hall

## Meeting Agenda

1. Review minutes from the April 24 CAC meeting.
2. Status on scheduled visit by Carol Kelly and Bev McKean to DPW files
3. SHRAB Veteran's work status. CAC members Carol and Sandy met Minxie and Jim at FPBG/Clark on May 6. We prioritized the stones based on \$7,000 in grants.
  - a. Grass cut before they start work
  - b. They need water access
  - c. Fine sand required, not road sanding type
  - d. Pea stone required
  - e. A place to put the excess soil they remove
  - f. A key to the gate for access
4. CPA 2017 grant status - On May 4, the CPC conducted a site visit to FPBG and Clark. Kathy Clark also joined us and gave a more detailed overview of Clarks Cemetery.
5. Meeting schedule for Friday May 26 at 9:30 with Conservation Agent Ken Whittaker. We will discuss the Clark Cemetery knotweed problem. Rich Clark has been invited to this meeting.
6. Workshop status - The Agenda was received and sent to the Cemetery Comm and Historical Comm. It will be held on June 16 and 17 at FPBG and Clarks. It will be run by Moss Rudley who's the superintendent, Historic Preservation Training Center; National Park Service in Maryland.
7. Lot fee increases. Agree on memo to the DPW (Mark Cole, Melissa Cox, Mike Hale)
  - a. Review going from \$500 to \$700 for a single grave
  - b. \$250 to \$300 for cremation
8. Clarks follow-up questions –
  - a. Many empty lots are there? We've heard 40 but this needs to be verified from DPW

- b. If there are empty lots, would they be available for sale? If available, could this be a potential revenue source? It could provide for maintenance.
9. Is Amvets an active cemetery? Why is there so much empty space? Have the graves moved to another cemetery?
10. Awesome Gloucester pitch needs to be submitted by May 31. We were not selected for May pitch. The main focus for the 3rd attempt –
  - a. D/2 Biological Solution (\$40 a gallon)
  - b. Jahn restoration mortar (\$270 give gallon)
  - c. Monument Jack-Extra Heavy Duty (\$599)
  - d. Graffiti remover, Elephant Snot (\$90 gallon)
11. New topics

#### Year 2017 Work List

1. Oversee and manage the SHRAB grant work that will involve trained volunteers and professionals.
2. Continue the condition assessment of the other city-owned cemeteries.
3. Find out who's working in the cemeteries and establish a way to communicate with them. We've meet with Walter McGrath and he's given us a lot of his Cove Hill notes and a video he did for Cape Ann TV.
4. Review the perpetual care fee increase based on the work done by Mark Cole, Asst Dir DPW.
5. Continue working on the database with Carol Kelly as well as design the searchable website interface.
6. Populate the CAC city website with current and interesting information
7. Meet and collaborate with new archivist Katelynn Vance who will share her time between Archives and the Library.
8. Prepare the budget for the coming year and submit through the Mike Hale DPW.
9. Explore options for funding so we can continue the repair the damaged headstones. Ensure timely access to funds and distributions. Meet with Gloucester Fund Barry Pett to establish a relationship.

10. Develop 5 year plan for Clark – Clean, restore and preserve headstones, re-establish main circulation paths for walking, maintaining cemetery.
11. Work with conservation agent on how to eradicate the Japanese knotweed.
12. Continue executing recommendations made on the 2008 First Parish Burial Ground Preservation Plan.
13. Gloucester's 400th anniversary in 2023 will coincide with (hopefully) completion of 5-year plan. Plan events celebrating improved condition of cemeteries and accessibility of historical info.
14. Involve local schools, scouting groups and other interested organizations, including the Rotary Club by offering to give presentations and tours.
15. Design and recommend signage, including QR codes, with cemetery history to increase interest.
16. Continue research with the Historical Commission, into three shipwreck graves. Wrecks include Rebecca Ann and Industry in First Parish, and the Persia in the Universalist.