



**City Of Gloucester
Cemeteries Advisory Committee
Meeting
December 11, 2018
Veteran's Building
Emerson Ave.
5:30-7**

Committee Members Present: Sandy Barry, Chris Maney, Carol Kelly

Guests: Ron Breault, Russell Hobbs, Kathy Hurlbut

1. November 2018 minutes read and accepted. Copy to be sent to absent Committee Members.
2. FPBG American Revolution marker update — correct number of vets and estimated plaque cost. Carol visited Julie at Mt. Pleasant and was given a very rough estimate of \$2000 to 2500 for approximately 38 names. Sandy will contact Joe (Son of Revolution) to tell him this. Russell Hobbs reported that he and his wife Melissa flagged as many stones as they could find in FPBG and marked them. Red flag for Revolutionary and blue flag for Civil War. The list of those who served continues to grow and we will continue to search for more.
3. Bruce Campbell -- photo naming project – Chris Maney met with Bruce and Ann Campbell and included Edith Sparling on the phone. Their original photos/slides and field notes/note cards are all in the City Archives. In dealing with Bruce's photos as well as any others we will be linking or incorporating in our work, a naming protocol will help us retrieve and sort all photos. The Committee voted on --

LastnameFirstnameDOD (year)--Photographer InitialLast nameDate of Photo (plus --# if there is more than one.) Optional addition FS if a footstone or FRAG for a stone that was in fragments or BASE for base.

Example: DolliverWilliam1906—BCampbell1987—2

We will continue to refine this as we deal with things like fragments, bases etc. as well as see how the numbering system works when we integrate photos from multiple computers.

For unidentifiable fragments – place in folder with that title

4. CPA grant work status 2018 – We are at the end of the work period covered by the original CPA grant but weather has been very bad and Fannin-Lehner did not finish the work. Sandy has petitioned CPA and Fannin-Lehner have replied (see attachment) in a letter. The letter will be submitted to the CPA. Note there is a request for additional \$500 needed for Barnes stone which means some other stone will be omitted.

5. Eagle Scout Project Spring 2019 – Sent training video but they will need training in the spring. Inventory list from the DPW allows us to know what is available for supplies. Need to schedule, possibly May 18, 19. Chris will follow up with the Veteran's Association to find out if flags/markers are available in time for Memorial Day since it's possible that the Eagle Scouts could also place these markers on the veteran's graves.

6. Cemetery Supply status and inventory of items received and pending. Chris will check inventory and arrival of orders with the DPW.

7. Beechbrook National Register of Historic Places status == Bev McKean's photos have been given to Sandy Barry for inclusion in the application and she is in the process of organizing the application.

8. Wreaths across America: Meeting Saturday, December 15 at 11:30 at AmVets on Prospect Street. 400 wreaths to place on graves around the city on veteran's graves. All welcome.

9. James Pope/Gloucester IT --- Database location and content – Please see report submitted to the Committee with two action items highlighted in **bold**. Both were voted on and accepted.
 - a. When we have finished the formatting of the Dolliver, we will print a few copies (very limited) to donate to the City Archives, the SFL, and the Cape Ann Museum. In addition we will present the work at the City Council at some future date at which time an additional print copy will be submitted officially to the City Clerk. We will also offer the digital copy to all of the above and through the City IT department, post it on the City Cemeteries Advisory Committee website.
 - b. We will submit the Access DB of the Cemeteries Information to the City IT/James Pope and it will then be transferred to the City-owned database format, QuickBase. It can then be posted on the City-owned website with editing privileges for the Committee.

10. A sample of what the finished Dolliver might look like was brought to the meeting. It included a sample first page, and the transcriptions, formatted into table (Word/PDF) form interleaved with the original Dolliver pages. The Committee voted to accept this format with some small changes to the introductory page to clarify its close relationship to the work of Dolliver, and to later work on the index which will also be appended. We have work to do formatting and some of it may include returning to crowd-sourcing using the template developed.

Meeting Adjourned 6:54

See attached letter and meeting report

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Addition to Minutes of the CAC – letter from Fannin-Lehner re: extension of CPA Grant.
On Monday, December 10, 2018, 9:11 PM, dentils@aol.com wrote:

Dear Sandy,

Fannin•Lehner Preservation Consultants hereby requests an extension of the completion date of the First Parish Burial Ground conservation project to June 30, 2019.

We have reviewed the project and can report that we have completed eight stones and are approximately half way through the project. As you are aware, there are very few simply conserved stones and we have presently conserved a number of complex ones.

The project got off to a late start for various reasons further complicated by the poor weather in the fall and then November was a complete disaster as both cold and rain were in place the whole month. We had to shut down field work over three weeks earlier than is customary.

As you may be aware, the materials used in conservation are temperature sensitive and adhesives cannot be utilized when the temperature falls below 50 degrees. Mortars are more resistant but fresh mortar must not be allowed to freeze or there is a good chance it will disintegrate much before its life expectancy. We believe that it is not ethical to utilize materials outside of their prescribed range and the firm prides itself in the fact that we follow the stated parameters very closely.

We have 8 to 10 stones more to conserve to complete the project. An example of how complicated these stones are, a large slate memorializing Captain Miles Barnes, has the top of the bottom fragment with no conformation with the bottom of the upper one. The middle fragment has disappeared, and we have been unable to locate it. Therefore, a stone “backer” will have to be employed to make the marker stand in the burial ground once again. The cost of a slate piece for this work is about \$500 and we plan to undertake this conservation as soon as possible in the Spring.

In reviewing the project, we feel confident that all required work can be accomplished before 30 June 2019 and hopefully earlier.

If you have any questions regarding this information, please let me know. We find East Parish Burial Ground a great place to work and we are honored to be part of its amazing restoration/conservation. And the new water supply is a huge plus and much appreciated!

Best regards, Minxie

Minxie Jensvold Fannin
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Addition to the CAC Minutes

To: Cemeteries Advisory Committee

From: Carol Kelly

Re: Dec. 4. 2018, 9 AM Meeting with Gloucester City IT/James Pope

Note: Action items are in **BOLD**

As we've been working on expanding our database and getting the Dolliver transcribed a couple of concerns have come up about integrating with the city's IT infrastructure. This meeting was for the purpose of information gathering and addressed at least some of these concerns.

1. Dolliver: We're in the last stages of formatting Dolliver, having now received all of the transcriptions. At our December meeting we can make the final decisions about the format we want to use and share out the work with the goal of finishing by January 1, 2019. We can vote on a plan **to then print a few copies (very limited) to donate to the City Archives, the SFL, and the Cape Ann Museum. In addition we can possibly present the work at the City Council at some future date at which time an additional**

print copy could be submitted officially to the City Clerk. We are much more interested in the digital version which we hope will be published/linked on the various websites in order to become publicly accessible. James Pope suggested that as a part of that final step, we can certainly add a “page” to the Cemeteries Advisory Committee Website on the City’s official site to offer an additional link to the work.

2. Over the last several months we’ve been acquiring and integrating name/dod/ etc. information for all of the official City cemeteries. We’re reaching a point now where it exists in a finished enough state that it might be useful to researchers and other data users. At the same time, we see this database as a constantly evolving tool to which we wish to continue to update/link/add information. Of particular interest to us is the future addition of GPS information and possible geo-location tools. In all of this, the intent is to proceed in technically viable ways with the best interface for future integration with other City IT.

Presently the information is stored in an Access database on a personal computer (with editing privileges controlled) and openly shared and uploaded in a GoogleSheets (Excel) form: https://archive.org/stream/historyoftowncit00priniala/historyoftowncit00priniala_djvu.txt We were interested in having it posted within the City IT resources and at the same time continuing to control editing for quality/reliability purposes. **James Pope suggested that we submit the Access document to him and that it could then be transferred to the City-owned database format, QuickBase.** It could then be posted and a limited password-protected editing ability would be open for members of the Committee. This is a much better solution than the GoogleSheets posting. Of major importance is that once it is IN the City materials, preservation/updating of the software will mean that the information will not be lost in the future as all important City information is regularly managed and migrated as needed.

In addition, the Committee will be adding a field to the DB and begin to insert GPS information. This will make it possible, as this information accumulates and is entered, the information to be geo-located, probably through the MapGeo app the City is now using. Since we’ve already encouraged Henry Jacques in his Eagle Scout project to produce data for us in FPBG, we are on the right trail. This information could then be entered into the database and culled, by the City Engineering/IT department, to geo-locate by name or other data, the actual gravesites.

We will be able to continue to add/edit the information in the DB. For example, adding in the now-transcribed headstone information from the Dolliver work, so that, eventually, all of the information will be stores in an digitally accessible, linked form through the DB.