



Gloucester Cemeteries Advisory Committee
January 10, 2023
Veteran's Building
12 Emerson Avenue, Gloucester MA
5:30-7 PM

MINUTES

Present: Committee Members: Sandy Barry, Christine Maney, Matt Murray, Carol Kelly
Guests: Russell Hobbs, Melissa Hobbs, Richard Clark, Kathy Clark

1. December 13, 2022 Minutes Reviewed and accepted.
2. Mike Hale had been invited to the meeting but is unable to attend. As a result a number of items have to be tabled. The Committee is willing to meet at the DPW's Director's convenience but has several items that really need his input.
 - a. Update on metal gate for Clark's Yard
 - b. Questions about the expansion at Seaside cemetery
 - c. Update on fees and how they're applied to cemeteries.
 - d. Discussion about cemetery upkeep and restoration in the future and how it might be funded.
 - e. Ascertaining the current cost for burials.
 - f. City/Cemetery monies to restore damaged stones in city-owned cemeteries when the damage is due to storm/tree destruction and/or vandalism
3. Discussion about burial possibilities in Gloucester cemeteries: Augie and Matt were both going to do some research. Matt mentioned a news article (Channel 5, Natalie Higgins) regarding the legality of human composting as an alternative to traditional vaults/caskets etc. As a more environmentally friendly method, it should be included in future discussions.

4. Fisherman's Rest at Beechbrook Cemetery application for the National Register: Sandy Barry has undertaken this project. She expects to meet with Edith Sparling, who did the original submission years ago, in January. She will be revisiting Edith's documents and updating. Initial application specified the problems with that application and so provides a guideline for improvement. For the initial application a survey, which cost \$1000 (at that time) had to be included. Sandy will follow up to discover if a new survey is necessary.

5. Protocol for Accepting and Spending City/DPW grant money: Attached to these minutes is a document which specifies the procedure for dealing with grant money. Money which is donated to the Committee must go through a process which includes a letter from the Mayor to the City Council, followed by acceptance by Budget and Finance before it can be spent. After the donation is accepted, in order for work to begin, a PO must be submitted through the DPW. Vendors are vetted and must have an I9 on file. Once work is finished it must be reviewed by at least two members of the Committee and then the completed invoice can be submitted to the DPW. Russell Hobbs asked how vendors were chosen. The Committee has worked for several years with local/Boston cemetery restorers, Fannin-Lehrer Preservation Consultants and Rob Surabian's Gravesite Restoration. Both have performed excellent work in a timely fashion. We are unclear if there is a limit at which it becomes necessary for at least two bids before work is contracted. Some grants contain requirements to which we also need to respond. Sandy requested a copy to be placed on Google drive with the date.

6. Protocol for Accepting and Spending CPA funds: See #5 and attachment.

7. Bay View Cemetery update: In the process of evaluating Gloucester's budget to make sure it qualifies using the information submitted by CPC.

10. DAM Cemetery Database: Carol continues to pursue the process for public posting and has a meeting scheduled with Jill Cahill in the Mayor's Office at the end of the month. Attendees all exhibited interest in the DB and Carol will send it out to them.

11. City of Gloucester 400th - cemetery events calendar. Our planned cemetery tours are listed there and Chris has called for the next meeting of that committee on January 19th at 4:30 in the Vet's Building on Emerson Ave. <https://www.gloucesterma400.org/calendar/>

12. Paupers plaque Seaside Cemetery: Carol will send to everyone a copy of the imagined plaque as well as the information which Sharron Cohen has assembled on the Paupers. In order to have a QR code on the signage, the page must first be set up on the city website. Sandy will follow up with that this month.

13. Invoice for \$1,000 for restoration of the two Plumer stones from Rob Surabian/Gravesite Preservation.: Rob has sent an invoice for the finished work. The work

was reviewed by both Sandy and Carol and the invoice will be submitted to the DPW for payment.

14. Googledrive index and layout: We have used up our "free" Googledrive space and so a new one needs to be set up. The images and reports consume a lot of room. Carol and Sandy will get together to talk about some organizing strategies and bring recommendations back to the Committee.

New Business

15. This fall there has been some vandalism as well as damage due to storms. Stones are not damaged simply by time and weathering. Rob Surabian was asked to give an estimate of restoration costs:

Sarah Warner \$625/William and Lydia Warner \$825/ Sarah Whitmore \$475. There are two additional sunken stones which need immediate attention. The total cost is \$4050.

The Committee asks if this cost can be taken on by the DPW? Also there are continuing concerns about trees and tree damage. The Committee has been submitting information about damage or prospective damage but has no idea if work is scheduled or planned for some future date.

MOTION: The Committee would like to be informed about DPW plans for response to storm and vandalism damage.

All information about damage should be documented and send to Mike Hale at the DPW.

16. Update on Carroll Steele Insurance support of Langsford: The insurance agency was pleased to receive the report of the repairs done this year and will continue to support upkeep at the rate of \$500 per year.

17. Veteran's database: Questions about Committee access to this will be included in the end of the month meeting with Jill Cahill in the Mayor's Office.

18. Discussions continue with Pam Tobey in the Mayor's Office about the CAC having a Facebook page on the city website.

19. Sunday Work Group: Because of the amazingly mild winter, the possibility of continuing to meet exists. Question: is the group interested in visiting other cemeteries for general clean-up/assessment e.g. Cove Hill, Sumner. The general consensus is positive.

20. Russel Hobbs is interested in getting flag holders for veterans' graves in Lanesville and plans to solicit donations from both the Lanes Cove Historical Society and the Lanesville Community Center. The Committee is delighted at this effort and only asks that the final list of veterans/flag holders be shared with us.

Motion to adjourn: 7PM

Respectfully submitted by Carol A. Kelly

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.

APPENDIX:

January 2023 Chris Maney sent this document to the Committee.

PROCEDURE for MANAGING CITY/DPW GRANTS

1. Once the grant monies have been awarded to the City Cemetery Committee/DPW the awarded money must go through the process of being accepted by City Council.

- The City Treasurer requests that specific grant money be added to the Mayor's letter to the City Council requesting the acceptance of the grant money awarded to Cemetery Committee/DPW.
- The City Council reviews the request and passes the request to the City's Budget and Finance Committee.
- Once reviewed, the Budget & Finance Committee sends their recommendation back to the City Council.
- The City Council reviews the Budget & Finance Committee's recommendation, and City Council makes a final decision of approval or not of specific grant money.
- If accepted the money is deposited into the City's treasury for specific use identified by the awarded Cemetery grant.
- This process could take a month or longer.

2. Once the City accepts the City/DPW grant money, the project manager of the grant immediately submits to Rose LoPiccolo, rlopiccolo@gloucester-ma.gov , a purchase order (P.O.) request which is a document that includes

- the name of the grant associated with the particular P.O.
- project manager of the grant & contact info
- vendor's name
- the vendor's monetary quote to do the work
- the vendor's W-9 form if not in the DPW system

The company doing the work needs to have on file at DPW a W-9 form in order to be recognized as a vendor. The form is available at the following link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

3. When the DPW P.O. is put into place, the grant work can begin.

4. Once the grant work is completed, the project manager of the grant submits to Rose a cover letter and the vendor's invoice. If the P.O. is higher than the submitted invoice, the

vendor is paid the submitted invoice and unused monies stay within the grant's bank account for later use.

Written and Submitted by Christine Maney

January 2023

PROCEDURE for MANAGING CPA CONTRACTS

1. Once the CPA monies have been approved by the state and awarded to the City, the awarded money must go through the process of being accepted by City Council.

- The City Treasurer requests that specific CPA money be added to the Mayor's letter to the City Council requesting the acceptance of the CPA money awarded to DPW/Cemetery Committee.
- The City Council reviews the request and passes the request to the City's Budget and Finance Committee.
- Once reviewed, the Budget & Finance Committee sends their recommendation back to the City Council.
- The City Council reviews the Budget & Finance Committee's recommendation, and City Council makes a final decision of approval or not of a specific CPA money award.
- If accepted the money is deposited into the City's treasury for specific use identified by the awarded Cemetery CPA application.
- DPW is the grantee with CPA contracts that involve the Cemetery Committee
- This process could take a month or longer.

2. Purchase order is established by project manager of the CPA contract. If contract's vendor(s) is not listed with the city, notify Senior Project Manager - Community Development, Grant Division, City Hall Annex, 3 Pond Rd., Gloucester, MA of the vendor's name and submit vendor's W-9 Form.

3. Quarterly reviews by the project manager on work accomplished is submitted to the Gloucester Community Preservation Committee (CPC) until the work is completed: 15 April, 15 July, 15 September, 15 January...

4. Request for payment (invoice) involves the following:

- a) a report by the project manager on work accomplished
- b) a cover letter from the project manager
- c) an approval letter from the DPW Director or his/her designee that stated specific work has been accomplished and appropriate oversight occurred for the project which took place on City-owned property.
- d) an invoice
- e) all documents in steps 4.a-d are submitted using an online grant portal

Written and Submitted by Christine Maney