



**Cemeteries Advisory Committee**  
**24 April 2017 at 4:00 PM**  
First Floor City Hall Council Conference Room  
Gloucester City Hall

## Meeting Agenda

1. Review/update minutes from the March 27 CAC meeting.
2. Carol Kelly status as an alternate CAC member.
3. CPA Grant Status, submitted April 18.
4. Awesome Gloucester pitch for \$1,000 was resubmitted for a 3rd attempt with the breakdown as follows –
  - 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)
5. Workshop proposal for June given by Moss Rudley, the superintendent, Historic Preservation Training Center, National Park Service in Maryland.
6. Lot Fee Increases. Agree on memo to the DPW (Mark Cole, Melissa Cox, Mike Hale)
7. Mayor March 1st end of year update sent to DPW. Prioritize goals for year 2017
  - a. Oversee and manage the SHRAB grant work that will involve trained volunteers and professionals.
  - b. Continue the condition assessment of the other city-owned cemeteries.
  - c. 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.
  - d. Review the perpetual care fee increase based on the work done by Mark Cole, Asst Dir DPW.
  - e. Continue working on the database with Carol Kelly as well as design the searchable website interface.
  - f. Populate the CAC city website with current and interesting information

2017 APR 18 PM 3:04  
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- g. Meet and collaborate with new archivist Katelynn Vance who will share her time between Archives and the Library.
- h. Prepare the budget for the coming year and submit through the Mike Hale DPW.
- i. 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.
- j. Develop 5 year plan for Clark – Clean, restore and preserve headstones, re-establish main circulation paths for walking, maintaining cemetery. Work with conservation agent on how to eradicate the Japanese knotweed.
- k. Continue executing recommendations made on the 2008 First Parish Burial Ground Preservation Plan.
- l. 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.
- m. Involve local schools, scouting groups and other interested organizations, including the Rotary Club by offering to give presentations and tours.
- n. Design and recommend signage, including QR codes, with cemetery history to increase interest.
- o. 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.