



**Cemetery Advisory Committee  
Minutes**

**December 12, 2017**

**Veteran's Services Building**

**12 Emerson Ave. Gloucester**

**5:30-6:30 PM**

**(truncated in order to attend meeting at City Hall)**

1. November Minutes
2. Awesome Gloucester Grant received \$1,000 November 30th! Next steps
3. SHRAB grant status – review the attached list of stones
4. 2017 year end Cemetery Advisory Report
5. City Council hearing for CPA Grant will be held on December 12th
6. Review November 20 DPW meeting minutes with Carol Kelly, Beverly McKean, and Mike Hale
7. Cemetery funds balance

1. November Minutes reviewed and accepted
2. Sandy Barry will continue to pursue locating an appropriate tripod for purchase. (The original one she had found is no longer available) The money from Awesome Gloucester is currently held in Carol Kelly's personal checking account. We'll also follow up to contact the person from the Adventure who told us he might be able to help us purchase the additional materials we wanted from the Awesome Gloucester grant.



4. We all agree that an end of the year report for the Cemetery Advisory Committee is a good idea. Sandy Barry will work on it with a working deadline of February 28, 2017.

5. We'll all be attending the City Council meeting in which our CPA grant will be considered. It takes place immediately after this meeting.

## 6. Subcommittee Report

November 20, 2017

Mike Hale/DPW, Carol Kelly and Beverly McKean

1. Materials (pea stone and sand) in FPBG: Mike Hale said as long as we intended to use in relatively soon (we thought spring/June.... not the years he said would be a problem) the DPW could move/store it for us.
2. The driveway from the Oval to Clarks: We have visited it and were very pleased at its very existence and grading. We had hoped more gravel/hard pack would be added. Mike Hale assured us this was planned.
3. Payment for the same materials in FPBG: Because the Fannins, who did the restoration work in FPBG under the SHRAB grant, needed this specific type of stone which the DPW did not have, Sandy Barry bought it – the grant could not have moved forward without it – with a personal check. Mike Hale had said that he would try to get her reimbursed but so far nothing's happened. Mike said he would contact Joe Destino to see if anything can be done. Otherwise, he suggested that the Committee go before the City Council.
4. Fee increase: As a Committee we had recommended that cemetery plot fees increase to bring Gloucester more closely in line with surrounding communities. Presently we are the lowest by quite a bit. One concern had been expressed about providing veterans the old rates. Speaking with the Veteran's Services we discovered that any veteran can have a free plot/burial in city-owned plots and that all Veteran's are eligible for a footstone of either granite or bronze in any case. Therefore it seems unnecessary to offer lowered prices for plots if a veteran chooses not to be buried by the city, instead being interred with family or in a family plot. Mike told us that the request for an increase is moving forward.
5. Finding the proper way to manage money and prepare invoices: We spoke with Jamie Corliss in the Auditor's Office and discovered that there is a line item in the DPW budget that is available for the Cemetery Committee. #3311 - it is the Historical Burial Ground donation account that has a fund balance of \$0.29. As we go forward we could place, for example, grant money in this line item numbered account and use it to open city invoices etc. At the end of the FY (June 30<sup>th</sup>) we would need to check to make sure it rolled over to the New Year.
6. During our discussion, Mike mentioned that in the future, it might be possible to hire some restoration help through the DPW. We noted that the Committee is in the process of doing a survey of all the cemeteries and that when that's finished we should have a better idea of the status and restoration/preservation needs.

## 7. Cemetery funds review:

Date	Description	Location	Debits	Credits	Balance
10/15/2016	Initial Balance	Gloucester Fund	0	304.17	304.17
10/16/2016	DAR Donation	Gloucester Fund	0	\$300.00	\$604.17
3/17/2017	SHRAB Grant (when accepted)	SHRAB	0	\$6,326.00	\$6,930.17
11/30/2017	Awesome Gloucester	Carol Kelly account	0	\$1,000.00	\$7,930.17

### **New Business:**

Cemetery surveys: Although the winter weather will curtail the completion, we continue to plan on a complete survey of the city cemeteries. With luck, this month we can email a copy of the survey questions to Committee members and in our next meeting develop a report form to use for the final reports. Check to make sure that there is a sign/water/etc. E.g. Seaside – Gloucester.

We brought up again the idea of reaching out to the school to offer support and encouragement in the use of our historic cemeteries in student education. Carol Kelly will draft a copy for the next meeting for consideration.

Discussion continued about giving an award to citizens who have offered devoted care to the cemeteries. We'll follow up on this.

Edith Sparling (who originally worked on so much in the cemeteries) will be visited (Pepperell) to mine for information as time allows. Carol Kelly often visits the area and will do this in the spring.

Preservation workshop: We'll contact the NPS to see if they are planning for this coming year and could they consider Gloucester again.

Adjourned at 6:33