

MINUTES

PROVINCETOWN CEMETERY COMMISSION

MAY 16th, 2018 SPECIAL MEETING

Present: Michael Harpie (Chairman), Lynne Martin, Dawn Walsh

Absent: Susan Avellar

The Meeting convened at 1:02 pm.

We had a brief discussion regarding the recent bid for The Hamilton & Gifford Cemeteries Historic Stone Conservation project. MCC will be awarded the job as they were the only bidder to include the standard non-collusion paperwork with their bid, as required. The CPA Grant to have the work done is for \$60,000.00. The winning bid came in as follows:

Base Bid:	\$54,000.00
Alt #1:	\$12,400.00
Alt #2:	\$ 3,840.00
TOTAL:	\$70,840.00

What this means, is that we are short by \$10,840.00 to proceed with the entire project, including both alternates.

The contractor will likely not begin the project until this fall and it must be completed by June of 2019.

In a discussion with the Town Treasurer, I was informed that there will be a Special Town Meeting this fall. We can use money from the "Cemetery Commission – Sale of Lots Fund" of which there is \$37,772.69. We cannot take money from the "Cemetery

Perpetual Care Fund” which has in excess of \$270,000.00. We are only able to use the interest from the money in this fund, which is currently approx. \$5000,00.

In a conversation with Michelle Jarusiewicz, Grant Director, she and I agreed that if we would like to use money from one of our available funds to complete the project including the alternates, it might be in our best interest to ask for a little more money than necessary, as many more stones have become High Priority due to the time that has elapsed since the study was done several years ago. We would be able to decide if we wanted to add them to the job as the work proceeds, via means of a change order, rather than having to go out to bid again. The Treasurer suggested that we ask to use \$20,000.00 from the “Sale of Lots Fund”, as this fund increases over time and we would have complete discretion over any decreases to it. (The only way it can decrease is if we agree to Buy Back a previously sold lot, which we have complete discretion to do.)

I made the motion to the Cemetery Commission members that we ask the Selectmen to approve \$20,000.00 from the “Cemetery Commission – Sale of Lots Fund” in the fall meeting, in order to complete this project and have the ability to have money available to include some additional stones via change order, if we so decide.

Lynne Martin moved that we use the money from the “Sale of Lots Fund” after investigating that we absolutely could not use the funds from the “Cemetery Perpetual Care Fund”. If we can fund the remaining project from the Perpetual Care Fund, we should request the money from that fund. Dawn Walsh agreed.

We voted to do so and to discuss it in more detail at our next meeting.

Date of next regular meeting: Set for Wednesday, JUNE 6th, 2018 @ 3:00pm in the Caucus Hall Conference Room.

The meeting adjourned at 1:15 pm.

Respectfully submitted,

Michael P. Harpie, Chairman