

Southampton Town's Historic Burial Ground Committee  
Minutes for February 12, 2019

**In Attendance:**

Sundy Schermeyer, Julie Greene, Roger Tollefsen, Tom Rogers, Chris Robinson, Marlene Haresign & Sally Van Allen.

**Minutes:**

The Minutes for the December 11, 2018 meeting were discussed. Tom Rogers moved to accept them... all in favor. The Minutes are now available on-line. They can be found on our website under "Stewardship" on the bottom of the page for the Southampton Town Historic Burial Ground Committee. Roger will develop an index for the Minutes so that topics of discussion can be more easily found.

**Carry-over items:**

PLEASURE WOODS

Julie reported that the Parks Department has cleared the Pleasure Woods Cemetery site and will return to fix the fence and add a gate. Julie and Chris probed the site and found at least 3 undiscovered buried headstones. A restoration workshop at the Pleasure Woods site with Dennis Delaney is planned.

CEMETERY SIGNAGE:

Julie stated that we expect to have the Pleasure Woods Cemetery and Fournier Cemetery signs installed by the Parks Department this spring.

**University of Pennsylvania Condition Survey:**

Roger spoke about plans to incorporate the Penn Survey into a tablet format. Sundy reported that the Westhampton Beach Girl Scouts would like to help survey the Westhampton Cemetery this spring. Tom Rogers has already provided us with a plot map of the oldest part of this cemetery (it is on our website). This could be a demonstration project that may lead to the surveying of all the cemeteries in the Town.

On February 14<sup>th</sup>, Sundy, Roger and Julie will meet with Tara of the IT Department to discuss the feasibility of tablet surveying. Julie and Roger will develop segmented surveying manuals that will be provided to volunteers for training. The full "How To" Manual and Definitions used by the University of Pennsylvania can be found on our website under Cemetery Surveys->University of Pennsylvania.

**Other Tech Issues:**

As our website continues to develop, there will be a need to modify it. In order to get a cost estimate, the specific needs were detailed; however, the cost to upgrade was considered

prohibitive. For now, a focus will be to assure the backup of the database and that any new survey information can be uploaded and maintained on our site.

### Stewardship:

Stewardship recommendations for cemetery work are due at our April 9th meeting. At that time, our Committee will prioritize the projects and decide which ones we will pursue. If Stewards complete their recommendations before the next meeting, please forward them to Julie. Tom emphasized the need to contact our stewards and find out if they are committed to participate. The Draft of this month's Minutes will be distributed to all committee members and Stewards.

### Committee Member Participation:

In order for our Committee to be most effective, it is important that we have active committee members. The original Committee consisted of seven citizens and four Town Representatives, but we do not have a clear policy on attendance or replacement. Sundry offered to provide guidelines that are used for other Town Committees.

Tom Mendenhall will not be able to continue on our Committee but he recommended his daughter Sarah Mendenhall-Luhmer as a possible replacement.

### Burial Deeds Digitization

Chris has started digitizing the Town's Burial Permits and this effort will be expanded. The Town's IT Department is preparing a database interface to allow a consistent entry of data.

### Protocol Summary for discoveries of human remains:

After meeting with the Town Supervisor, Julie and Roger have been conducting research to determine how other municipalities respond when human remains, graves or relics are discovered. Roger presented a very rough draft. There are many approaches to this issue. Roger will complete an overview of the history and challenges and provide a draft to Sundry & Julie for approval before presenting this to our Supervisor.

### Ground Penetrating Radar:

Roger and Julie met with Kathryn Curran at the Gardiner Foundation to see about possibly funding the purchase of a 3D-GPR system. However, the Gardiner Foundation only funds non-profit organizations. Kathryn Curran suggested we explore the possibility of working with an Archaeological School. Roger reached out to five local Universities and the University of Pennsylvania. Only the University of Pennsylvania contacted the Gardiner Foundation.

Even if we do not receive a grant for a 3D-GPR system, there may come a time when a purchase of this system may be part of a greater project. Public education and participation are key components of our Committee and there may be many uses for this system. For instance, a visual map of the actual grave locations at the Old Burying Ground would be dramatic especially if additional information were to be recovered to identify the names of those interred.

Sundy stressed the need for us to quantify and document our future goals and financial needs. By doing so, we may be considered as opportunities for funding open.

#### **New Business:**

Roger and Julie will be giving a presentation of the Old Southampton Burying Ground at the Hampton Bays Lyzon Hat Shop at 7pm on June 13<sup>th</sup>. SeaTV will film this.

Tom is working to get a copy of a 1907 Westhampton Cemetery survey. The Rogers Memorial Library has a copy but their microfilm library is being digitized. Julie said that there might be copies in other Town libraries. Tom will follow up so that this document can be added to our website.

Tom reported that the Westhampton Cemetery Committee bought 2 containers of D2 (\$42 per gallon delivered). He recommended cleaning the oldest section of the cemetery first before the volunteers (girl scouts) begin a conditions survey. As a policy, before and after pictures should be taken and identified with their unique Cemetery Plot Id Number and date. See the "How to Survey" manual included as an addendum.

Please note that when an item is underlined in the Minutes, there is supporting information in the attached file.

Our next meeting will be on Tuesday April 9, 2019 @ 10 AM.

The meeting was adjourned.

Addendums to the February 13, 2019 Minutes of The Southampton Historic Burial  
Ground Committee

1) Specifications for website upgrade. These are just some technical notes. I wanted a place to document them.

2) Steward's Cemetery Condition Form. You have seen this before but we may need it now.

3) Notes and rough draft for a Newly discovered Gravesite Protocol.

4) A listing of the Universities to whom I reached out for possible interest in 3D-GPR technologies as per the Gardiner Foundation Grant

Specifications for Cemetery Website Upgrade – Proposed January 2019  
Not completed

General

- Use existing page hierarchy and page content with minimal edits
- Login and Role Management (define, document, and deploy) - Limited to Coordinator, Admin and Super Admin roles; only the Super Admin can add new users or edit user details
- Create client approved theme
- Allow all web browsers to use site including portable devices  
    Iphone x, Iphone 7, Ipad air 2 (8.1), Samsung galaxy S8, Nexus 9
- Integrate the theme to the website

Technologies Proposed

- Content Management Software = Drupal 8
- Database software = MySQL
- Search = Apache Solr
- Performance Collection= Google Analytics – to track user page viewing

Database Development

- Review and Convert Existing db into MySQL DB
- Design new DB tables - using MySQL to be Godaddy / Client approved
- Migrate data

Database Features

- Data capturing form (Custom tablet module development)
- Grave Listing Page, Grave Add /Edit functionality, Grave Restoration Records Add/Edit
- Deletion capabilities by Super Admin
- Up to 20 new database fields
- Identification: Feature Ids (7 fields), Representation (4 fields), Military marker (1 field)
- Description: Comments, Width, Height, Depth

Fixes:

- New Survey fields
- Materials – drop down shows but does not save
- Repair 13 fields that allow entry but do not save
- Alterations – none of 7 save
- General Comments do not save – this field is to be searchable
- Photographs – Comments do not save; Inscription does not work – size height to length ratio incorrect in New Survey
- Dashboard – Under SuperAdmin - Manage sites – cannot delete and no difference between Site Admin and Site Coordinator

Design and Layout

- All current functions remain identical on new site
- All current layout will remain identical on new site
- New Major Features / Functions / Modules
- Search by user defined term(s) - Search page implementation and customization
- Ability to search within documents - searchable pdf, doc, docx, txt, rtf,
- Multiple Image uploads - jpeg, gif, png
- Moderator function - New graves and edits to existing records will not be visible on the site until approved by the Super Admin or record is greater than 50 years old
- Reporting module - limited to the reports available in the current UPenn Access db; new

## Burial Ground Stewards' Cemetery Condition Form

Every town-owned burial ground could benefit by having a Steward

Cemeteries not owned by the Town should also have updated contact information

Steward \_\_\_\_\_ Cemetery \_\_\_\_\_ Date \_\_\_\_\_

Condition of Fence & Signage

Is Tree work required?

What is the General appearance of the Burial Ground?

Are there erosion issues?

Have Gravestones conditions deteriorated?

Using a gravestone condition baseline for comparison

U of Penna gravestone condition map or website

Stewards should note changes

Are any stones missing?

What gravestones do you feel are in the most need of attention?

- 1) Stewards should be familiar with the use of the website
- 2) Visit their cemetery before an annual meeting
- 3) Provide digital images of issues they discover – identify CemPlotIdNum
- 4) Present their recommendations at that meeting
- 5) The Committee will prioritize issues and schedule actions or workshops

Present Stewards of Town-owned Cemeteries/Burial Grounds

East Quogue Methodist Cemetery – Tom Mendenhall

Fournier Cemetery – Hampton Bays Historical Society (Brenda St. Claire)

Hubbard Cemetery – Hampton Bays Historical Society (Brenda St. Claire)

Old Noyac Burying Ground – Julie Greene

Old Southampton Burial Ground – Southampton Historical Museum (Tom Edmonds)

North Sea Burial Ground – Southampton Historical Museum (Tom Edmonds)

North End Burial Ground – Southampton Historical Museum (Tom Edmonds)

Paul Cuffee Gravesite – Parks Department (John Irwin)

Pleasure Woods Cemetery – Ken Alfano

Westhampton Presbyterian Cemetery – Tom Rogers

A protocol: burial sites, human remains or relics  
A review by the Southampton Town Historic Burial Ground Committee  
February 12, 2019

We explored legislative information concerning the procedures that might be taken if burial sites, human remains or relics were found in Southampton Town. A New York State proposal was drafted in 2005 called the “Unmarked Burial Site Protection Act”. This draft was similar to legislation already in place in over 38 states; however, no action was taken in New York.

In November 2009, Southampton had considered the “Native American and Colonial Burial Site Protection Law”. It would establish a three-person committee to review discoveries of burial sites, human remains and funeral artifacts. The committee would include a representative of the Shinnecock Indian Nation, the Landmark Board Advisory Committee and a resident of Southampton Town with a background in archeology. It would have required an archeological investigation at sites for development and believed to be likely burial grounds. Once found, the remains could be left at the site or removed and reburied on a different property. Property owners of these sites would be required to notify the committee or face fines of up to \$5,000 and jail time. Construction would have to stop. However, this effort did not move forward.

Last year, the Town Board enacted as “Establishment of the Southampton Town and Shinnecock Indian Nation Joint Cultural Heritage Protection and Stewardship Committee”. One of the purposes of this law was to “prevent desecration of Native American burial sites (nine specific sites cited) and preserve and protect other archeological sensitive properties”. The burial sites of Early Settlers were not addressed.

Local Law - Chapter 330 Zoning - Article XXVIII Landmarks and Historic Districts and Heritage Resource Areas best describes the Town’s current policy.

Section § 330-331A <https://ecode360.com/8704808>:

Hamlet Heritage Resource Areas.

A. Heritage resources are man-made objects at least 50 years old that are connected to human activity. These resources could be any buildings used to house human or animal activities, i.e., homes, sheds, garages, mills, barns, agricultural buildings, offices, schools, churches, commercial and public-use buildings. It could be structures such as bridges, canals, roads, docks, fences, monuments and sculptures. It could also be burying grounds, trails, and archaeological and commemorative or historic sites. These resources, when grouped together, help convey the special heritage of an area.

Section § 330-323D(2) <https://ecode360.com/8704775>:

(Concerning applications for certificate of appropriateness, the Town Landmarks and Historic Districts Board may...)

Prior to new construction, where warranted, the investigation for cultural remains on site. Access to any resulting information may be limited to protect archaeological sites.

Section § 330-320H(1) <https://ecode360.com/12099342>:

The Town Landmarks and Historic Districts Board Cultural Resources Subcommittee shall be empowered to:

- (a) Research and identify possible historic or archaeologically sensitive lands in the Town of Southampton.
- (b) Recommend a structured archaeological process for the Town.
- (c) Make recommendations to the Town Board regarding professional consultants necessary to carry out archaeological services.
- (d) Review and comment on archaeological reports of sensitive lands in the Town.
- (e) Work closely with the Landmarks and Historic Districts Board, the Planning Board, and the Town Board to make recommendations regarding archaeologically sensitive lands in the Town, including but not limited to potential burial grounds, sacred sites, and places that may hold subsurface cultural resources.

Southampton Town is not alone in attempting to develop a protocol for burial sites. In 2011, the Vermont legislature developed a “Report on the Unmarked Burial Site Treatment Plan”. This document addressed:

- (A) Methods for determining the presence of an unmarked burial site, including archeological surveys and assessments and other nonintrusive techniques.
- (B) Methods for handling development and excavation on property on which there is a known burial site or there is likely to be one.
- (C) Options for owners of property on which human remains are discovered or known to be located.
- (D) Procedures for protecting, preserving, or moving the burial site and the human remains.
- (E) Time frames for implementation of the treatment plan.
- (F) Procedures for resolving disputes among stakeholders.

To develop a protocol specific to the needs of Southampton Town, more work needs to be done.

RCT – 02/12/19

Sources:

Sarah Kautz, Preservation Director- Preservation Long Island

Erin M. Tobin, Vice President for Policy and Preservation – Preservation League of New York State

Report on the Unmarked Burial Site Treatment Plan Committee  
Pursuant to Act 151 of the 2010 Legislature Vermont  
January 15, 2011



Gardiner Foundation  
The use of 3 dimensional Ground Penetrating Radar as an archaeological tool

Contacts made as a Possible Affiliation with a university  
January 2019

U of Pennsylvania  
Architectural Conservation  
Frank Matero 215-898-3169  
He contacted the Gardiner Foundation

Cornel University – School of Architecture  
607 255-5236  
lauren  
[CUarch@Cornell.edu](mailto:CUarch@Cornell.edu) *emailed 1/15 – no response*

Stony Brook University  
Design and Construction  
631 632-3098  
Mike Murray – no return call

Alfred State (SUNY)  
College of Architecture, Management and Planning  
Left message in general mailbox

CUNY no contact made

Hofstra Anthropology  
Dr. Bradley Phlippi  
516 463-4093  
[Bradley.philippi@Hofstra.edu](mailto:Bradley.philippi@Hofstra.edu) emailed 1/15 & called left message  
No response