

Southampton Town's Historic Burial Ground Committee
Minutes for December 11, 2018

In Attendance:

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

Minutes:

The Minutes for the October 9, 2018 meeting were discussed and Tom Rogers moved to approve them. All agreed.

Treasure's Report:

An accounting of the Historic Burying Ground Fund with activity through 12/07/18 was distributed. No changes were recommended.

Carry-over items:

Julie will contact John Irwin at the Parks Department about finishing up at the Pleasure Woods Cemetery site.

The dead tree concern at the East Quogue Methodist Church Cemetery has not been resolved.

Sundy noted that Peconic Monuments could supply D2 (for cleaning gravestones) purchased/delivered for \$42 a gallon.

Website – upgrade proposal; direction and purpose:

Because Roger felt that our website may not be suitable for the Town's long-term documentation goals, he asked for a quote to upgrade it. Unfortunately, the quote he received from our previous web designer was for over \$25,000 plus annual fees. In addition to the very high development price, in order to maintain current to changing support programs we would be tied to charges of over \$7,000/yr.

Sundy underlined the importance of having the website secure and user-friendly. It must also be sustainable into the future. Roger felt that we should continue our website but store the critical data within the Town's control. Sundy will arrange a meeting with the IT Department of the Town to discuss.

Involving non-Town owned cemeteries:

Information about private cemeteries today will someday be historic. A way of preserving this information might be to encourage and assist other cemeteries to use the surveying and documentation methods used by the University of Pennsylvania. The Historic Burial Ground Committee uses these methods to identify gravestones and keep track of restorative efforts. A goal might be to add the surveys of the non-Town owned cemeteries into our existing database.

When we meet with the Town's IT Department, we discuss see what we might do to integrate any outside information into the Town's records.

Stewardship:

Roger handed out a prototype: Burial Ground Stewards' Cemetery Condition Form. The stewards will be asked to look at their sites and report their findings by the end of March. During our April Meeting, the committee will review the findings and develop an action plan.

Burial Deeds:

Whenever a burial occurs in the Town, a NYS law requires that Burial/Transit information be collected. The Town Clerk's Office has wealth of these records and is now digitizing its NYS Department of Health – Burial – Transit Permits.

Ground Penetrating Radar:

Roger distributed a summary of the "Factors to consider concerning the purchase of a Ground Penetrating Radar 3D System". Is it worth rehiring a GPR professional or should we buy our own system? While a Town-owned GPR system might be used for other Town purposes, there was concern about the Town competing with private businesses.

Before using our Committee funds, Roger and Julie will pursue grant funding.

Protocol for burial discoveries:

Roger handed out working copy of: "Developing a protocol for the discovery of gravestones or human remains found within the Town of Southampton". There are other items that need to be addressed. Roger, Julie and Sundry will meet with Supervisor Schneiderman this week to plan the next steps.

New Business:

It was agreed that the Minutes of this Committee shall be posted on our website.

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

Our next meeting will be on Tuesday, February 12, 2019 @ 10am

Meeting was adjourned

Historic Burying Ground Fund: Historic Division, Office of the Town Clerk

Final

Expense detail and account allocations		Annual Expenses	Website development	Used for all Cemeteries	North Sea	East Quogue	Old Burying Ground SH	North End Burying Ground	Westhampton Presbyterian	Expensed Account
7/24/12	Squires Holden Weisenbacher & Smith - North Sea Burying Ground Survey				950.00					F
	2012 Total expenses	950.00								
6/25/13	John Battle - North Sea Burying Ground:Ironwork				4,960.00					C
7/23/13	Adam Mallonee - Website		2,231.25							
8/13/13	Olaf Vinje - North Sea Burying Ground:Ironwork				6,719.00					C
8/13/13	Jonathan Appell - East Quogue Cemetery:Workshop					3,700.00				A
8/13/13	Zachary N. Studenroth - East Quogue Cemetery:Supplies					39.76				G
8/13/13	Zachary N. Studenroth - East Quogue Cemetery:Supplies					17.04				G
8/13/13	Zachary N. Studenroth - East Quogue Cemetery:Supplies					18.95				G
8/13/13	Jonathan Appell - East Quogue Cemetery:Supplies					250.00				G
9/10/13	Adam Mallonee - Website		2,181.25							B
11/26/13	Reliable Resonable & Ready LLC - East Quogue:Tree Work					1,800.00				E
	2013 Total expenses	21,917.25								
4/19/14	Adam Mallonee - Database Upgrade		3,562.50							B
6/10/14	John Battle - North Sea Burying Ground:Ironwork				4,680.00					C
6/10/14	Adam Mallonee - Website		900.00							B
8/12/14	Zachary N. Studenroth - East Quogue Cemetery:Supplies					86.09				G
8/12/14	Zachary N. Studenroth - East Quogue Cemetery:Supplies					17.97				G
8/23/14	Steward Preservation Services - East Quogue Cemetery:Workshop					2,150.00				A
10/14/14	Laser Industries - North Sea Burying Ground Fence				16,880.00					D
	2014 Total expenses	28,276.56								
5/12/15	Adam Mallonee-Website repair corruption		500.00							B
5/12/15	Steward Preservation Services, LLC - Old Burying Ground						3,750.00			A
6/23/15	Steward Preservation Services, LLC - Old Burying Ground						5,875.00			A
7/3/15	Steward Preservation Services, LLC - Old Burying Ground						8,540.00			A
7/7/15	A.H. Harris - Supplies (D/2)			1,904.50						G
12/22/15	Steward Preservation Services, LLC - Old Burying Ground						5,875.00			A
	2014 Total expenses	26,444.50								
2/27/16	Steward Preservation Services, LLC - East Quogue Burying Ground Workshop					5,875.00				A
2/27/16	Steward Preservation Services, LLC - North End Burying Ground Workshop							4,275.00		A
4/21/16	Mahoney Associates - Removal of privet at Old Burying Ground						6,175.00			I
7/12/16	Ground Topographix, LLC - Ground Penetrating Radar Services						4,885.00			H
12/13/16	Bostrosco/Sign A Rama - Graphics for Burial Ground Signs			1,938.40						J
	2016 Total expenses	23,148.40								
5/23/17	Bostrosco/Sign A Rama - North End Burying Ground Signs							81.39		J
6/5/17	Steward Preservation, LLC - East Quogue Burying Ground Cemetery Workshop					3,985.00				A
10/3/17	Steward Preservation, LLC - Westhampton Presbyterian Church Old Burying							3,985.00		A
	2017 Total expenses	8,051.39								
4/26/18	A/H Harris - Supplies (D/2)			1,086.39						G
6/20/18	Ground Topographix, LLC - Ground Penetrating Radar Services						3,160.00			H
7/23/18	Southampton Masonry - Crushed Stone							34.75		I
9/6/18	Roger Tollefsen - Maintenance of Cemetery Website		1,314.40							B
	2018 Total Expenses	5,595.54								
12/7/18	Total expenses to date	114,383.64	10,689.40	4,929.29	34,189.00	17,939.81	38,260.00	4,391.14	3,985.00	114,383.64

Historic Burying Burying Ground Fund: Historic Division,
Office of the Town Clerk

Summary of Accounts & Grants thru 12/07/2018

A	Workshops	48,010.00
B	Website development and maintenance	10,689.40
C	Iron work	16,359.00
D	Fencing	16,880.00
E	Tree Work	1,800.00
F	Surveying	950.00
G	Supplies and cleaning material	3,420.70
H	Ground Penetrating Radar Survey	8,045.00
I	Landscaping	6,209.75
J	Signage	2,019.79
L	Education and Publicity	
	Total Expenses	114,383.64

Grants

2013	Historic Preservation Reserve PPD Sebonack Account	100,000.00
2013	Suffolk County Office of Film and Cultural Affairs	5,000.00
2015	Robert D. L. Gardiner Foundation Grant	8,540.00
2015	William G. Pomeroy Foundation	440.00
2016	Historic Preservation Reserve PPD Sebonack Account	100,000.00
1/6/16	Mirel Denis for Old Burying Ground	10,000.00
12/7/18	Total income to date	223,980.00

Account Balance as of 12/07/2018

109,596.36

The long-term goal of the “Town of Southampton’s Historic Cemeteries” Website

The Cemetery Website was originally designed as a stewardship model. Its main feature was the 2006 Survey by the University of Pennsylvania conducted by the Architectural Conservation Laboratory and Research Center. It included all gravestones found in the ten historic cemeteries owned by Southampton Town. The Survey provided expert guidance for stewardship, restoration and documentation.

In the early development of the website, it was clear that the scope of the gravestone documentation would be expanded. There are at least 44 privately owned Cemeteries in Southampton Town; these contain valuable historical records. Many are abandoned but even those that are active have not properly documented their gravestones. If the opportunity arose to include these other cemeteries or burying grounds into our website, we should provide for and encourage it.

We are in the process of upgrading our website. A goal of this revision is do allow a standardized and seamless method to easily document any restorative work or gravestone survey. All historical records could be entered following the guidance provided by the University of Pennsylvania’s 2006 Cemeteries Condition Survey. In addition to storing the records for the ten Town-owned cemeteries, we have provided a way for Southampton Town’s private cemeteries to use this site as a central repository for their documentation. Representatives for the private cemeteries could be given limited access by password. Before any new information was uploaded to the website, the Town Historian, or Super Administrator would have to release it.

We are currently exploring a partnership with Westhampton and Southampton/Sebonac Cemeteries both of which are both privately owned. A full condition survey would be large undertaking and may exceed the Cemetery Committee’s scope. But there are many valuable gravestones of historic significance that could be lost to time if a coordinated approach is not begun.

Because it is important to follow consistent restorative and documentation guidelines, our Cemetery Committee should encourage others to use our website as a depository for their records. These partnerships would open discussions and strengthen our ability to preserve our historical records.

Roger 12/2018

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

NYS Department of Health - Burial - Transit Permit

NAME			Death	Age		Veteran		
Fname	Mname	Lname	Date		Y or N	Armed force	War Dates	Dates

District No. 5126

Place of Death	Death cert filed in	Burial	Cremation	Burial Date	Cemetery	Section	Lot #	Grave #
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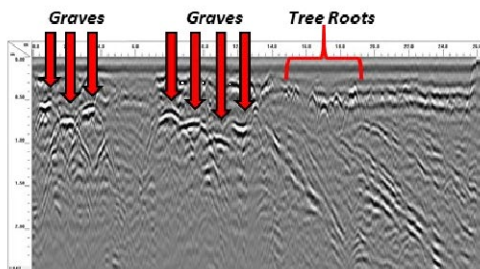
Factors to consider concerning the purchase of a Ground Penetrating Radar System October 2018

GSSI of New Hampshire is the manufacturer of the Ground Penetrating Radar system used by Bob Perry; Bob is retiring. I spoke to Peter Leach @ 603 893-1109 ext 5; Peter is the company's expert on archeology scanning.

GSSI recommends the Utility Scan Pro System with a 400 mg Hertz antenna. This mower type configuration costs about \$21,000.00. A purchase from GSSI also includes 2 years of available on-site training at their Nashua, NH location. Any number of representatives from the Cemetery Committee or Town may take their two-day course.

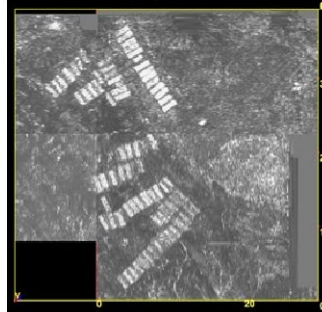
From our experience with Bob Perry, the field use of GPR involves expert but subjective and time-consuming determinations at the site. Using the 3D system, fieldwork is straightforward and involves little more than pushing the sensor cart in a straight line. The data is later processed in the office.

Peter Leach recommends we get a software package (an additional \$4,000.00) that is used in the office to integrate the raw data collected at the site to form a 3 dimensional view. The results can be outstanding!

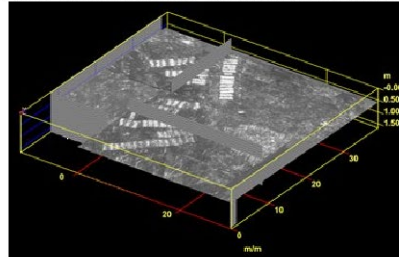


Radan 7 GPR Profile (2D) Showing Graves

Radan 7 Time-Slice (3D) View of Graves (From Above)



Radan 7 3D View from Side of 3D Cube, Showing GPR Slice and Profiles



A typical transect scan is shown on the left. The images on the right show the integration of hundreds of transects. The process is similar to a Cat Scan.

The use of 3-D software allows the field operator to focus on data collection which involves first setting transects from north to south. A surveyor's tripod and rod plus line and stakes may be required. This equipment may be purchased for approximately \$450.00. The width of each transect determines the resolution of the 3D images. Fine resolution (as shown in the 3D example above) may involve 1 ½' transects. For the Old Burying Ground a fine resolution scan of the entire site could involve 235 transects measuring 240 feet in length each. This means scanning over 56,000 linear feet. Once the transect lines are laid, the GPR operator follows them while recording data. It is estimated that a high resolution GPR scan on the flat, unobstructed ground at the Old Burying Ground could be done in at about 150'/10 minutes or 900'/hr. A high-resolution scan of the Old Burying Ground might involve 60+ hours of scanning.

The estimated cost of the equipment and software is

GPR scanning system	\$21,000.00
Two extra batteries packets	550.00
Software for 3 dimensional viewing	4,000.00
Site transect setup tools	450.00
Training travel expense (2 people 2 days)	1,000.00
Labor – volunteers and Town employees	
Total cost of the GPR System	27,000.00

If we hired an outside contractor to do a complete 3D survey of the Old Burying Ground, it is estimated that the surveying cost could be over \$20,000. This is estimated at \$2,000/day plus travel and imaging expenses.

The use of the GPR would not be limited to the Old Burying Ground. It could be used to explore any gravesite or sites that were found to contain historic human remains. It could also be used for any buried structures or lines.

Conclusion: If we believe a 3D survey of the Old Burying Ground is important and worth the cost to get it, we should purchase our own 3D-Ground Penetrating System.

Developing a protocol for the discovery of gravestones or human remains found within the Town of Southampton

- 1) State's definition of "Historic" is greater than 50 years old
- 2) How would this protocol apply to the Shinnecock Nation?
- 3) Existing cemeteries may someday be deeded to Town
- 4) Encourage all private cemeteries to survey sites > 50 years old
- 5) What are the laws that will protect historic gravesites?

When human remains are found

Extrated from the Ministry of Forests, Lands and Natural Resource Operations Archeology, British Columbia

In cases where the branch has been notified that human remains have been discovered by chance, the following procedures should normally apply:

- the Coroner's Office and local policing authority should be notified as soon as possible.
- the Coroner's Office should determine whether the matter is of contemporary forensic concern. The branch may provide information and advice that may assist in this determination.
- if the Coroner's [Office](#) determines the reported remains are not of forensic concern, the branch will attempt to facilitate disposition of the remains.
- if a cultural affiliation for the remains can be reasonably determined, the branch will attempt to contact an organization representing that cultural group.
- if remains are determined to be of aboriginal ancestry, the branch will attempt to contact the relevant First Nation(s).
- generally, if remains are still interred and are under no immediate threat of further disturbance, they will not be excavated or removed.
- if the remains have been partially or completely removed, the branch will facilitate disposition.
- if removal of the remains is determined to be appropriate, they will be removed under authority of a permit issued pursuant to section 12 or 14, or an order under section 14 of the *HCA*, respecting the expressed wishes of the cultural group(s) represented to the extent this may be known or feasible.
- if circumstances warrant, the branch may arrange for a qualified physical anthropologist or an archaeologist with training in human osteology to provide an assessment of the reported remains in order to implement appropriate conservation measures.
- analysis should be limited to basic recording and in-field observations until consultation between the branch and appropriate cultural group(s) has been concluded.

If remains are not considered to be part of a forensic concern

Town Historian assumes responsibility and investigates

If the site is deemed to be historic

If not within an existing cemetery (either private or Town properties)

Define burial sites – property lines may not be relevant

Determine the desired "set-back" (the burial ground)

Might use GPR – should Town own one?

Name the new burial ground & add gravesite to survey

Add burial ground information to Southampton GIS Map

Attach information to the title of the property

Is this legal?

Review and/or create laws to protect the site

If within existing burial grounds - Add to survey

If site is not considered historic - what do we do???

What about Native American graves? Are they treated differently?

South Carolina laws protect all cemeteries and graves equally. The same laws that prevent damage to cemeteries and burials without proper authorization apply to Native American graves in the same way that they apply to modern cemeteries, family cemeteries, and other unmarked graves. Digging up a Native American grave to collect relics is a felony -- as is grave robbing in *any* form.

There are federal laws that protect Native American burials on federal or tribal property.

Can cemeteries and graveyards be removed from my property? How?

Under most circumstances yes, South Carolina law does allow abandoned cemeteries to be removed. This process requires the county's governing body to approve the removal and you to advertise the intention for 30 days. If family members come forward they may protest the removal and this is taken into consideration by the governing body. If removal is ultimately allowed all expenses are borne by you, the property owner. You are responsible for the removal and reburial at a location agreed upon with family members.