

Cemetery Commission

Minutes of the Meeting – Monday July 18, 2016

The meeting of the Harwich Cemetery Commission was held at the Cemetery Office 273 Queen Anne Road. Commissioner Chair Cynthia Eldredge, Commissioner Wilfred Remillard and Paul Doane Administrator Robbin Kelley were in attendance.

Meeting Called to Order at 8:15 a.m. by Cynthia Eldredge.

Approval of the Minutes

Wilfred Remillard approved the minutes of July 11, 2016 and it was seconded by Paul Doane.

Correspondence from Town Hall & Associations

1. Email from Paula Champagne on wellness programs for Municipal Employees.
2. Email from Andy Gould on end of year balance on Cemetery Revolving Account for FY2016.
3. First meeting with Paul Doane as Commissioner taking the vacancy left by Warren Nichols.
4. Paul makes motion to meet at Mount Pleasant Cemetery and tour as many of the cemeteries as possible on Monday July 25th it was seconded by Wilfred Remillard and was a unanimous vote. The tour will provide information that will determine the needs of each cemetery for the upcoming year.
5. BIDS for Railing repairs in Evergreen Cemetery from Henry T. Crosby & Sons. Wilfred Remillard makes motion to seek out additional BIDS for replacement it was seconded by Paul Doane.
6. Email from CemSites a Cemetery Records Management Software Company. Wilfred Remillard recommends that Robbin Kelley Cemetery Administrator look at least 3 different companies product and pricing.
7. Kelley Cemetery Deeds. Paul had a conversation with Michael Ford and Mike stated that he has terminated his real estate work for the Town and to check with the Town Administrator.
8. New Deed David Zeni in Island Pond Cemetery lot B0N South Avenue South (Grave #4) for \$800.00
9. Bills: Payroll for Robbin Kelley.

Cynthia Eldredge makes a motion to go into Executive Session at 9:37 A.M. to discuss the litigation with the First Congregational Church, it was seconded by Paul Doane. There was no action taken that required public acknowledgment, that a motion to reconvene the regular meeting took place at 9:45 A.M.

The meeting was adjourned at 9:50 A.M. Next Meeting will be July 25th 2016.

Respectfully Submitted,

Robbin Kelley,
Cemetery Administrator