

Cemetery Commission
Minutes of the Meeting – January 14, 2020

The meeting of the Harwich Cemetery Commission was at 100 Oak Street, Harwich, Commissioners Cynthia Eldredge, Steven Conner, Administrator Robbin Kelley and Dana DeCosta were in attendance.

Meeting Called to Order at 8:01 a.m. by Cynthia Eldredge.

Approval of the Minutes

Steven Connor approved the minutes of December 3, 2019 and it was seconded by Cynthia Eldredge.

1. Cynthia Eldredge makes motion to take Rules and Regulation out of order for attendee Dana DeCosta. It was seconded by Steven Conner. Dana read his recommendation on changes to be made to number 9 and went over removal of some language within the rules. Cynthia went over changing numbers and made motion to accept changes submitted by Dana. It was seconded by Steven.
2. Review of November FY20 Revenue and Expenses for Cemetery Revolving Account and Trust Account.
3. Email from Robbin Kelley to Board of Selectman on balance in PC Account and possible use for the upcoming Town Meeting Article for the Tree Replacement. Balance received by Amy Bullock, indicates that the expendable portion of Cemetery Perpetual Care Account should cover the \$20,000.00 for Tree Replacement.
4. Email to Joe Powers, Interim Town Administrator on hiring processes for part time Administrative Assistant. Commissioner review of other departments Administrative Assistant job description and what changes would need to be made. Cynthia Eldredge requests that it be put on the next month's meeting agenda.
5. Quarterly Revolving Fund Reports are due at end of January. Reviewed all revenue and expenses and report will be emailed.
6. Email from Amy Bullock on a gift from the Estate of Sylvia Larson for the Care and Preservation of the pond area at the Island Pond Cemetery for \$9,423.19.
7. Letter from Martha Crowell Phillips to the Board of Selectmen on her family lot in Pine Grove Cemetery on the unsightly stalk and stump from the tornado storm damaged tree that has not been removed it was cc. to the Cemetery Commissioners.
8. Other Business: Request was made by Doane Beal & Ames for an indigent resident to have a lot at the Evergreen Cemetery in East Harwich. Steven Conner makes motion that we donate burial lot for the internment at Evergreen Cemetery it was seconded by Cynthia Eldredge.
9. Old Business: Update on Storm Damage.
10. Email was sent to Plotbox, CemSites and WebCemeteries on clarification questions on the Arboretum Software addressing the App's platforms for both Android and Apple.
11. Robbin Kelley has spoken to Gwen Marceline on the naming of the Island Pond Arboretum the James Marceline Arboretum she will reach out to her siblings and will email the Cemetery Commission their wishes.
12. New Deed for Alan Hoskins for in Evergreen Cemetery.
13. New Deed for Margaret Leary Hoskins in Evergreen Cemetery.
14. Bills; Eversource, and mileage for Robbin Kelley.

Cynthia Eldredge made motion to adjourn at 9:15 A.M, it was seconded by Steven Conner. Next meeting will be February 4, 2020.

Respectfully Submitted,

Robbin Kelley,
Cemetery Administrator