

Cemetery Commission  
Minutes of the Meeting – July 2, 2019

The meeting of the Harwich Cemetery Commission was at 100 Oak Street, Harwich, Commissioners Cynthia Eldredge, Steve Conner, Cemetery Administrator Robbin Kelley and Joe Powers, Assistant Town Manager were in attendance.

Meeting Called to Order at 8:08 a.m. by Cynthia Eldredge.

Approval of the Minutes

Steven Conner makes motion to accept the minutes of the meeting from June 4, 2019, it was seconded by Cynthia Eldredge.

Correspondence from Town Hall & Associations

1. Old Business, Item C. Update on proposal for the Cemetery Mapping and Software was taken out of order in order to accommodate Joe Powers this agenda item. Joe Powers stated that he and Griffin Ryder, Town Engineer reviewed contract and would like to tighten up some of the language and would be reaching out to the vendors/interested parties via conference call and be putting packet out again for new price quotes.
2. New Business. Review of Revenue and Expenses for the months of May for Cemetery Budget Accounts.
3. Carolyn Hall stopped by the cemetery office and has closed out Citizens bank account for the North Harwich Cemetery Association check was made out to the Town of Harwich for \$151.03. Contacted Amy Bullock, Town Treasurer and she deposit it in Perpetual Care Account.
4. Wendy Tulloch sent email from Carol Coppola on the year end instruction for Department Heads. Reviewed procedures with the Cemetery Commissioners.
5. Old Business, Update on the Coleman lot. On June 19<sup>th</sup> Cemetery Administrator met with Christopher Clark, Town Administrator; Lincoln Hooper, DPW Director; Chris Nickerson, Road Maintenance Manager; Jim Stratton, Cemetery Foreman to discuss the issue of erosion on your lot. It was determined that will be installing a berm from the top of West Main Avenue North going past the Coleman lot and continuing down to bottom of hill. On July 1 Chris Nickerson said that he had called over to Canto Paving and is waiting to hear back from them with a ball park time frame in which they can start the project. Cemetery Administrator emailed Catherine Coleman an update and as soon as she hear back from the DPW we will let her know of the progress. They expect it will be close to the end of the summer before they are able to install the berm.
6. Email was send from Charleen Greenhalgh on the procedure of removing the Pet Burial Ground application from the Planning Board Email was sent by Christopher Clark, Town Administrator and Memo from Charleen Greenhalgh to Anita Doucette, Town Clerk was sent out RE: PB2019-14 Town of Harwich Cemetery Withdrawal without Prejudice.
7. Update on the O'Brien Lot in Island Pond Association from John O'Brien the abutter Inman lot shrubs have grown onto his lot. I contacted Chris Inman he went by his parents and agreed that shrubs have over grown onto the O'Brien lot. He is requesting that we

remove the shrubs off of his lot. A work order was generated on June 28 and was completed on July 8.

8. Emailed Griffin Ryder, Town Engineer the proposal for Island Pond Arboretum Land Survey, Civil Engineering and Environmental Science Services from BSC Group for Grant Proposal packet.
9. Discussion on Veterans Memorial at Evergreen Cemetery.
10. Replacement Fountain for the lily pond in Island Pond Cemetery has been order by the DPW.
11. Discussion of the 2019 Award that the South Harwich Meetinghouse had received for Adaptive Reuse and Rehabilitation & Restoration at the Massachusetts Historical Commission for their 41<sup>st</sup> Annual Preservation Awards Ceremony & Reception Thursday June 6, 2019. Members of the Board of the South Harwich Meetinghouse who attended were Judith Ford, President, Marcy Ford, Treasurer and Robbin Kelley.
12. New Deeds were Richard & Patricia Wright and Marjorie Tunison for 34NR Cranberry Ave (Grave #6) in Island Pond for \$800.00; David Bruce & Arlene Fisher for C99 Pond Grove in Island Pond for \$500.00; G. Thomas & Katheryn Palmer for C147 Pond Grove in Island Pond for \$550.00; K. Thomas Finlay, Patricia J Seigel Finlay & Moira E Finley for 78R Pine Ave (Grave #1) in Mouth Pleasant for \$800.00 and Deed Transfer for Gregory Chase & Roberta Lincoln from 68 Nickerson in Evergreen for 390 Hemlock in Pine Grove Cemetery.
13. Bills; Eversource Evergreen \$37.96, last bill on Pet Burial Eversource well \$6.06, Mileage for June \$83.38, W. B. Mason \$172.74 and \$85.50.

The meeting was adjourned at 9:20 A.M. Next meeting will be August 6, 2019 at 8:00 Harwich Community Center.

Respectfully Submitted,

Robbin Kelley,  
Cemetery Administrator