

Cemetery Commission  
Minutes of the Meeting – November 5, 2019

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

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

Approval of the Minutes

Steven Conner approved the minutes of October 1, 2019 and it was seconded by Cynthia Eldredge.

1. Review of September FY20 Revenue and Expenses for Cemetery Revolving Account and Trust Account. Revolving Account Balance was 84,477.65.
2. Email from Massachusetts Municipal Association on MMA-Suffolk Students and Alumni Reception on January 24, 2020. Steven Conner makes motion that Cemetery Administrator attend MMA Conference it was seconded by Cynthia Eldredge.
3. Email from Johanna Boucher on training November 6, 2019 at Barnstable Town Hall on Advanced Topics for Chapter 30B, Design & Construction Law & Prevailing Wage Requirements. Cemetery Administrator will attend.
4. Email from Christopher Clark, Town Administrator on FY21 Operating Budget instructions. Discussion on opened cemetery projects that are need of surveying and how in the future that will be paid for since the Town Surveyors retirement and there has been no replacement. Discussion on the Bank Street Cemetery survey to put up fence where abutters are encroaching on cemetery property and discussion on Kelley Cemetery property survey. Also discussion on part time employee for the cemetery department office staff.
5. Letter from Duncan Berry in support of the Pine Grove Cemetery CPC Article. (See attached)
6. Email on 50<sup>th</sup> Annual Frederick R. Laffond Cemetery Management Seminar on December 9 to 11, 2019. Cynthia Eldredge makes motion that Cemetery Administrator attend seminar it was seconded by Steven Conner.
7. Old Business: Update on Storm Damage. There is still a significant amount of limbs that need to be removed from trees we are waiting for the Seaside Arborist to finish cemeteries. Crosby Monuments has been repairing the monuments that were damaged and will be sending in a partial bill. All of the wooden fences have been repaired and we are waiting on quotes to fix the Granite or Stone fence with galvanized rails.
8. Update on CPC Mount Pleasant Gravestone Conservation. Project is nearly finished and should be completed by end of November. Cemetery Administrator attended the October 17<sup>th</sup> CPC Meeting and updated the Committee.
9. CPC Article for Pine Grove Cemetery; Historic Commission meeting was on October 16<sup>th</sup> and project was unanimously approved.
10. Email from Karen Helliwell on burial plaque on her lot in Island Pond in memory of her son. Email was send from the Cemetery Administrator on Monument Markout and Internment form with on burial for statistical information for the database for searching.
11. Update on Halloween Tour at the South Harwich Meeting House. It was well attended and three tours were given, the characters were AmeriCorps members who dressed in period costume and spoke about colorful characters from Harwich past.

12. New Business: Review of new flyer for Island Pond Cemetery on seasonal kids activities.
13. New Deed Randall & Kathleen Mason for 80R Pine Avenue (Graves 1 & 2) in Mount Pleasant Cemetery for \$1,600.00
14. New Deed for Thomas & Donna Fitzgerald for 23 Main Avenue (Graves 2 & 3) in Mount Pleasant Cemetery for \$1,600.00.
15. New Deed for Barbara Dineen in South Harwich Cemetery for Lot 3A (Grave #4) for \$800.00.
16. Certified Wildlife Habitat Application for Island Pond Cemetery. Cynthia Eldredge makes the motion that we Pay \$50.00 to have the Island Pond Cemetery certified as a Wildlife Habitat, it was seconded by Steven Conner.
17. Bills; Water Bills, Eversource, Young & Fancy Signs, Todd Fleming, All-Cape Fence, Gravestones Conservation Inc. and mileage for Robbin Kelley.
18. Other Business Cynthia Eldredge requests that we put Veterans Memorial in Evergreen Cemetery on the Agenda for the next meeting and ask if Wilfred Remillard attend.

The meeting was adjourned at 8:55 A.M. Next meeting will be December 3, 2019.

Respectfully Submitted,

Robbin Kelley,  
Cemetery Administrator