

**Historic District and Historical Commission Agenda**  
**732 Main Street, Harwich, MA**  
**Wednesday, November 18, 2020, 6:00 PM**

**THIS MEETING IS VIA REMOTE PARTICIPTION ONLY. NO IN PERSON ATTENDANCE IS PERMITTED.**

**Please join my meeting from your computer, tablet or smartphone.**

**<https://global.gotomeeting.com/join/334667773>**

**And /or dial in using your phone (Please see the attached notice for details).**

**United States: [+1 \(312\) 757-3121](tel:+13127573121)**

**Access Code: [334-667-773](tel:334667773)**

**New to GoToMeeting? Get the app now and be ready when your first meeting starts:**

**<https://global.gotomeeting.com/install/334667773>**

**All case materials are available online. Visit the Commission's Home Page under [Agendas for 2020](#).**

**<https://www.harwich-ma.gov/node/2421/agenda/2020>**

**[Locate the Agenda Packet for the date of the hearing.](#)**

- I. Call to order - Reading of the Certain Requirements for Public meetings
- II. Public Meeting
  - A. Community Preservation Commission (CPC) Articles for Annual Town Meeting
    - 1. Brooks Academy Museum Commission - Brooks Academy Structural Improvements
    - 2. Cemetery Commission - E. H. Methodist Gravestone Conservation & Preservation and Historic Restoration of Fence & Posts at E. H. Methodist Cemetery
- III. Adjourn

***Subject to Change / Next HDHC Meeting – TBA***

Authorized Posting Officer: Elaine Banta, Planning Assistant/Historic Support 508.430.7506

Application # \_\_\_\_\_

*For Administrative Use Only*

**TOWN OF HARWICH - COMMUNITY PRESERVATION  
COMMITTEE 2020 CPA PROJECT FUNDING REQUEST  
APPLICATION  
FISCAL YEAR 2021-2022**



Submission Date: October 30, 2020

**APPLICANT INFORMATION**

**Applicant:** David Spitz, Chair

Town Committee, Board or Organization: Brooks Academy Museum Commission (BAMC)

Legal Mailing Address: 80 Parallel Street, Harwich, MA 02645

Phone: 802-922-6773 Email Address: davidhspitz@comcast.net

**Project Manager:** same as above

Legal Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Second Contact Person:** Peggy Rose, Vice Chair

Legal Mailing Address: \_\_\_\_\_

Phone: 508-364-5256 Email Address: peginharwich@gmail.com

**PROJECT INFORMATION**

PROJECT TITLE: Brooks Academy Structural Improvements

PROJECT AMOUNT REQUESTED: \$785,000

PROJECT DESCRIPTION: See attached Project Description

ESTIMATED START DATE: July 1, 2021

ESTIMATED COMPLETION DATE: July 1, 2022

**Three years from the release of funds (July 2021) funds may be rescinded automatically; waivers may be sought.**

**CPA CATEGORY**

**APPLICANTS PLEASE TAKE NOTE \*\*please check boxes for all that apply\*\***

- Open Space:** This application is for the “acquisition, preservation, rehabilitation and/or preservation of open space”.
- Historic:** This application is for the “acquisition, preservation, rehabilitation and/or restoration of historic resources”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “acquisition, creation, preservation and/or support of community housing”.
- Recreation:** This application is for the “acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use”.

**How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?**

Brooks Academy is an important town-owned historic building located in a historic district. It is described on the Town website as “a striking Greek revival building with its bright white façade and massive fluted doric columns, dating from 1844”. Additionally, “today the Brooks Academy building houses the Harwich Historical Society and within its walls can be found the history of Harwich in exhibits, books, programs and archives”. It is critical to preserve this icon of Harwich history.

**How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?**

Brooks Museum is seasonally open to the public, and any historic work will benefit visitors and other users of the building. The Brooks Academy Museum Commission has actively overseen this project, and we have coordinated all efforts with the Harwich Historic Society. We will be seeking comment and approval from the Harwich Historical Commission shortly.

**Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:**

<b><u>Commissions/Boards/Committees/Organizations</u></b>	Please have them initial here after their review
Harwich Historical Commission	

**Describe their response, or provided written comments/input:**

We have requested a meeting with the Harwich Historical Commission and hope to appear before them in November or December.

**PROJECT BUDGET:** Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

**COST ESTIMATE(S):** \$ 1,263,290 (see attached Cost Estimate)  
Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

\*\*\*\*\*

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer's knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature - Chief Executive Officer or Board Chair

Title

*David Spitz*

Chair

Printed Name David Spitz

Date October 30, 2020

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM**  
Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.

PROJECT DESCRIPTION AND COST ESTIMATE  
BROOKS ACADEMY STRUCTURAL IMPROVEMENTS

As directed last year by the Community Preservation Committee and supported by a voted article at 2019 Town Meeting, the Brooks Academy Museum Commission (BAMC) has proceeded with a structural evaluation of the Brooks Academy building. With assistance from Sarah Korjeff, Historic Preservation Specialist, at the Cape Cod Commission, we hired John Wathne of Structures North Consulting Engineers in Salem, MA to evaluate the building. Mr. Wathne has experience with a number of historical buildings on Cape Cod. He visited Brooks Museum on September 17, 2020 and verbally reported that the building was generally in good condition but that there were issues with the foundation under the original portion of the building. The most noticeable visual evidence was a bulging area in the bricks along the eastern foundation wall.

Based on the above, the Town hired Structures North to do a Preliminary Design Study of the building foundation. The preliminary results of that report are attached. As requested by BAMC the report considered three alternatives: (1) a baseline project consisting only of replacement of the existing fieldstone/brick foundation walls with 4 foot concrete walls (and brick facing), (2) partial basement dig-out under approximately half of the remaining building and (3) full basement dig-out. The BAMC Board has voted to pursue the full basement alternative via CPC funding and/or outside grants. BAMC feels that the additional basement area is justified by the extensive storage needs for historic town documents and artifacts and that it is cost effective to do excavation while the foundation work is being done.

Structures North also retained a Cape Cod contractor to provide a preliminary construction estimate of the three alternatives. That estimate also is attached. The Town Engineer has briefly reviewed the report and recommends that contingency funds should be added in the amount of 20% for Architectural/Engineering design and 25% for Construction.

The following cost estimates are from the Construction Proposal along with the Town Engineer's contingencies:

Alternative #1, Foundation Repair Unexcavated:	Construction Cost – \$378,858 With Contingencies - \$568,287
Alternative #2, Partial Basement Dig-out:	Construction Cost - \$597,593 With Contingencies - \$896,390
Alternative #3, Full Basement Dig-out	Construction Cost - \$842,193 With Contingencies - \$1,263,290

After completion of preliminary design work, we anticipate approximately \$115,000 to remain from Year 2019 Article #41. We request that this balance be applied to our new funding request. For this year we request funding in the amount of \$785,000 to cover all costs associated with Alternative #2. However, Alternative #3 remains our strong preference, and we will seek outside grants or future year CPC approval to complete the funding needed for that alternative.



# BROOKS ACADEMY MUSEUM FOUNDATION IMPROVEMENTS PRELIMINARY DESIGN STUDY

DATE: 10-27-2020

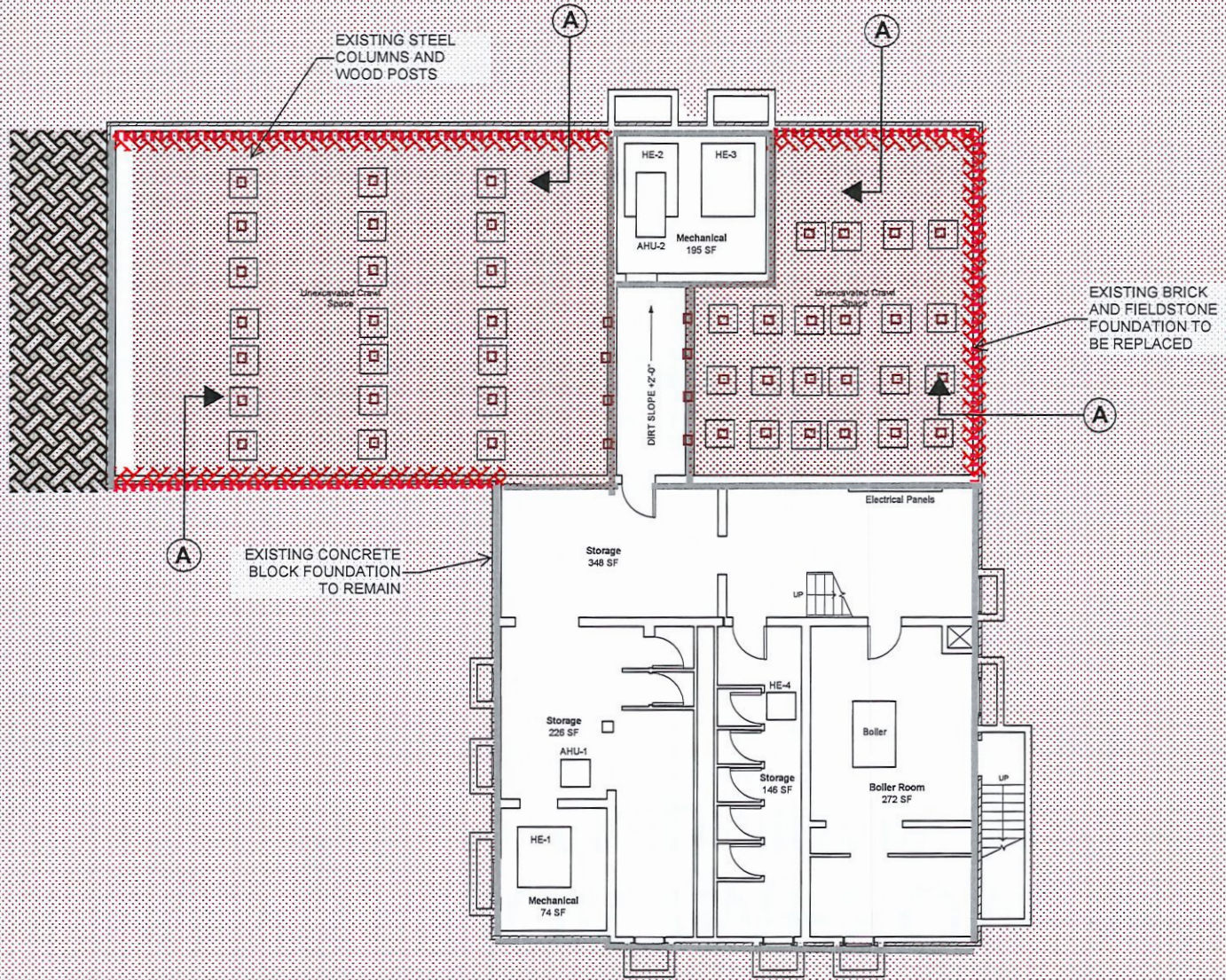
**CONSULTANT:**  
**STRUCTURES NORTH CONSULTING ENGINEERS, INC.**  
60 Washington St, Salem, MA 01970

**OWNER:**  
**BROOKS ACADEMY MUSEUM**  
80 Parallel St, Harwich, MA 02645

**CLIENT:**  
**Town of Harwich, MA**

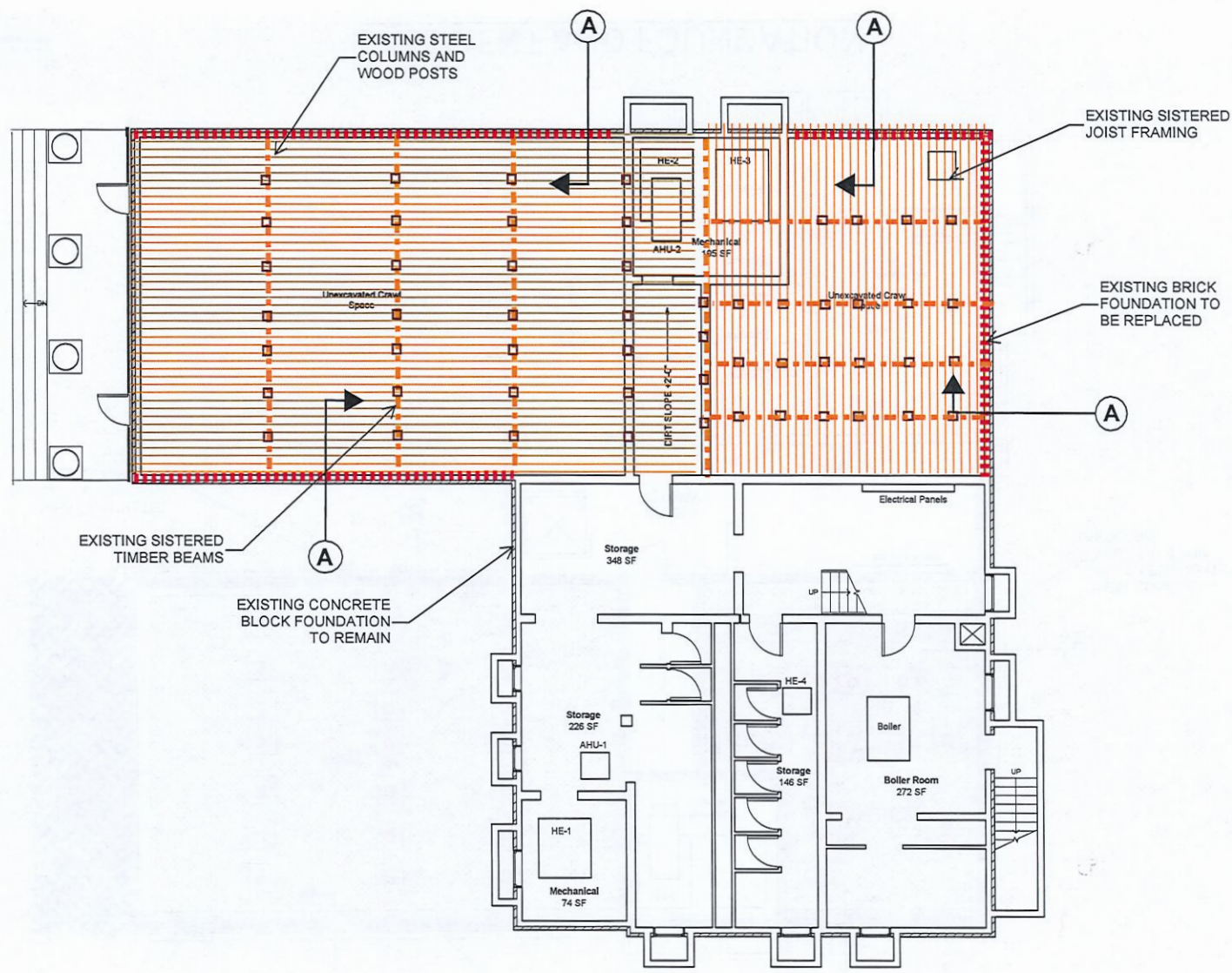


1/8" = 1'-0"



### BASEMENT AND FOUNDATION

JMW/ 10-27-2020



FIRST FLOOR STRUCTURE (OVER BASEMENT)





NEW CONCRETE  
BLOCK FOUNDATION  
WALL ON STRIP  
FOOTING

EXISTING STEEL  
COLUMNS AND  
WOOD POSTS

NEW CONCRETE  
BLOCK FOUNDATION  
WALL ON STRIP  
FOOTING

EXISTING CONCRETE  
BLOCK FOUNDATION  
TO REMAIN

NEW CONCRETE  
BLOCK FOUNDATION  
WALL ON STRIP  
FOOTING



1/8" = 1'-0"

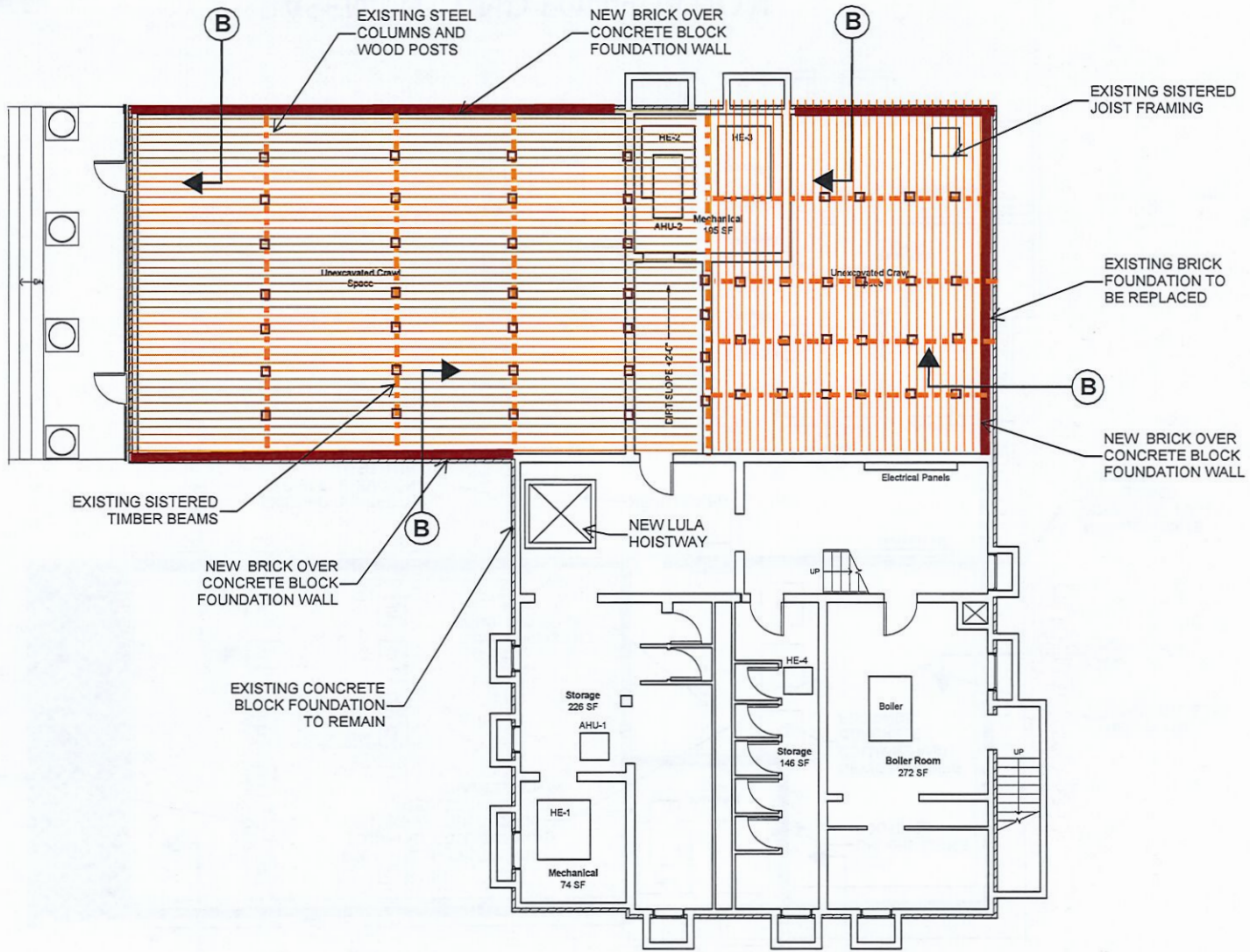
### BASEMENT AND FOUNDATION

Structures North  
CONSULTING ENGINEERS, INC.  
60 Washington Street, Salem, MA 01970  
978-745-8817 / www.structures-north.com

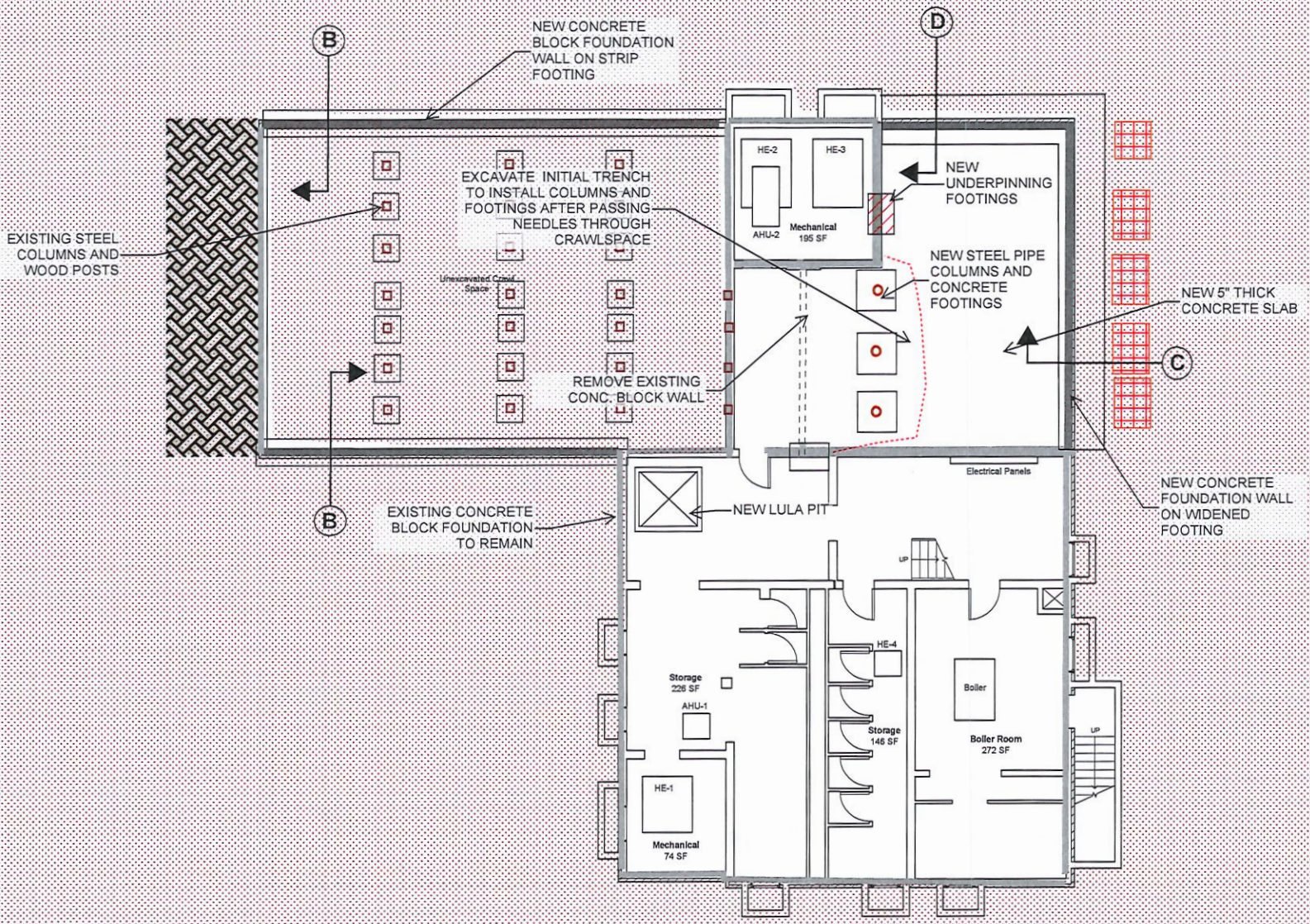
BROOKS ACADEMY MUSEUM, HARWICH, MA  
FOUNDATION REPAIR UNEXCAVATED

U1

JMW/ 10-27-2020



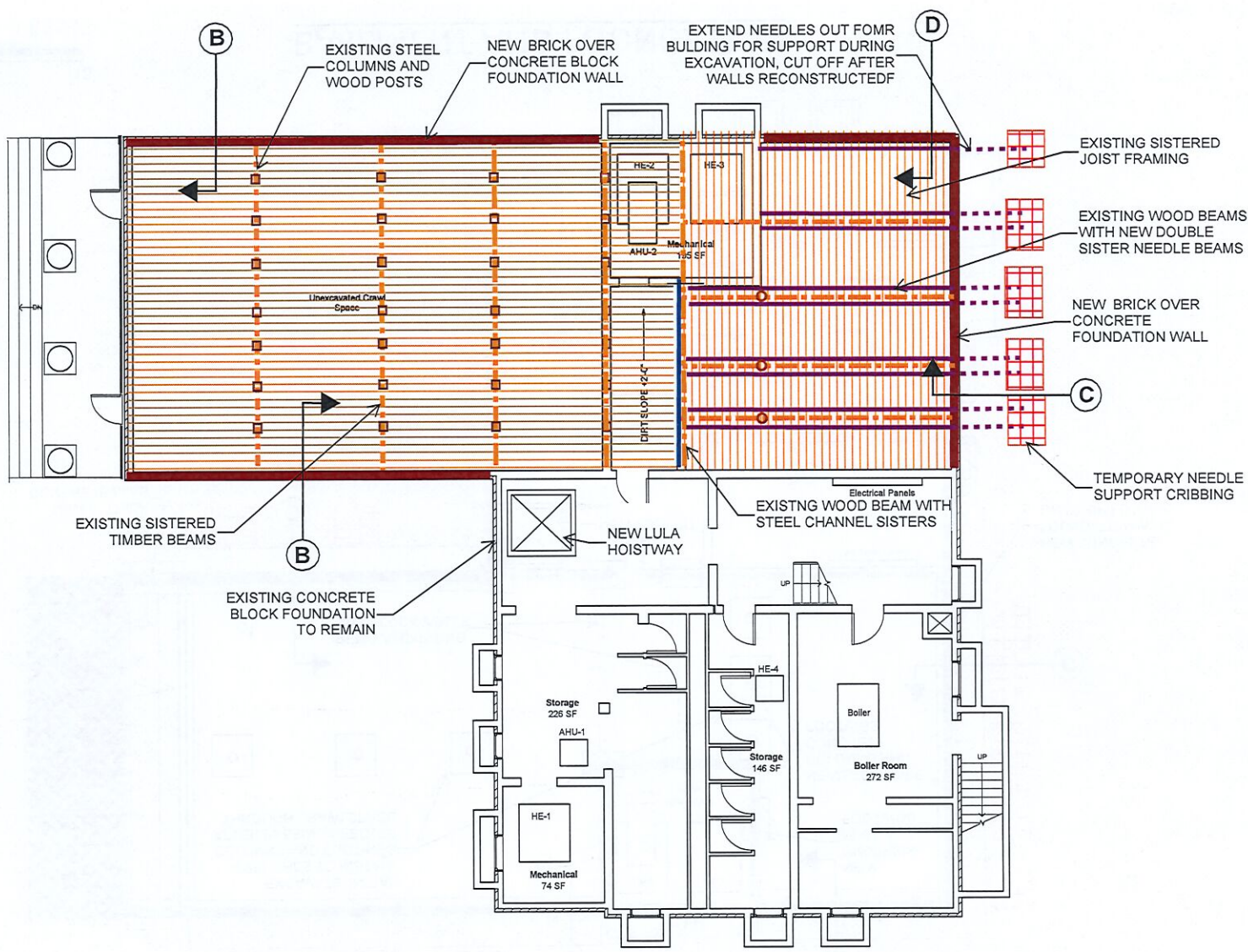
**FIRST FLOOR STRUCTURE (OVER BASEMENT)**



**BASEMENT AND FOUNDATION**



JMW/ 10-27-2020



**FIRST FLOOR STRUCTURE (OVER BASEMENT)**

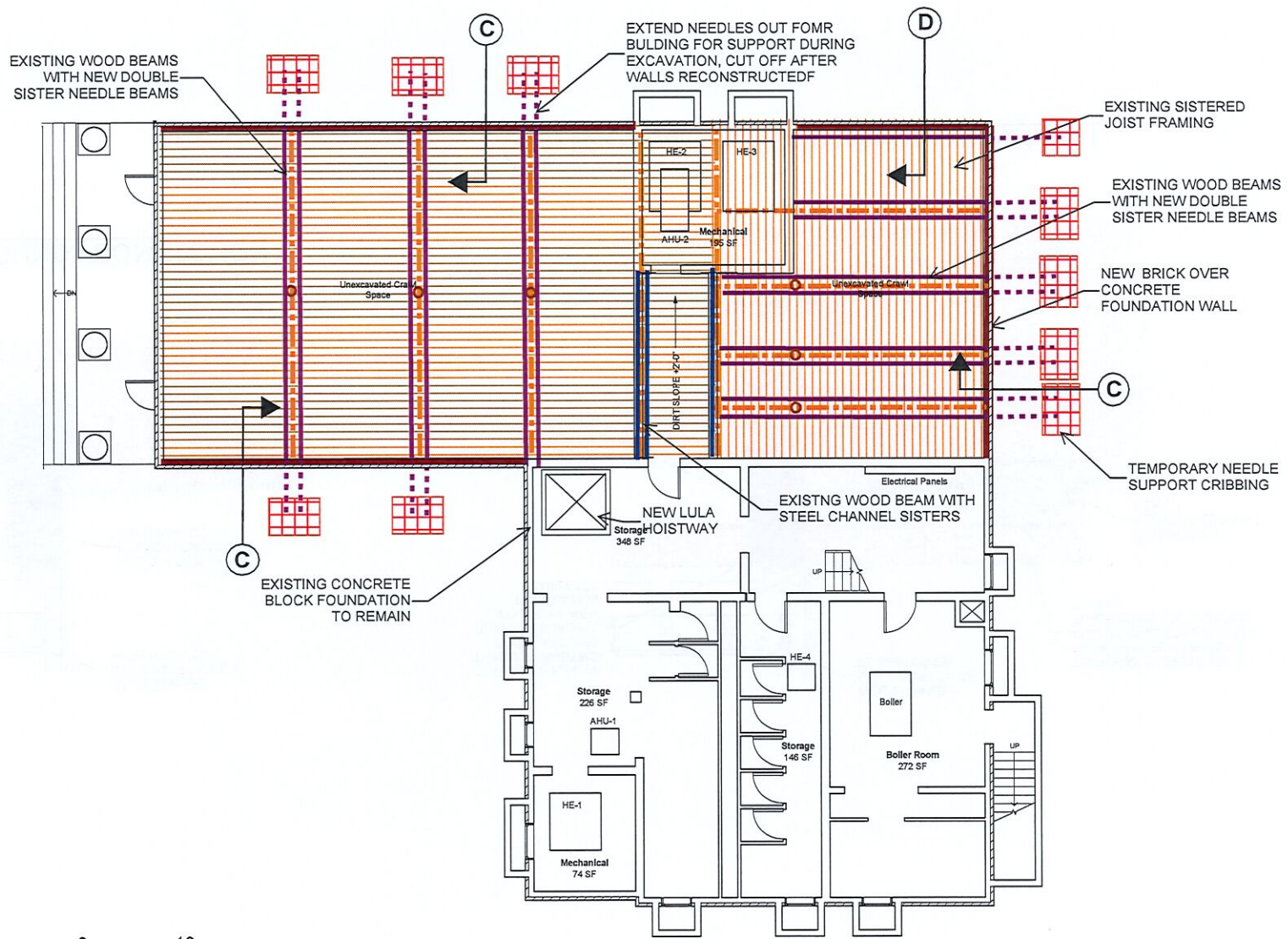
**Structures North**  
CONSULTING ENGINEERS, INC.  
60 Washington Street, Salem, MA 01970  
978-745-6617 / www.structures-north.com

**BROOKS ACADEMY MUSEUM, HARWICH, MA**  
**PARTIAL BASEMENT DIG-OUT**

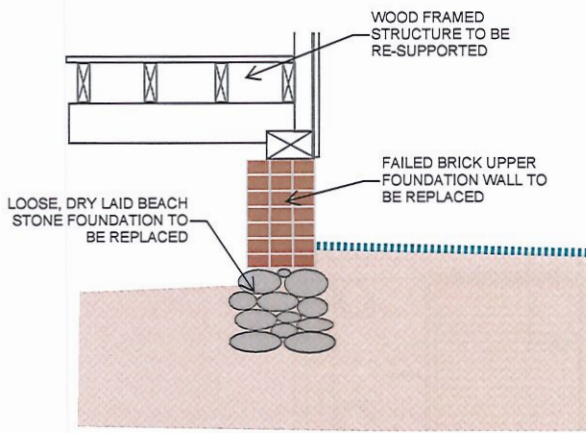
**P2**

JMW/ 10-27-2020

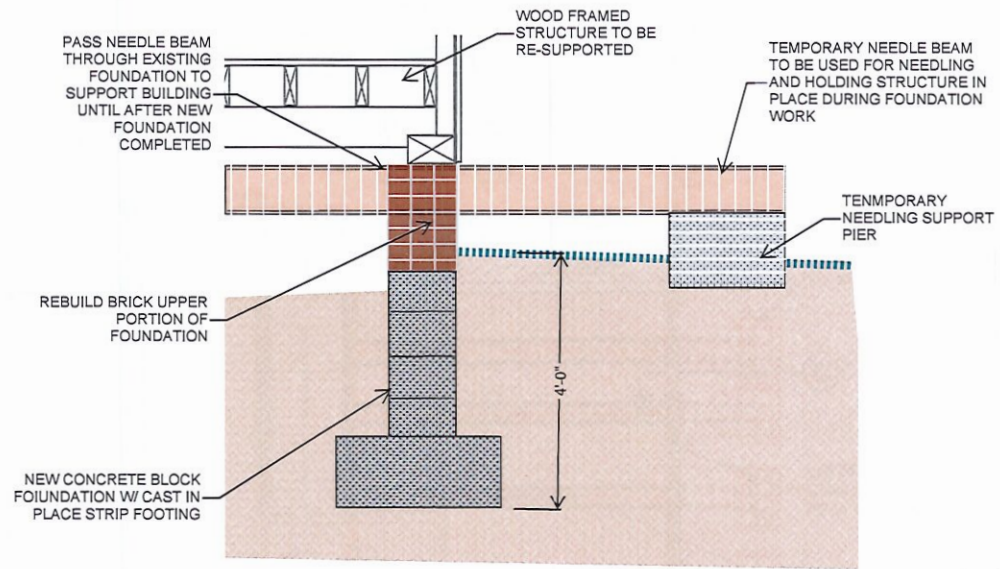




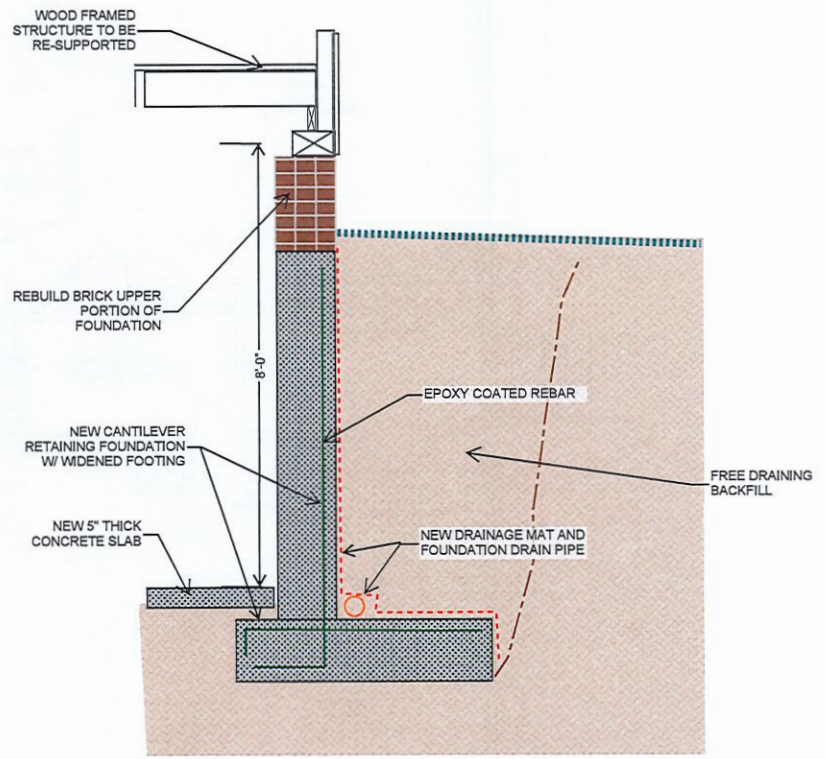
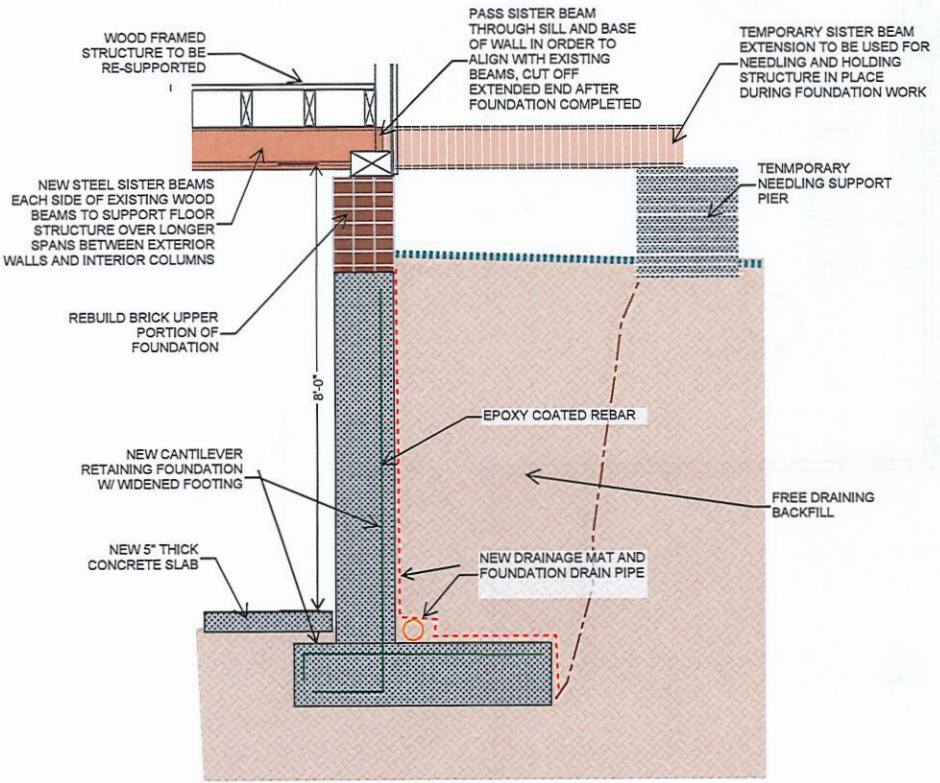
**FIRST FLOOR STRUCTURE (OVER BASEMENT)**



**A** EXISTING FOUNDATION SECTION



**B** FOUNDATION REAIR WITH NO BASEMENT



(C) FOUNDATION REPAIR WITH DUG OUT BASEMENT

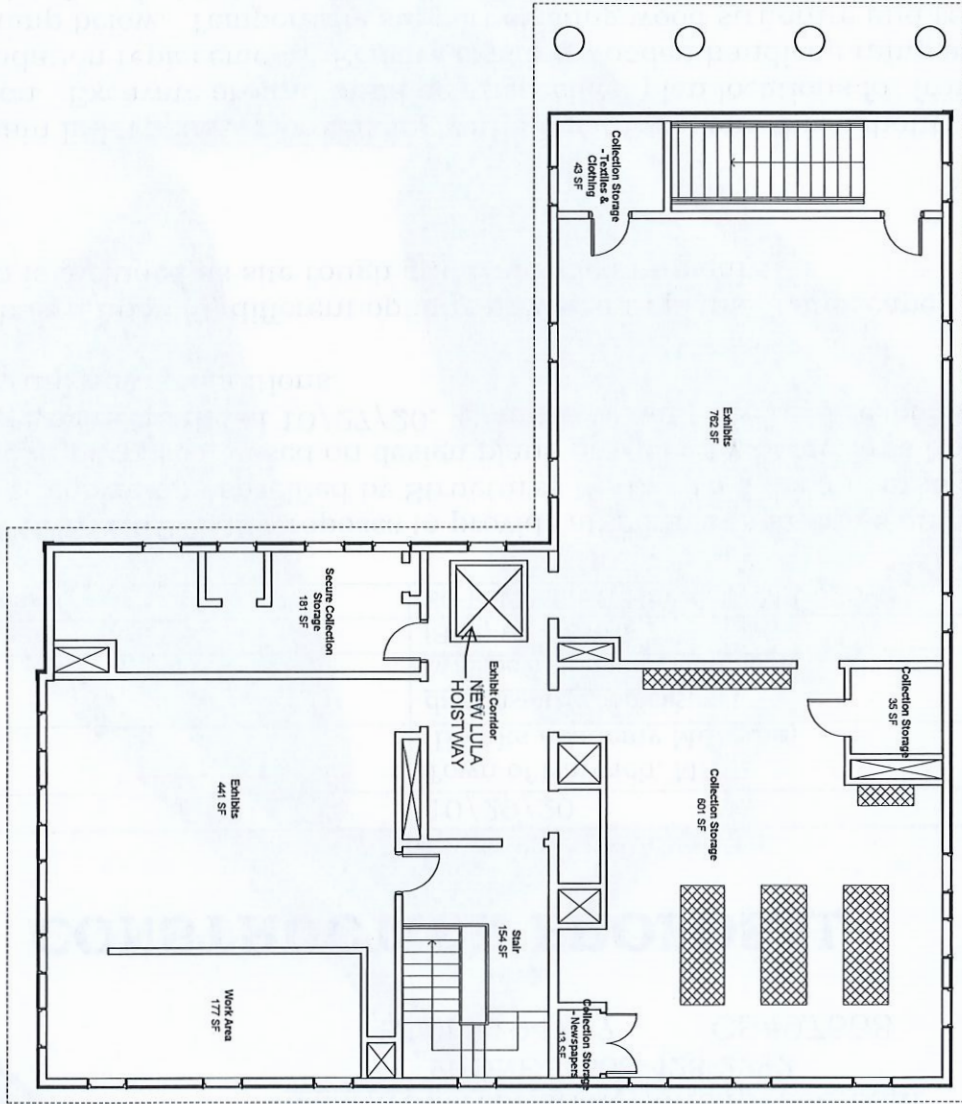
(D) FOUNDATION REPAIR WITH DUG OUT BASEMENT







**SECOND FLOOR PLAN**



JMW/ 10-27-2020

**A2**

**BROOKS ACADEMY MUSEUM, HARWICH, MA  
ARCHITECTURAL FLOOR PLANS**

**Structures North**   
CONSULTING ENGINEERS, INC.  
60 Washington Street, Salem, MA 01970  
978-745-6817 / www.structures-north.com



Fraser Construction, INC  
31 Bowdoin Rd. Mashpee, MA 02649  
Email: [office@fraserccc.com](mailto:office@fraserccc.com)  
[www.fraserconstructioncapecod.com](http://www.fraserconstructioncapecod.com)  
PHONE 1-508-428-2292  
HICL#194717 CS#97668

## CONSTRUCTION PROPOSAL

<b>Date</b>	10/29/20
<b>Name</b>	Town of Harwich, MA (Brooks Academy Museum)
<b>Email</b>	<a href="mailto:davidhspitz@comcast.net">davidhspitz@comcast.net</a> <a href="mailto:jwathne@structures-north.com">jwathne@structures-north.com</a>
<b>Phone</b>	(802) 922-6773
<b>Job Address</b>	80 Paralell St. Harwich, MA 02645

**FRASER CONSTRUCTION** proposes to provide all permits, materials and labor to complete renovations specified by Structures North. This document is solely for estimation purposes, based on design plans provided by Structures North Consulting Engineers dated 10/27/20. Contractor not to be held responsible for hidden/unknown conditions.

Pricing is based upon (3) different options provided in plans. Landscape restoration is included as site rough grade and clean up only.

### Option 1:

Provide chain link construction fencing with (2) gate sections throughout construction. Excavate around building at specified plan locations for frost depth foundation replacement. Remove existing wooden handicap ramp and concrete ramp below. Temporarily support existing wood structure and remove existing brick foundation by section. Install new footing around perimeter with rebar per plan. Construct 12" CMU block wall below grade and transition to 8" CMU block wall above grade. Shim existing structure at appropriate locations (TBD) and fill in remaining gaps with cement block and mortar. Install new red brick façade on 8" exposed section of exterior foundation. Backfill and rough grade entire site, wash and broom clean parking lot and street.

**Permit/transfer/supervision:**

1. Provide permit from Town of Harwich. (\$1,488)
2. Provide onsite dumpster and transfer fees. (\$1,500)
3. Provide supervision throughout inspection process. (\$1,500)
4. Provide construction fencing. (\$6,000)
5. Provide temporary toilet with handwashing station. (\$1,200)

**Permit/transfer/supervision total- \$11,688**

**Site work:**

1. Excavate and remove materials as needed for new foundation. (\$33,500)
2. Removal of concrete handicap ramp structure. (\$8,335)
3. Temporarily support and remove existing foundation. (\$116,665)
4. Provide new poured concrete strip footing. (\$21,000)
5. Install new 12" lower CMU wall. (\$63,335)
6. Install new 8" upper CMU wall with brick veneer. (\$50,000)
7. Disposal of concrete/brick. (\$8,335)
8. Backfill/clean-up. (\$6,000)

**Site work total- \$307,170**

**Carpentry:**

1. Install new handicap ramp per current code requirements. (\$40,000)
2. Install shims as required at bearing points for existing beams. (\$20,000)

**Carpentry total- \$60,000**

**Total estimated investment for option 1- \$378,858**

**Option 2:**

Provide chain link construction fencing with (2) gate sections throughout construction. Remove existing wooden handicap ramp and concrete ramp

below. Temporarily disconnect and reconnect existing plumbing, electrical and HVAC systems. Temporarily support existing wood structure. Excavate around building at specified plan locations for frost depth foundation replacement and full depth foundation replacement and remove existing brick foundation by section. Install new footing around perimeter with rebar per plan. Construct 12" CMU block wall below grade and transition to 8" CMU block wall above grade. Shim existing structure at appropriate locations (TBD) and fill in remaining gaps with cement block and mortar. Install new red brick façade on 8" exposed section of exterior foundation. Install new 5" thick concrete slab with new steel pipe columns and concrete footings. Underpin existing concrete footings in floor area a specified. Excavate pit for Lula lift in existing basement. Provide required construction support (installation of required framing and finish) for Lula installation company. Backfill and rough grade entire site, wash and broom clean parking lot and street.

**Permit/transfer/supervision:**

1. Provide permit from Town of Harwich. (\$1,488)
2. Provide onsite dumpster and transfer fees. (\$1,500)
3. Provide supervision throughout inspection process. (\$2,250)
4. Provide construction fencing. (\$6,000)
5. Provide temporary toilet with handwashing station. (\$1,200)
6. Temp disconnect and reconnect of required systems. (\$40,000)

**Permit/transfer/supervision total-     \$52,438**

**Site work:**

1. Excavate and remove materials as needed for new foundation. (\$50,250)
2. Removal of concrete handicap ramp structure. (\$8,335)
3. Temporarily support and remove existing foundation. (\$175,000)
4. Provide new poured concrete strip footing. (\$21,000)
5. Install new 12" lower CMU wall. (\$88,735)
6. Install new 8" upper CMU wall with brick veneer. (\$67,500)
7. Install new interior slab, footings and columns. (\$32,000)
8. Disposal of concrete/brick. (\$13,335)
9. Backfill/clean up. (\$9,000)

**Site work total- \$465,155**

**Carpentry:**

1. Install new handicap ramp per current code requirements. (\$40,000)
2. Install shims as required at bearing points for existing beams. (\$20,000)
3. Install required framing and finishes for Lula lift. (\$20,000)

**Carpentry total- \$80,000**

**Total estimated investment for option 2- \$597,593**

**Option 3:**

Provide chain link construction fencing with (2) gate sections throughout construction. Temporarily disconnect and reconnect existing plumbing, electrical and HVAC systems. Remove existing wooden handicap ramp and concrete ramp below. Temporarily support existing wood structure. Excavate around building at specified plan locations for full depth foundation replacement and remove existing brick foundation by section. Install new footing around perimeter with rebar per plan. Construct 12" CMU block wall below grade and transition to 8" CMU block wall above grade. Shim existing structure at appropriate locations (TBD) and fill in remaining gaps with cement block and mortar. Install new red brick façade on 8" exposed section of exterior foundation. Install new 5" thick concrete slab with new steel pipe columns and concrete footings. Underpin existing concrete footings in floor area a specified. Excavate pit for Lula lift in existing basement. Provide required construction support (installation of required framing and finish) for Lula installation company. Backfill and rough grade entire site, wash and broom clean parking lot and street.

**Permit/transfer/supervision:**

1. Provide permit from Town of Harwich. (\$1,488)
2. Provide onsite dumpster and transfer fees. (\$1,500)
3. Provide supervision throughout inspection process. (\$3,000)
4. Provide construction fencing. (\$6,000)
5. Provide temporary toilet with handwashing station. (\$1,200)

6. Temp disconnect and reconnect of required systems. (\$60,000)

**Permit/transfer/supervision total- \$73,188**

**Site work:**

1. Excavate and remove materials as needed for new foundation. (\$67,000)
2. Removal of concrete handicap ramp structure. (\$8,335)
3. Temporarily support and remove existing foundation. (\$233,330)
4. Provide new poured concrete strip footing. (\$21,000)
5. Install new 12" lower CMU wall. (\$126,670)
6. Install new 8" upper CMU wall with brick veneer. (\$100,000)
7. Install new interior slab, footings and columns. (\$64,000)
8. Disposal of concrete/brick. (\$16,670)
9. Backfill/clean up. (\$12,000)

**Site work total- \$649,005**

**Carpentry:**

1. Install new handicap ramp per current code requirements. (\$40,000)
2. Install shims as required at bearing points for existing beams. (\$60,000)
3. Install required framing and finishes for Lula lift. (\$20,000)

**Carpentry total- \$120,000**

**Total estimated investment for option 3- \$842,193**

**PAYMENTS ARE DUE IMMEDIATELY AFTER JOB COMPLETION.**

Payments accepted are:  
CASH – CHECK

**Possible Extra** – Any rotted or otherwise deteriorated trim boards, plywood sheathing, lead flashing, or other carpentry needing replacement will be done and charged for as an extra at the rate of \$75.00 per hour, plus 20% mark-up materials.

Any deviation or alteration from above specification will be executed upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner should carry fire, tornado and other necessary insurance upon the above work. We, if not accepted within thirty days may withdraw this proposal.

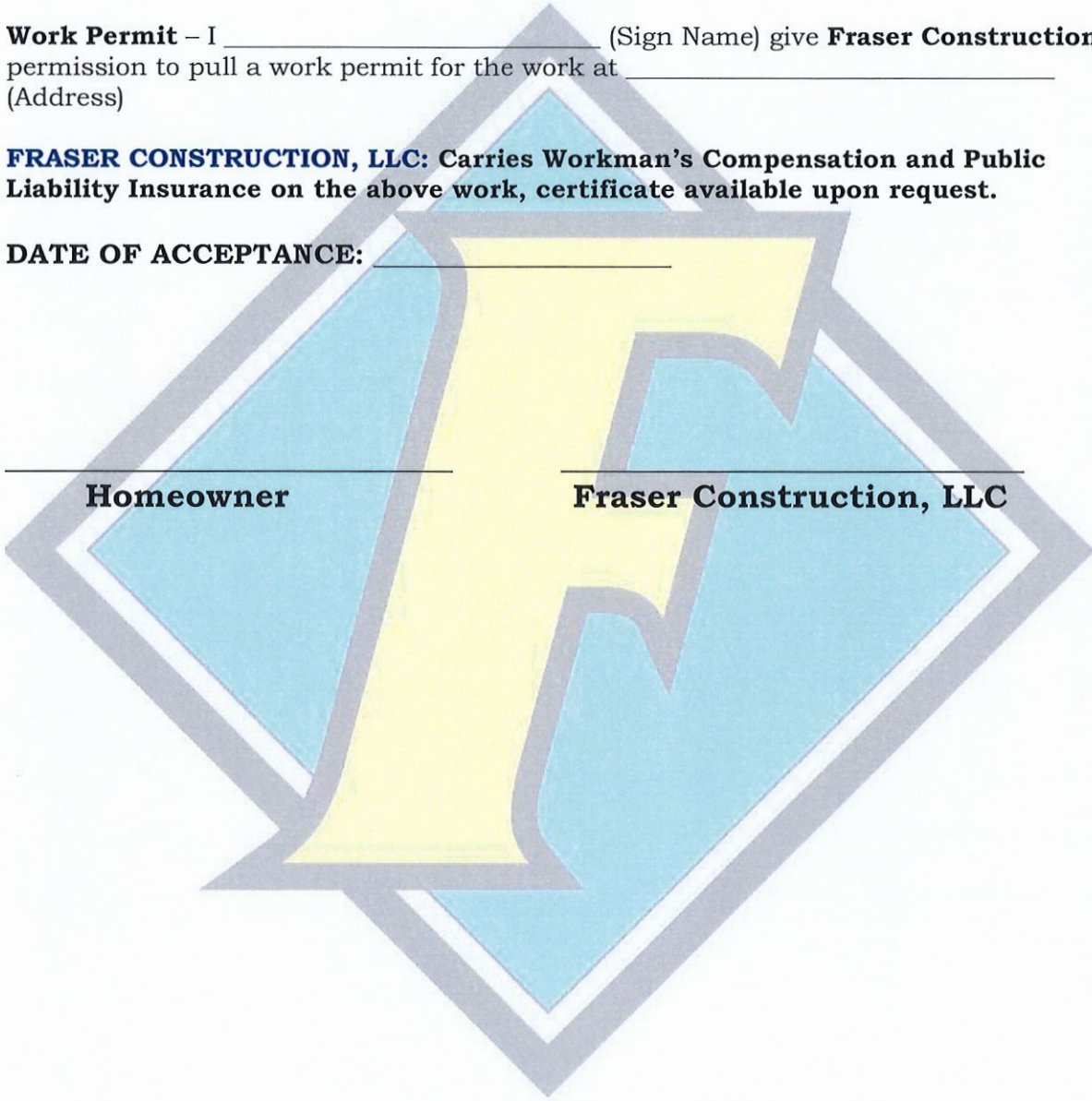
**Work Permit** – I \_\_\_\_\_ (Sign Name) give **Fraser Construction** permission to pull a work permit for the work at \_\_\_\_\_ (Address)

**FRASER CONSTRUCTION, LLC: Carries Workman's Compensation and Public Liability Insurance on the above work, certificate available upon request.**

**DATE OF ACCEPTANCE:** \_\_\_\_\_

\_\_\_\_\_  
**Homeowner**

\_\_\_\_\_  
**Fraser Construction, LLC**







# East Harwich Methodist Cemetery

## Gravestone Conservation and Preservation



Application # \_\_\_\_\_

*For Administrative Use Only*

**TOWN OF HARWICH - COMMUNITY PRESERVATION  
COMMITTEE 2020 CPA PROJECT FUNDING REQUEST  
APPLICATION  
FISCAL YEAR 2021-2022**

Submission Date: 10/30/2020

**APPLICANT INFORMATION**

**Applicant:** Cemetery Department

Town Committee, Board or Organization: Cemetery Commission

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelley@town.harwich.ma.us

**Project Manager:** Robbin Kelley

Legal Mailing Address: 10 Glen Road, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelley@town.harwich.ma.us

**Second Contact Person:** Cynthia A. Eldredge, Cemetery Commission Chair

Legal Mailing Address: 9 Forsythia Drive, Harwich, MA 02645

Phone: 508-432-096 Email Address: itsasin@comcast.net

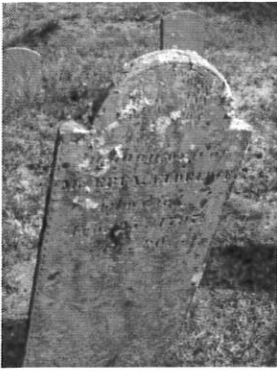
**PROJECT INFORMATION**

PROJECT TITLE: East Harwich Methodist Cemetery Gravestone Conservation & Preservation

PROJECT AMOUNT REQUESTED: \$102,000

PROJECT DESCRIPTION: Cleaning, consolidation, repair and/or resetting of grave markers.

1. 65 Total Repairs: 45 Monuments and 20 footstones are in need of repair, due to fractures or damage from falling over and/or previous failed repairs.
2. 209 Reset or New Foundation: 107 headstone, 2 corner markers, 100 footstones either need to be reset or foundation repair. Monuments are leaning and are in need of treatment to be reset so that they will not topple over and to prevent future degradation.
3. New bases will be made where required.
4. 265 memorials will be cleaned and consolidated includes headstone and footstones.
5. Slate will not be consolidated but will be cleaned of biologicals.
6. Total number of monuments is 316.



East Harwich Methodist Cemetery or Union Cemetery's earliest grave was from 1797 of Revolutionary War soldier Ebenezer Eldredge who died on 25 February 1797. Every grave tells a story of our town's past. It is our responsibility to preserve these burial places for future generations. This cemetery was opened after the old burial ground on Queen Anne Road was filled. It is located in the yard of the second Methodist Church in East Harwich and is known as the Harwich United Methodist Church (HUMC).

Earliest founding Town Members are important to the Town's heritage. This East Harwich Methodist Cemetery is a visual and cultural reminder of its past. Memorials throughout the burial grounds are in need of maintenance and restoration. The overall goal is preservation and stabilization to prevent future damage of this historic burying grounds. Caring for historic gravestones must be done by those trained in proper cleaning and preservation techniques. The various types of stones (slate, marble, sandstone and limestone) each require a different technique for cleaning and removing of biological growths such as lichens. Often sealants are used to prevent the invasion of moisture.

ESTIMATED START DATE: August 2021

ESTIMATED COMPLETION DATE: November 2022

**Three years from the release of funds (July 2021) funds may be rescinded automatically; waivers may be sought.**

2020 CPA Project Funding Request Application Page 1

### **CPA CATEGORY**

**APPLICANTS PLEASE TAKE NOTE \*\*please check boxes for all that apply\*\***

- Open Space:** This application is for the “**acquisition, preservation, rehabilitation and/or preservation of open space**”.
- Historic:** This application is for the “**acquisition, preservation, rehabilitation and/or restoration of historic resources**”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “**acquisition, creation, preservation and/or support of community housing**”.
- Recreation:** This application is for the “**acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use**”.

**How does this project fit into Harwich's Local Comprehensive Plan and/or other Plan?**

This project is part of the Cemetery Commission's master plan, which includes Planning, Assessments and Inventories of all the cemetery properties. We are in the process of developing long-term plans for the cemeteries, particularly in the area of maintenance. This includes inventory of all the 16 cemeteries, evaluating each ones condition and determining the course of action for preservation.

**How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?**

Persevering the gravestones at East Harwich Methodist Cemetery is in the best interest of the Town. We have many people walking in the cemeteries visiting or doing genealogy, as this cemetery has Mayflower Descendants buried on the grounds. There is a need to make sure that the grounds are safe. Many of the stones are broken and face down and/or are unreadable due to biological growth covering the memorials. Many of the memorials are in pieces and will need to be reconstructed. This cemetery has a significant amount of historical monuments and preserving them will ensure future generations can experience this historic burial ground. We owe it to our pioneering ancestors that their monuments are not forgotten and that their contributions will be remembered.



**Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:**

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
The Harwich Cemetery Commission	CE
Historic Commission (To be Scheduled) on Nov 18, 2020	

**Describe their response, or provided written comments/input:**

**PROJECT BUDGET:** Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

# GRAVESTONE CONSERVATION SERVICES, INC.



October 27, 2020

Robbin Kelley  
Cemetery Administrator  
Harwich, Massachusetts 02645

Subject: Quote for conservation services to include cleaning, consolidation, repair and/or resetting of 316 - 318 markers comprised of 204 – 206 headstones/monuments, 112 footstones and 2 corner markers at East Harwich Methodist Cemetery in the Town of Harwich, MA

Dear Ms. Kelley:

Following an assessment performed in September of 2020, Gravestone Conservation Services, Inc. is pleased to provide you with this quote for gravestone conservation services for 314 - 316 markers identified for conservation procedures. The fee for these services is \$102,000.00.

## ❖ SCOPE OF SERVICES

Gravestone Conservation Services, Inc. (Gravestone CSI) will provide the following services:

1. Conservation services to include:
  - a. Cleaning of grave marker.
  - b. Consolidation treatments where indicated.
  - c. Raising and resetting where indicated.
  - d. Removal of failed repairs where required.
  - e. Repairs where required.
  - f. New bases where required.
  - g. Before and after photographs for each marker.
  - h. Supporting documentation.

# GRAVESTONE CONSERVATION SERVICES, INC.



## ❖ SCHEDULE OF SERVICES

Commencement of work to be determined by the Town of Harwich.

We are committed to providing quality service. All work is ethically accomplished by means of the gentlest methods possible using compatible materials. Saving our past for future generations.

Signing this proposal and returning one copy to Gravestone CSI shall indicate your acceptance of this Quote and your authorization for us to proceed with the scope of work indicated. We thank you for the opportunity to work with you and look forward to our work and any future services you may desire from Gravestone CSI. If you have any questions, do not hesitate to contact us at 781-706-5531.

Sincerely,  
Gravestone Conservation Services, Inc.

Cheryle Caputo,  
President, Gravestone Conservation Services, Inc.

### **Agreed To & Accepted By:**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

**COST ESTIMATE(S):** \$ 102,000

Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

\*\*\*\*\*

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer's knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**Signature - Chief Executive Officer or Board Chair**

**Title**



**Cemetery Administrator**

**Printed Name** Robbin Kelley

**Date** 30 October 2020

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM**

**Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.**



# Historic Restoration of Fence Posts & Rails at East Harwich Methodist Cemetery



Application # \_\_\_\_\_

*For Administrative Use Only*

**TOWN OF HARWICH - COMMUNITY PRESERVATION  
COMMITTEE 2020 CPA PROJECT FUNDING REQUEST  
APPLICATION  
FISCAL YEAR 2021-2022**

Submission Date: 10/30/2020

**APPLICANT INFORMATION**

**Applicant:** Cemetery Department

Town Committee, Board or Organization: Cemetery Commission

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelly@town.harwich.ma.us

**Project Manager:** Robbin Kelley

Legal Mailing Address: 10 Glen Road, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelly@town.harwich.ma.us

**Second Contact Person:** Cynthia A. Eldredge, Cemetery Commission Chair

Legal Mailing Address: 9 Forsythia Drive, Harwich, MA 02645

Phone: 508-432-096 Email Address: itsasin@comcast.net

**PROJECT INFORMATION**

PROJECT TITLE: Historic Restoration of Fence Posts & Rails at East Harwich Methodist Cemetery

PROJECT AMOUNT REQUESTED: \$127,750

PROJECT DESCRIPTION: Repair or replace granite post and rails

The cemetery that surrounds the East Harwich United Methodist Church is known as the East Harwich (Union) Methodist Cemetery. It is located at the corner of Church Street and Queen Anne Road in East Harwich and the fence has fallen into disrepair. There are 24 granite posts that are broken or have fractures which need to be replaced. This will require digging up and removing the broken posts and the installation of the new posts which will need to be purchased. Additionally, 46 galvanized pipe rails are either bent, rusted through, or are missing requiring their replacement. There are two rails between each post.

This cemetery is at a very busy intersection in our Town and is one of the first impression that visitors get when driving from Chatham into Harwich. Therefore, the Cemetery Commission is hoping that the CPC will approve this application, for this historic graveyard dating back to 1797.

ESTIMATED START DATE: August 2021

ESTIMATED COMPLETION DATE: July 1, 2022

**Three years from the release of funds (July 2021) funds may be rescinded automatically; waivers may be sought.**

2020 CPA Project Funding Request Application Page 1

### **CPA CATEGORY**

**APPLICANTS PLEASE TAKE NOTE \*\*please check boxes for all that apply\*\***

- Open Space:** This application is for the “**acquisition, preservation, rehabilitation and/or preservation of open space**”.
- Historic:** This application is for the “**acquisition, preservation, rehabilitation and/or restoration of historic resources**”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “**acquisition, creation, preservation and/or support of community housing**”.
- Recreation:** This application is for the “**acquisition, creation, preservation, rehabilitation and/or restoration of land for recreational use**”.

**How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?**

This project is part of the Cemetery Commission’s

This project is part of the Cemetery Commission’s master plan, which includes Planning, Assessments and Inventories of all the cemetery properties. We are in the process of developing long-term plans for the cemeteries, particularly in the area of maintenance. This includes inventory of all the 16 cemeteries, evaluating each ones condition and determining the course of action for preservation.

**How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?**

Preservation of the fence at East Harwich Methodist Cemetery, dating back to 1797 is in the best interest of the Town. We have many visitors to our town cemeteries. This cemetery contains many Mayflower descendants which attracts visitors performing genealogy research. It is critically important that the grounds remain in safe and passable condition. Currently there are broken granite posts and dangerously bent and corroded rails on the grounds which have become a hazard to visitors. It is important that visitors have a positive experience when visiting.

**Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:**

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
The Harwich Cemetery Commission	CE
Historic Commission (To be Scheduled) <i>On November 18, 2020</i>	

**Describe their response, or provided written comments/input:**

**PROJECT BUDGET:** Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project's projected operating expenses, including maintenance.

**COST ESTIMATE(S):** \$ 127,750

Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements, if available.
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

\*\*\*\*\*

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer's knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements

HENRY T. CROSBY & SON  
*Thomas J. Blute – Designer & Builder of*  
MONUMENTS AND CEMETERY MEMORIALS  
672 MAIN STREET HARWICH, MA 02645

Harwich Cemetery Commission  
Oak St.  
Harwich, MA 02645

Attn. Robin  
Re: E. Harwich Methodist Church Cemetery

Oct. 20, 2020

Materials:

26 Stony Creek Granite Posts All rock-pitched  
4 holes @ 2" per posts (104)  
25 1<sup>1</sup>/<sub>4</sub>" Galvanized steel pipes @ 21'

Scope of work:

Un earth and remove remnants of 24 broken granite posts.  
Install new posts with rails cut to size.  
Remove damaged, rusted and bent rails and replace.  
Remove trees and brush that has grown in the path.

Estimated Materials:	87,000.
Estimated Labor:	26,000.
Estimated Shipping:	5,500.
Estimated Landscaping:	4,250.
Misc. expenses:	5,000.
	Estimated Cost: \$ 127,750.00

Prepared by Thomas Blute – Owner

PHONE: (508)432-0007 FAX: (508)432-6006  
EMAIL: [tomblute@crosbymonuments.com](mailto:tomblute@crosbymonuments.com)  
WEB: [htcrosbyandson.com](http://htcrosbyandson.com)

should the Community Preservation Committee so request.

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Signature - Chief Executive Officer or Board Chair

Title



Cemetery Administrator

Printed Name Robbin Kelley

Date 30 October 2020

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 30, 2020 NO LATER THAN 4 PM**

Must submit eight (8) paper copies and if possible, a thumb drive (USB memory stick) containing a digital copy of the Application in a PDF file format.