

CEMETERY COMMISSION MONTHLY MEETING
CHANNEL 18 STUDIO
100 OAK STREET, HARWICH, MA 02645
TUESDAY DECEMBER 13, 2022 AT 9:00AM

Public may attend the meeting in person, access the meeting on Channel 18 (Broadcasting Live), or can login to the meeting remotely using the following login information

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

<https://meet.goto.com/658957533>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 658-957-533

I. CALL TO ORDER

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email to Amy Bullock, Town Treasure to attend to discuss investment of Perpetual Care Funds.
- B. Email to Jim Stratton, Cemetery Foreman to attend to discuss Cemetery Maintenance.
- C. Email from Jan Moore on CPC Agenda for December 8, 2022.
- D. Email from Wendy Tulloch with October FY22 Budget Report.
- E. Email from Michael Andranovich from AmeriCorps Cape Cod group service projects.
- F. Email to Ann Marie Ellis, Town Accountant on Donations for the Veterans Memorial's in Evergreen Cemetery.
- G. OTHER BUSINESS.

III. OLD BUSINESS

- A. Up to date totals for Revolving Account and Cemetery Budget.
- B. Veterans Memorial Circle at Evergreen.
- C. Software BID for Evergreen Cemetery.
- D. Town Meeting Articles; Rules and Regulations and CPC Articles North Harwich Post and Rails and Revolutionary and Civil War Memorials.
- E. Bank Street Cemetery update.
- F. OTHER OLD BUSINESS.

IV. NEW BUSINESS

- A. BILLS: Eversource \$6.00 & \$8.98, Mileage Robbin Kelley July, Aug, Sept, Oct, Nov.
- B. DEEDS: Herbert & Valerie Bell for 249 Pond Grove in Island Pond \$500.00. Richard & Sharon Mitzer for D11S West Main Ave in Island Pond \$1,600.00, Glen Jamieson for D13S West Main Ave in Island Pond for \$800.00, Wayne & Lucille Zibrat for 87B Nickerson Ave in Evergreen for \$800.00.
- C. LOT RETURN: John Murphy return 3 graves spaces purchased.
- D. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Amy Bullock
Sent: Friday, December 2, 2022 3:20 PM
To: Robbin Kelley
Subject: RE: Attending Meeting

Ok, see you then 😊

From: Robbin Kelley
Sent: Friday, December 2, 2022 3:05 PM
To: Amy Bullock <abullock@town.harwich.ma.us>
Subject: RE: Attending Meeting

Amy

That's perfect. I think that is what they are planning.

Robbin

From: Amy Bullock
Sent: Friday, December 2, 2022 3:00 PM
To: Robbin Kelley <rkelley@town.harwich.ma.us>
Subject: RE: Attending Meeting

Hi,

I can. But the only thing I would do at this point is open a CD if they wanted to do that. Anything major should wait until there is a new Treasurer since I'll be gone so soon.

Let me know! Happy to attend for discussion if they want. 😊

Amy

From: Robbin Kelley
Sent: Friday, December 2, 2022 2:55 PM
To: Amy Bullock <abullock@town.harwich.ma.us>
Subject: Attending Meeting

Amy

Would you be able to attend our meeting on December 13 at 9:00 at the Community Center for the Cemetery Commission to discuss investment of the Perpetual Care Funds?

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street

Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

From: Robbin Kelley
Sent: Thursday, November 17, 2022 8:16 AM
To: Amy Bullock <abullock@town.harwich.ma.us>
Subject: FW: Research

Amy

I am attaching Mass State Law on investment of Perpetual Care Funds, not sure if you already had this, but my commissioners wanted me to pass it on.

Robbin

Section 54: Investment of trust funds

Section 54. Trust funds, including cemetery perpetual care funds, unless otherwise provided or directed by the donor of the funds, shall be deposited in: a trust company, co-operative bank or savings bank, if the trust company or bank is organized or exists under the laws of the commonwealth or any other state or may transact business in the commonwealth and has its main office or a branch office in the commonwealth; a national bank, federal savings bank or federal savings and loan association, if the bank or association may transact business and has its main office or a branch office in the commonwealth; provided, however, that a state-chartered or federally-chartered bank shall be insured by the Federal Deposit Insurance Corporation or its successor or invested by cities and towns in participation units in a combined investment fund under section 38A of chapter 29 or in bonds or notes which are legal investments for savings banks. Cities and towns having such funds in the custody of the treasurer in an aggregate amount in excess of two hundred and fifty thousand dollars may also invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the commonwealth; provided, that not more than fifteen per cent of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half per cent of such funds be invested in the stock of any one bank or insurance company. This section shall not apply to the city of Boston.

Robbin Kelley

From: Rob Thompson <robandcindy2@icloud.com>
Sent: Tuesday, November 1, 2022 4:10 PM
To: steven conner; Cindy Eldredge
Cc: Robbin Kelley
Subject: Perpetual Care Fund
Attachments: Perpetual Care.zip

All,

At our meeting today Robbin brought up the lack of viable investment vehicles for our Perpetual Care Fund. Numbers were loosely thrown around but the fund earned \$20+/- last year. I can't find the exact number, but if this fund is worth \$460,000 and was invested in a 2 year CD that pays monthly (4.5%) the fund would earn \$21,160 and if unused, the fund would now be worth \$481,160 and \$502,320 by then end of the CDs term.

Robbin is doing some research with the town and will speak with professionals at the cemetery conference in December.

I have asked her to make this an agenda item for our December meeting. A little light reading is attached which includes the appropriate MA Gen Laws. I am not sure what rules are in place in Harwich.

Cheers,

Rob

Robbin Kelley

From: Robbin Kelley
Sent: Wednesday, December 7, 2022 1:19 PM
To: Jim Stratton
Cc: Joni Seely
Subject: Cemetery Commission Meeting

Joni

I spoke with Jim today and the Cemetery Commissioner would like Jim and/or Pete to attend the Cemetery Commission Meeting on Tuesday, December 13 at 9:00, to go over maintenance issues and what they could do to help them with their work.

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Harwich Community Preservation Committee

REGULAR CPC MEETING Agenda

Donn B. Griffin Room – Harwich Town Hall, 732 Main St, Harwich, MA 02645

6:00 PM

Thursday, December 8, 2022

I. CALL TO ORDER

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

II. WELCOME GUESTS

Public Comment

III. Approval of Minutes:

CPC Meetings – October 13, 2022 and November 10, 2022

IV. New Business:

A. Vote: To return CPC projects' open balances to CPC accounts

a. 2021 Article #32 Part-time Housing Coordinator, \$50,000

b. 2022 Article #32 Part-time Housing Coordinator, \$50,000

B. Second night - Presentations of the 2022/2023 CPA Funding Requests. fifteen project applications were submitted this year. Each applicant will be given 5 minutes to present, followed by a 15-minute increment of time for discussion with CPC members.

- | | |
|-----------------|---|
| APPROX: 6:15 PM | CH 15 Adult Shared Living – From the Ground Up Project
Construction of an affordable living house
Applicant: Adult Shared Living of Harwich, Inc., Jeffery Locantore
Project Manager: Jeffery Locantore
Amount Requested: \$350,000 |
| APPROX: 6:35 PM | CH 16 Adult Shared Living – Land Purchase for the From the Ground Up Project
Applicant: Adult Shared Living of Harwich, Inc., Jeffery Locantore
Project Manager: Jeffery Locantore
Amount Requested: \$250,000 |
| APPROX: 6:55 PM | HP 8 Old Fire Station Restoration – 203 Bank Street Project
Applicant: Harwich Fire Association
Project Manager: HFA Joseph H. Rego III
Amount Requested: \$350,000 |
| APPROX: 7:15 PM | HP 6 Revolutionary & Civil War Memorials Project
Applicant: Harwich Cemetery Department
Project Manager: Harwich Cemetery Administrator Robbin Kelley
Amount Requested: \$256,282.40 |
| APPROX: 7:35 PM | HP 7 North Harwich Cemetery Fence Post & Rails *Revised Project
Applicant: Harwich Cemetery Department
Project Manager: Harwich Cemetery Administrator Robbin Kelley
Amount Requested: 94,600 |
| APPROX: 7:55 PM | R 14 Skinequit Pond Remediation
Applicant: Harwich Natural Resources Director Heinz Proft
Project Manager: Harwich Natural Resources Director Heinz Proft
Amount Requested: 92,000 |

Project applications can be found on:

<https://www.harwich-ma.gov/community-preservation-committee/pages/2022-2023-cpa-funding-requests-for-fy2024>



JOURNAL DETAIL 2023 1 TO 2023 4

FOR 2023 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
8025							
80254914 CEMETERY TRUST FUND							
80254914 CEMETERY TRUST FUND REVENUE							
480110 CEMETERY LOT SALES							
80254914 480110 CEMLOTSALE							
2023/01/000193 07/08/2022 CRP	-50.00 REF 2123590						
2023/01/000217 07/21/2022 CRP	-560.00 REF 2126519						
2023/02/000144 08/04/2022 CRP	-480.00 REF 2142428						
2023/03/000094 09/09/2022 CRP	-1,710.00 REF 2144996						
2023/03/000174 09/15/2022 CRP	-135.00 REF 2145567						
2023/04/000063 10/07/2022 CRP	-80.00 REF 2148629						
2023/04/000209 10/14/2022 CRP	-240.00 REF 2153552						
2023/04/000274 10/21/2022 CRP	-80.00 REF 2154966						
TOTAL CEMETERY LOT SALES	0	0	0	-3,335.00		3,335.00	100.0%
80254914 482001 CEM TRUST							
2023/01/000336 07/31/2022 CRP	-7.50 REF 2141943						
2023/02/000331 08/31/2022 CRP	-7.20 REF 2145092						
2023/03/000336 09/30/2022 CRP	-6.97 REF 2150172						
TOTAL INVESTMENT REVENUE	0	0	0	-21.67		21.67	100.0%
TOTAL CEMETERY TRUST FUND REVENUE	0	0	0	-3,356.67		3,356.67	100.0%
TOTAL CEMETERY TRUST FUND	0	0	0	-3,356.67		3,356.67	100.0%
TOTAL REVENUES	0	0	0	-3,356.67		3,356.67	100.0%
PRIOR FUND BALANCE				16,370.90			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				3,356.67			
REVISED FUND BALANCE				19,727.57			

11/03/2022 11:59
wtulloch

TOWN OF HARWICH - LIVE DATA
SPECIAL FUNDS

FY23

P 2
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FOR 2023 04

JOURNAL DETAIL 2023 1 TO 2023 4

ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
0	0	0	-3,356.67	.00	3,356.67	100.0%

GRAND TOTAL

** END OF REPORT - Generated by Wendy Tulloch **



11/03/2022 12:00
wtulloch

TOWN OF HARWICH - LIVE DATA
SPECIAL FUNDS

FOR 2023 04

FY23

JOURNAL DETAIL 2023 1 TO 2023 4

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ACCOUNTS FOR:
1611 CEMETERY LOT SALES REVOLVING

ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
16111002 CEMETERY LOT SALES REV						
523000 WATER UTILITY						
16111002 523000 WATER	0	0	45.00		-45.00	100.0%*
2023/03/000071 09/08/2022 API	45.00 VND 013876 VCH			SOUTH HARWICH CEMETERY ACCT 08		232332
TOTAL WATER UTILITY	0	0	45.00		-45.00	100.0%
538000 OTHER PURCHASED SERVICES						
16111002 538000 OTHPURCHSV	100,000.00 REF	100,000	6,274.00		93,726.00	6.3%
2023/01/000326 07/01/2022 BUA	900.00 VND			Annual Authorization		232079
2023/02/000090 08/04/2022 API	450.00 VND			Pine Grove Cemetery Pres & Con		232336
2023/03/000071 09/08/2022 API	1,295.00 VND 010197 VCH			HENRY T CROSBY & SON HEADSTONE SLIDE OF BASE NEEDED		232898
2023/04/000177 10/20/2022 API	3,629.00 VND 001790 VCH			ALL CAPE FENCE, INC. REPAIR AND REPLACE STORM DAMAG		232957
TOTAL OTHER PURCHASED SERVICES	0	100,000	6,274.00		93,726.00	6.3%
558000 UNCLASSIFIED SUPPLIES						
16111002 558000 UNCLSUPPLS						
2023/02/000090 08/04/2022 API	351.76 VND 015976 VCH	0	383.74		-383.74	100.0%*
2023/03/000071 09/08/2022 API	31.98 VND 024819 VCH	0		AGWAY OF DENNIS		231914
TOTAL UNCLASSIFIED SUPPLIES	0	0	383.74	AMAZON CAPITAL	-383.74	232257
578000 UNCLASSIFIED						
16111002 578000 UNCLASS						
2023/03/000071 09/08/2022 API	1,700.00 VND 022068 VCH	0	1,700.00	TREE REMOVAL AT MOUNT PLEASANT	-1,700.00	232390



11/03/2022 12:00
wtulloch

TOWN OF HARWICH - LIVE DATA
SPECIAL FUNDS

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FY23

FOR 2023 04 JOURNAL DETAIL 2023 1 TO 2023 4

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
1611 CEMETERY LOT SALES REVOLVING	0	0	0	1,700.00	.00	-1,700.00	100.0%
TOTAL UNCLASSIFIED	0	0	0	1,700.00	.00	-1,700.00	100.0%
583000 CEMETERY MTG/SEMINARS							
16111002 583000 MTG/SEM	0	0	0	175.00	.00	-175.00	100.0%*
2023/03/000071 09/08/2022 API	175.00 VND 002829 VCH		MASS CEMETERY ASSOC	ANNUAL DUES AND FALL FIELD EXP		232355	
TOTAL CEMETERY MTG/SEMINARS	0	0	0	175.00	.00	-175.00	100.0%
TOTAL CEMETERY LOT SALES REV	0	100,000	100,000	8,577.74	.00	91,422.26	8.6%
16111004 CEMETERY LOT SAL REVOLVING							
481003 CEMETERY LOT SALES							
16111004 481003 CEM LOT SA							
2023/01/000172 07/15/2022 CRP	-850.00 REF 2125238		ADMIN				
2023/01/000193 07/08/2022 CRP	-300.00 REF 2123590		ADMIN				
2023/01/000193 07/08/2022 CRP	-450.00 REF 2123590		CEMETERY RECEIPTS				
2023/01/000217 07/21/2022 CRP	-5,040.00 REF 2126519		CEMETERY RECEIPTS				
2023/01/000326 07/01/2022 BUA	-100,000.00 REF		Annual Authorization				
2023/01/000332 07/29/2022 CRP	-200.00 REF 2139288		ADMIN				
2023/01/000333 07/28/2022 CRP	-100.00 REF 2139279		ADMIN				
2023/02/000090 08/04/2022 API	600.00 VND 027066 VCH		LOT #956 & 957 DUNE AVE ISLAND				
2023/02/000143 08/05/2022 CRP	-100.00 REF 2142717		ADMIN				
2023/02/000144 08/04/2022 CRP	-800.00 REF 2142428		ADMIN				
2023/02/000144 08/04/2022 CRP	-4,320.00 REF 2142428		CEMETERY RECEIPTS				
2023/02/000158 08/12/2022 CRP	-100.00 REF 2142929		ADMIN				
2023/02/000178 08/15/2022 CRP	-200.00 REF 2142978		ADMIN				
2023/02/000285 08/19/2022 CRP	-500.00 REF 2143457		ADMIN				
2023/02/000289 08/26/2022 CRP	-100.00 REF 2144165		ADMIN				
2023/03/000094 09/07/2022 CRP	-15,390.00 REF 2144996		CEMETERY RECEIPTS				
2023/03/000095 09/07/2022 CRP	-200.00 REF 2144967		ADMIN				
2023/03/000174 09/15/2022 CRP	-475.00 REF 2145567		ADMIN				
2023/03/000174 09/15/2022 CRP	-1,215.00 REF 2145567		CEMETERY RECEIPTS				
2023/03/000302 09/27/2022 CRP	-475.00 REF 2147697		ADMIN				
2023/04/000063 10/07/2022 CRP	-525.00 REF 2148629		ADMIN				
2023/04/000063 10/07/2022 CRP	-720.00 REF 2148629		CEMETERY RECEIPTS				
2023/04/000125 10/12/2022 CRP	-100.00 REF 2150173		ADMIN				
2023/04/000205 10/19/2022 CRP	-200.00 REF 2153583		ADMIN				
TOTAL	0	-100,000	-100,000	-35,015.00	.00	-64,985.00	35.0%*

11/03/2022 12:00
wtulloch

TOWN OF HARWICH - LIVE DATA
SPECIAL FUNDS

FY23

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FOR 2023 04 JOURNAL DETAIL 2023 1 TO 2023 4

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
1611 CEMETERY LOT SALES REVOLVING							
16111004 481003 CEM LOT SA							
2023/04/000206 10/19/2022 CRP	-300.00 REF 2153587						
2023/04/000209 10/14/2022 CRP	-2,160.00 REF 2153552						
2023/04/000209 10/14/2022 CRP	-75.00 REF 2153556						
2023/04/000274 10/21/2022 CRP	-720.00 REF 2154966						
TOTAL CEMETERY LOT SALES	0	-100,000	-100,000	-35,015.00	.00	-64,985.00	35.0%
TOTAL CEMETERY LOT SAL REVOLVING	0	-100,000	-100,000	-35,015.00	.00	-64,985.00	35.0%
TOTAL CEMETERY LOT SALES REVOLVING	0	0	0	-26,437.26	.00	26,437.26	100.0%
TOTAL REVENUES	0	-100,000	-100,000	-35,015.00	.00	-64,985.00	
TOTAL EXPENSES	0	100,000	100,000	8,577.74	.00	91,422.26	
PRIOR FUND BALANCE				82,784.69			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				26,437.26			
REVISED FUND BALANCE				109,221.95			



11/03/2022 12:00
wtulloch

TOWN OF HARWICH - LIVE DATA
SPECIAL FUNDS

FY23

P 4
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FOR 2023 04

JOURNAL DETAIL 2023 1 TO 2023 4

ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USED
0	0	0	-26,437.26	.00	26,437.26	100.0%

GRAND TOTAL

** END OF REPORT - Generated by Wendy Tulloch **

Robbin Kelley

From: Michael Andranovich <michael.andranovich@barnstablecounty.org>
Sent: Tuesday, November 15, 2022 1:28 PM
To: Michael Andranovich
Cc: Hunter Moore; Robert Zielinski; Katherine Garofoli
Subject: AmeriCorps Cape Cod Year 24 - Group Service Project Proposals (Phase II, starting March 2023):

Good afternoon Outer Cape Community Partners,

As the fall begins to wind down and winter soon approaches, I hope that your organizations are thriving and excited for the new year! For Year 24, AmeriCorps Cape Cod has settled in as a (mighty) 11-member Corps with three Program Supervisors. Because of increased need from our community partners and smaller Corps size, we are completely scheduled out through February 2023. For anyone who submitted proposals for Phase I (Oct. 2022 - Dec. 2022) and did not receive a project day, our Outer Cape Program Supervisors (Rob Zielinski and Hunter Moore, cc'd here) should have contacted you about your waitlisted status and any potential dates in 2023. ACC staff remains flexible and are creating extra group service opportunities whenever we can to meet the needs of the community.

This email serves as an announcement to officially open the Group Service Project Proposal Form for Phase II! We encourage all partners to submit proposals for the early spring (March 2023 - April 2023) during this phase. Depending on which town your department/organization is located, you will work with either Rob or Hunter to discuss and coordinate your project(s).

If your organization is interested in submitting a proposal for a project within the Mar. 2023 - Apr. 2023 timeline, you can access the form using the following link (https://barnstablecounty.formstack.com/forms/yr_24_ameri-corps_cape_cod_project_proposal) or by visiting the new [AmeriCorps Cape Cod's webpage](#).

Please reach out to me directly if you have any issues filling out the Group Service Project Proposal Form. We're looking forward to another great stretch of projects to strengthen our partnerships across the Outer Cape. Thank you for your continued support of our program!

Michael




Michael Andranovich (he/him/his)

Program Coordinator (Outer Cape) | AmeriCorps Cape Cod

Barnstable County, Regional Government of Cape Cod

Email michael.andranovich@barnstablecounty.org | Office (774) 994-2216 | Mobile (203) 710-1658

3195 Main Street | P.O. Box 427 | Barnstable, MA 02630

 www.americorpsscapecod.org

Robbin Kelley

From: Robbin Kelley
Sent: Wednesday, December 7, 2022 1:48 PM
To: Ann Marie Ellis
Cc: Wendy Tulloch (wtulloch@town.harwich.ma.us); steven conner
Subject: FW: Donations for Veterans Memorial Circle

Ann Marie

I have CPC Meeting on Thursday Night and need to update them on my articles.
Per our conversations you indicated that they might have to be approved by the Board of Selectmen.

Did you get answer does it have to go before the Board of Selectmen for approval?

Thank you,

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

From: Robbin Kelley
Sent: Tuesday, November 1, 2022 10:47 AM
To: Wendy Tulloch (wtulloch@town.harwich.ma.us) <wtulloch@town.harwich.ma.us>
Subject: FW: Donations for Veterans Memorial Circle

I am attaching previous emails with Carol, Meggan and Joe for your records.

Let me know when the account has been setup.

Thank you

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

From: Robbin Kelley
Sent: Thursday, October 20, 2022 9:50 AM
To: Wendy Tulloch (wtulloch@town.harwich.ma.us) <wtulloch@town.harwich.ma.us>
Subject: RE: Donations for Veterans Memorial Circle

From: Carol Coppola
Sent: Friday, April 16, 2021 10:10 AM
To: Meggan Eldredge <meldredge@town.harwich.ma.us>; Robbin Kelley <rkelly@town.harwich.ma.us>; Joe Powers <jpowers@town.harwich.ma.us>
Cc: Patti Macura <pmacura@town.harwich.ma.us>; Danielle Delaney <ddelaney@town.harwich.ma.us>
Subject: RE: Donations for Veterans Memorial Circle

Hi Robbin,

A gift fund will need to be set up, I agree the checks should be made out to the Town of Harwich. I'll let you know what org/obj to use for the donations.

Carol

From: Meggan Eldredge
Sent: Friday, April 16, 2021 10:08 AM
To: Robbin Kelley <rkelly@town.harwich.ma.us>; Joe Powers <jpowers@town.harwich.ma.us>; Carol Coppola <ccoppola@town.harwich.ma.us>
Cc: Patti Macura <pmacura@town.harwich.ma.us>; Danielle Delaney <ddelaney@town.harwich.ma.us>
Subject: RE: Donations for Veterans Memorial Circle

Hi Robbin,

The best person to answer this would be Carol, give her a call if you haven't already heard from her.

Thank you,

*Meggan M. Eldredge
Assistant Town Administrator
Town of Harwich
732 Main Street
508-430-7513 ext. 3344*

From: Robbin Kelley
Sent: Friday, April 2, 2021 2:47 PM
To: Joe Powers <jpowers@town.harwich.ma.us>; Meggan Eldredge <meldredge@town.harwich.ma.us>; Carol Coppola <ccoppola@town.harwich.ma.us>
Cc: Patti Macura <pmacura@town.harwich.ma.us>; Danielle Delaney <ddelaney@town.harwich.ma.us>
Subject: Donations for Veterans Memorial Circle

Could you give me direction on how Veterans Organization can contribute to the Veterans Memorial Circle?

The Commission has started to draft a letter and they would like to know how the checks should be made out, I assume the "Town of Harwich" and how do I deposit the check once received?

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645
Phone 508-430-7549
Fax 508-430-7598

CEMETERY REVOLVING FY2023

Date	16111004		16111002		PC	Balance
	Revenue	Admin	Mark out	Lot Returns		
	Previous Balance from FY2021					
7/8/2022		\$100.00				100.00
		\$100.00				100.00
		\$100.00				100.00
7/14/2022	\$450.00	\$100.00			50.00	450.00
			\$75.00			100.00
			\$75.00			75.00
			\$75.00			75.00
			\$75.00			75.00
			\$75.00			75.00
		\$100.00				100.00
			\$75.00			75.00
		\$100.00				100.00
		\$100.00				100.00
7/21/2022	\$720.00				80.00	720.00
	\$4,320.00				480.00	4,320.00
7/27/2022		\$100.00				100.00
7/29/2022		\$100.00				100.00
		\$100.00				100.00
8/3/2022	\$4,320.00				480.00	4,320.00
			\$75.00			75.00
		\$100.00				100.00
		\$100.00				100.00
			\$75.00			75.00
		\$100.00				175.00
		\$100.00				100.00
		\$100.00				100.00
			\$75.00			75.00
8/5/2022		\$100.00				100.00
8/5/2022						-351.26
8/5/2022						-900.00
8/11/2022		\$100.00				100.00
8/13/2022		\$100.00				100.00
		\$100.00				100.00

8/5/2022 Admin Gonsalves IP
 8/5/2022 Agway Garden IP
 8/5/2022 Village Green Pine Grove Additional rep
 8/11/2022 Admin Small EV
 8/13/2022 Admin Vafiades V MP
 Admin Vafiades G MP

Date	Description	Debit	Credit	Balance
8/14/2022	Lot Return Lambert 956 & 957 Dune IP			-600.00
8/26/2022	Admin McAllister EV	\$100.00		100.00
8/19/2022	Admin Doane IP	\$100.00		100.00
	Admin Sprout IP	\$100.00		100.00
	Admin Johnson IP	\$100.00		100.00
	Admin Byran S IP	\$100.00		100.00
	Admin Byran J IP	\$100.00		100.00
9/2/2022	Henry T Cosby Cahoon Reset IP		450.00	-450.00
	Seaside Arborist Tree & Brush MP		1,700.00	-1,700.00
	Amazon -Flags for Mark outs		31.98	-31.98
	Mass Cemetery Annual Meeting		175.00	-175.00
9/6/2022	Admin Oneill MP	\$100.00		100.00
	Admin Worth EV	\$100.00		100.00
9/7/2022	Lot Sale Luby EV	\$2,430.00		2,430.00
	Lot Sale Hoskins EV	\$9,360.00		9,360.00
	Lot Sale Leary EV	\$3,600.00		3,600.00
9/14/2022	Admin Bernabei MP	\$100.00		100.00
	Lot Sale Bernabei MP	\$720.00		720.00
	Admin Luby EV	\$100.00		100.00
	Admin Hathaway IP	\$100.00		100.00
	Admin Middleton MP	\$100.00		100.00
	Mark out Middleton MP		\$75.00	75.00
	Lot Sale Thomas IP	\$495.00		495.00
9/26/2022	Admin Chase PG	\$100.00		100.00
	Admin Milano MP	\$100.00		100.00
	Admin Whiteman IP	\$100.00		100.00
	Admin Long EV	\$100.00		100.00
	Mark out Blake IP		\$75.00	75.00
10/5/2022	Lot Sale Howell EV	\$720.00		720.00
	Mark out Edwards IP		\$75.00	75.00
	Admin Washburn IP	\$100.00		100.00
	Admin Mullins IP	\$100.00		100.00
	Admin Grizzly EV	\$100.00		100.00
	Mark out Davis EV		\$75.00	75.00
	Mark out DeVries IP		\$75.00	75.00
10/11/2022	Admin Coombs IP	\$100.00		100.00
10/12/2022	Lot Sale Baltz IP	\$720.00		720.00
	Lot Sale Mahan IP	\$1,440.00		1,440.00
10/14/2022	Mark out Milley EV		\$75.00	75.00
10/14/2022	Farrell Electrical EV Vet Circle		3,629.00	-3,629.00

10/14/2022	All Cape Fence Mt Pleasant					1,295.00				-1,295.00
10/18/2022	Admin Milley EV	\$100.00								100.00
10/19/2022	Admin Pierce PG	\$100.00								100.00
	Mark out Gonsalves IP						\$75.00			75.00
	Mark out Caparelliottis IP						\$75.00			75.00
	Mark out Dinezio EV						\$75.00			75.00
	Mark out Cayouette NH						\$75.00			75.00
10/20/2022	Lot Sale Mason EV		\$720.00						80.00	720.00
10/27/2022	Lot Sale O'Neill T MP		\$4,320.00						480.00	4,320.00
	Lot Sale O'Neill S MP		\$4,320.00						480.00	4,320.00
	Admin Cabral PG	\$100.00								100.00
	Admin Long IP	\$100.00								100.00
11/3/2022	Lot Sale Bell IP		\$450.00						50.00	450.00
	Admin Allegrini IP	\$100.00								100.00
11/4/2022	Mark out Gilfort IP						\$75.00			75.00
	Mark out Allegrini IP						\$75.00			75.00
	Mark out Fernandes IP						\$75.00			75.00
	Lot Sale Tollo EV		\$495.00						55.00	495.00
11/9/2022	Lot Sale Mitzner IP		\$1,440.00						160.00	1,440.00
	Admin Hawkins IP	\$100.00								100.00
	Admin Barnicle IP	\$100.00								100.00
11/10/2022	Management Seminar Robbin									-595.00
	Seaside Arborist Tree & Brush MP									-3,400.00
11/17/2022	Mark out Brown IP						\$75.00			75.00
	Admin Anderson MP	\$100.00								100.00
11/22/2022	Lot Sale Jamieson IP		\$720.00						80.00	720.00
	Admin Brown EV	\$100.00								100.00
	Mark out Martorana IP						\$75.00			75.00
	Mark out Anderson MP						\$75.00			75.00
11/23/2022	Mark out Tollo EV						\$75.00			75.00
	Mark out Worth EV						\$75.00			75.00
11/28/2022	Admin Jamieson IP	\$100.00								100.00
12/1/2022	Lot Sale Zibrat EV		\$720.00						80.00	720.00

\$42,480.00	\$4,900.00	\$2,100.00	-\$600.00	\$12,527.24	\$4,720.00	118,483.26
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Admin	\$4,900.00
Mark outs	\$2,100.00
Total Deposited into revolving	\$49,480.00



Harwich Cemetery Commission

Rules and Regulations

of the

Harwich Cemeteries

Mission Statement

The Harwich Cemetery Commission's Mission is to preserve Harwich Cemeteries as it pays homage to those who built our town and made it what it is today. We owe it to our pioneering ancestors that their monuments are not forgotten, and their contributions are remembered for future generations to come. The Cemetery Commission is hoping to educate the public on the historical importance of our cemeteries.

18 November 2022 Revision

Adopted and Effective: xx 1949 as amended; as amended effective: May XX, 2023,

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I. Administration

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator (or their duly designated representative) shall have overall responsibility for the proper administration of town cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and Massachusetts General Law Chapter 114 establish the Cemetery Commission and the appointment of members. Duties of the Cemetery Commissioners are prescribed under MGL Ch. 114 §23 and the Town of Harwich Home Rule Charter, Section 15, 7-15-2.

Administrative Office

Cemetery Office is located at the Community Center, 100 Oak Street

Mailing Address: Town of Harwich
Cemetery Administrator
732 Main Street
Harwich Center, MA 02645

Contact Information: Office phone: (508) 430-7549
Fax: (508) 430-7598
Email: rkelly@town.harwich.ma.us

Hours of Operation:
Monday-Friday 7:30 a.m. -3:00 p.m.
Outside of these hours please leave a message at the phone number above.

Holiday Schedule:
The office will be closed on the following holidays: New Year's Day, Presidents Day, Memorial Day, Labor Day, Columbus Day, Martin Luther King Day, Patriots Day, Independence Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Current fees schedule is available at: <https://www.harwich-ma.gov/cemetery/pages/fee-schedule>

II. Cemetery Commission

The Harwich Cemetery Commission is dedicated to and responsible for the care, maintenance, preservation, and improvement of over 98 acres of cemetery grounds, monuments, and the Marceline Arboretum. Our objective is to offer the people of Harwich and their families burial grounds and services consistent with the town's needs, the social and cultural needs of its residents, and our cemetery's beautiful and historic settings. We strive to preserve and maintain our cemeteries while simultaneously developing and improving new sites and offering new interment services in a financially responsible manner.

The Cemetery Commission consists of three members appointed by the Harwich Board of Selectman. The Commission's responsibilities shall include, but not be limited to, overseeing the Cemetery Administration and Cemetery Department with regards to the operation and maintenance of the cemeteries of the Town of Harwich in accordance with Massachusetts General Laws (MGL) Chapter 114 and the Town of Harwich Cemetery Rules and Regulations.

The Cemetery Commission will exercise reasonable care to protect the monuments, markers, and plantings on all burial sites. The Commission will not be responsible for any damage caused by routine maintenance or vandals/ trespassers in any cemetery or burial ground in the Town of Harwich.

Any personal injuries sustained by anyone violating the rules and regulations of the Cemetery Commission will not be the responsibility of the Commission or of the Town of Harwich.

Any damage to lots or grave markers caused by a private contractor working in the cemetery or burial ground shall be the sole responsibility of the contractor, the burial company, or the burial vault company which caused the damage. No responsibility will be attributed to the Commission or the Town of Harwich.

Any exceptions to the Rules and Regulations shall be determined by the Cemetery Administrator and Commission.

The Harwich Cemetery Commission generally meets at 9am on the first Tuesday of the month. Please consult the website for updates. The public is always welcome to attend. If you wish to address the Commission during our meetings, please contact the Cemetery Administrator in advance.

III. Harwich Cemeteries

A. Active Cemeteries (Burial lots available)

Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich
Island Pond Cemetery, 15 Island Pond Road, Harwich Center
Mount Pleasant Cemetery, 95 South Street, Harwich Port
Kelley Cemetery, 18 Old Brewster Road, North Harwich
South Harwich Cemetery, 270 Chatham Road, South Harwich
Pine Grove Cemetery, 32 Pine Grove Road, West Harwich
North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich

B. Inactive Cemeteries (Burial lots unavailable)

Bank Street Burial Ground, Bank Street, near Long Road, Harwich
Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich
Herring River Cemetery, West Harwich
Hawks Nest Cemetery, Nathan Walker Road, East Harwich
Lothrop Cemetery, Off Lothrop Ave, West Harwich
Union Cemetery, AKA Methodist Church Cemetery, 1 Church Street, E. Harwich
Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., E. Harwich
Old Smith Cemetery, Bells Neck Road, West Harwich
Ryder Cemetery, Route 39 near water tower, Harwich

IV. Harwich Cemetery Commission Rules and Regulations

All visitors are requested to keep in mind that the cemeteries are consecrated to the memories of those who are buried within. Dignified behavior is expected and will be required at all times. In the many years of cemetery operation, it has been shown that it is necessary to adopt and enforce regulations to govern the conduct of visitors, to ensure respect for the dead, protect the grounds, and assure the safety of visitors.

A. Visitation Rules

1. The cemetery grounds are not a playground or recreational area. Loud, boisterous, or undignified behavior will not be tolerated. These rules and regulations have been adopted to advance and secure these public interests.
2. Town cemeteries are open daily from dawn to dusk.
3. The speed limit for all vehicles shall be ten miles per hour. Use of any cemetery driveway or cart path as a thoroughfare shall be prohibited. Parking is limited to designated areas and roadways only.
4. Recreational sports or similar activity to include bicycling, horseback riding, motorcycling, or skateboarding, are prohibited. Skateboards, roller blades, or bicycling for the purpose of respectful visitation is allowed (See #1 above). Unregistered vehicles are not allowed at any time.
5. Consumption of alcohol or drugs are prohibited. Anyone disturbing the peace and quiet in any way will be removed from the property.
6. Monuments, gravestones, or other structures within the cemeteries shall not be defaced in any way.
7. Gravestone repairs, cleaning or rubbings require prior authorization of the Cemetery Commission. Pressure washing gravestones is expressly prohibited. Any damage incurred will be at the expense of the parties involved.
8. Hunting is prohibited at all times. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day ceremonies.
9. Domestic animals of any type shall not be permitted in the cemeteries, except certified animals assisting persons with disabilities.
10. No household trash shall be disposed of in the trash barrels.
11. Picking of blossoms, flowers or foliage is prohibited.

B. Cemetery Regulations

1. Interments

- a. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of human dead burials including cremation remains.
- b. The Cemetery Administrator shall furnish to those who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made.
- c. The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.
- d. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by the Cemetery Administrator or designated representative. (Reference MGL Part 1, Title XVI, Chapter 114, § 45)
- e. All modifications or changes to inscriptions on existing monuments must receive the prior approval of the Harwich Cemetery Administrator. (reference section B, 3e)
- f. Pursuant to MGL Part 1, Title XVI, Chapter 114, section 43N failure to comply with this section will result in a \$300 fine. Monumental Masons and installers are encouraged to take note.
- g. At the present time the Harwich Cemeteries do not have a designated section for the scattering of cremains. Until an area is so designated, the scattering of ashes (cremains) is expressly prohibited.

(Continued on next page)

h. Generational Succession of Burial Lots

1. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An Heirs of Record Form needs to be completed, notarized, and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.

2. The laws of the Commonwealth of Massachusetts govern the descent of title to cemetery lots as well as other matters pertaining to assignments, conveyances, advises, trust deeds and inalienability. In accordance with MGL Ch. 114 § 31: "If in a will no express disposition or other mention is made of a cemetery lot owned by the testator at his decease, and wherein he or any member of his family is buried, the ownership of the lot shall not pass from his lawful heirs by any residuary or other general clause of the will, but shall descend to his heirs as if he had died intestate." If no express disposition has been made, the rights of burial shall be limited to three generations of the lot owner.

3. Upon the death of the title owner, a lot passes to heirs-at-law (MGL.Ch.114, §.29) unless specifically devised by will or trust (subject to Ch. 190, §3). When the lot is not specifically mentioned in the will, a "Record of Heirs" form must be filed at the cemetery office and signed by one of the heirs at law, and in the case of minors, by their guardian. This affidavit must include a list of names of all heirs and a majority must also designate one of their number as the representative, who shall be authorized to sign orders for interments in the lot and to give all other needful directions regarding the lot. If no such affidavit shall be filed, the Cemetery Commission may designate one of the heirs at law so to act until such time as the aforementioned affidavit shall have been filed.

4. Therefore it is the sole responsibility of the owner/heirs, or any other lawful person to provide documentation to show control of burial rights and to designate burial authorization. To ensure the correctness of our records, no burial rights can be transferred except by filing with the Cemetery Administrator a copy of the will and probate, or in the case of intestacy, or where the burial right has been listed in the will, the Commission will recognize as owner those persons listed as receiving the residue of the estate, or that part designated in a signed agreement, executed by the immediate heirs. It is recommended that license holders bequeath burial rights to avoid confusion.

i. The Town of Harwich Cemetery Commission reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location may be selected by Cemetery Commission.

2. Cemetery Lots

a. Lot Usage

1. In standard lots (minimum of 4' x 8') you may have one full burial plus one cremation. Four cremations are permitted if there is no full burial present.
2. In cremation lots (4' x 3') may have a total of two cremations.

b. Lot Sizes

1. Lots in older sections in existing cemeteries (minimum of 4' x 8') Pine Grove, Mount Pleasant, Island Pond, Kelley, South Harwich, North Harwich & Evergreen Cemeteries
2. New sections of Evergreen and Island Pond Cemeteries 4' x 9'
3. Cremation lot size: Evergreen and Island Pond Cemeteries 4' x 3'
4. Mausoleum lot size at the discretion of the Cemetery Commission

c. A full burial lot (minimum 4' x 8') containing recorded remains, may also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.

d. Indigent Veterans who were Harwich residents at the time of their entry into military service or at the time of their death shall be provided a single grave space at no cost pending verification of service from the Veterans Agent and approval of the Cemetery Commission.

e. A single grave space shall be provided at no cost to an indigent Harwich resident upon approval of the Cemetery Commission.

f. Flowers and plantings are the responsibility of the lot owner to maintain and remove. The following additional guidance shall apply to all cemeteries:

1. The planting of invasive or rampant-growing species is prohibited.
2. A flowerbed consisting of low growing annuals and/or perennials (please see the list of approved plantings available on the town website or through our administration office) must not exceed one foot from the front of the base of the approved monument and no wider than the base of the monument with a two-inch border of mulch or loam so as not to interfere with mowing.

3. Mulch and loam are the only items to be used in the flowerbeds. Stones, marble chips, fences, or other materials are not permitted.
4. No plantings are permitted on the back side of a monument
5. A total of two small (dwarf variety preferred) bushes will be permitted at the discretion of the Administrator or Commission on four grave lots or larger. Please see the Administrator for a list of approved bushes/shrubs.
6. Funeral flowers will be removed after two weeks or when they become unsightly. Temporary displays that commemorate birthdays, anniversaries, etc., will be removed after 30 days by the cemetery department.
7. Plants and flowers planted within the prescribed flowerbeds are the responsibility of the owners of the lot. Flowerbeds must be kept neat and well maintained. The cemetery commission or designee reserves the right to remove any plantings that exceed the confines specified above, become overgrown or unsightly.
8. Any major changes such as excessive pruning or removal of shrubs or trees made by lot owners, or by their order, must have prior authorization of the Cemetery Administration. Debris must be removed by persons performing such maintenance to preserve as much as possible the natural appearance of cemeteries. (See Lot Maintenance Form).
9. No objects, including but not limited to, statues, balloons, sports equipment, artificial or silk flowers, stuffed animals, dolls, eternal flames, candles, wind chimes, solar lanterns or hanging plants are permitted.
10. The Town of Harwich is not liable for any items left on a grave not limited to damage or loss of flowers, plantings, or memorials for any reason.

g. For the safety of our workers and visitors and in order to create a uniform appearance the Cemetery Commission is prohibiting the following items: crushed stone, metal stands, rods, hooks, and cans, glass and ceramics, lighting of any kind, fences, borders, curbing, mylar balloons, wind chimes, or any alcoholic beverages. No signs, lettered wooden boards, statues of animals (or the like), or toys and paraphernalia are permitted.

h. Masons, stonecutters and all workmen shall notify the Cemetery Administrator of all work to be done in the cemeteries. They must remove any debris or rubbish, restore any damage done to the lot or the road by their work. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.

3. Markers, Headstones, Monuments

a. Previously Established Cemetery Sections

Single Lot: May contain one headstone, not to exceed 30" width (left to right) x 16" (front to back) and one flat flush marker 2' x 1'. In lieu of the single headstone, a maximum of two flat flush markers, 2' x 1', are permitted.

Multiple Lots: May contain one marker not to exceed 50% of the width of the lots measured at base or foundation with a base depth of 18" maximum and height of 48" plus one flat flush marker, 2' x 1', per grave lot.

Cremation Lot: A 4' x 3' cremation lot may contain a maximum of two flush markers measuring 2' x 1' per marker or one marker not to exceed 2' x 2'.

b. In existing cemeteries where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.

c. No markers, headstones, monuments, corner markers, bench, or other approved structure will be permitted to be erected in the cemeteries without a sufficient foundation. All markers, headstones, monuments, and other structures shall be made of granite, marble, slate, or other approved materials. All monuments are to be centered at the head of lot or centered at the mid-line.

d. A single marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial. Therefore, both a monument and a bench are not permitted except on a four grave or larger lot.

e. All modifications or changes to inscriptions on existing monuments must receive the prior approval of the Harwich Cemetery Administrator. (Reference Section IV.B, 1.e)

f. Pursuant to MGL Part 1, Title XVI, Chapter 114, § 43N failure to comply with this section will result in a \$300 fine. Monumental Masons and installers are encouraged to take note.

g. The Cemetery Administrator is required to have written notification prior to any foundation work/memorials placement, with all information outlined and submitted on a Cemetery Department Monument Permit Order. Prior to the initiation of any monument work, the lot must be marked/flagged by Cemetery Department personnel. Monuments are required to be set in such manner that they will not conflict with the alignment of neighboring monuments.

h. Monuments and other structures that are not in compliance are subject to removal without notice.

i. Mausoleums will be handled on a case-by-case basis at the discretion of the Cemetery Commission.

j. Newly Designated Cremation Sections

Headstones are not permitted in these specially designated sections.

In a 4' x 8' cremation lot up to four cremation interments and up to four flat flush markers 2' x 1' in size are permitted.

A 4' x 3' cremation lot may contain a maximum of two cremains and two flat flush markers measuring 2' x 1' per marker or one marker not to exceed 2' x 2'.

V. Definitions

Burial Urn - the burial of an urn with cremated remains in it.

Cenotaph - a grave where the body is not present; a memorial erected as over a grave, but at a place where the body has not been interred. A cenotaph may look exactly like any other grave in terms of marker and inscription. Cenotaphs often commemorate the deaths of those lost at sea, in war, or by some other means where recovery or transportation of a body would be difficult.

Coffin - a box for holding a body at burial, made of wood, metal or concrete

Columbarium - a building for the housing of cremated remains. comp. mausoleum.

Coped stone - any stone with a coping, especially one with a peaked (roof-shaped) top. Coped stones were common in the British cemetery tradition from the eighteenth through the early twentieth centuries.

Cremation - the burning of human remains before their disposal. In the United States, some cremated remains are placed in cemeteries or columbaria, while others are strewn over the ocean or retained in survivors' homes.

Crypt - An enclosure for a casket in a mausoleum or underground chamber, as beneath a church.

Dressed - referring to stone whose surface has been completely smoothed or otherwise finished.

Emerging stone - a type of gravestone where one portion of the stone has been fully carved, while another portion remains undressed or only partially dressed, giving the impression of a stone that has been incompletely carved. The emerging stone was most common in the late nineteenth and early twentieth centuries and symbolized a life partially completed but cut short. Emerging stones are nearly always of granite.

Epitaph - a brief saying or literary note, inscribed in a grave marker. The name, places and dates of birth and death, and other such biographical information that may be part of the inscription are not considered part of the epitaph.

Exhumation - the removal of a body from a grave.

Family stone - a gravestone that marks the entire family's plot, not a particular individual's grave. In the United States, such stones are most common in the European traditions. Sometimes a family stone also will have the names and dates of the individuals of the family carved on it, but there usually will be separate stones for the individuals.

Flat Flush Marker (FFM)- A rectangular grave marker set at a right angle to the ground, having inscriptions, raised lettering or carved decoration predominantly on vertical planes, and top surface finished in straight, pedimented, round, oval, or serpentine fashion.

Footing - a slab, usually of concrete, that is horizontal and flush with the surface of the ground, on which a grave marker is placed. The footing itself usually is unornamented and considered structural, not a part of the marker itself.

Grave - the individual feature where a body (rarely more than one body) is buried in a single pit or its equivalent, including any marker or monument associated with it.

Grave, Mass - a grave where many people are buried together. In most historic societies, mass graves have been expedients for emergencies when death was massive and rapid, as during an epidemic, war, or disaster.

Grave, multiple - a grave where two or more bodies are buried together. A multiple grave may be a mass grave or simply a grave where members of a family or other social groups are placed upon death. Multiple graves are rather uncommon in recent historic societies.

Grave depression - a hollow in the surface of the ground over a grave, brought about by the collapse of a disintegrating coffin. syn. grave, sunken.

Grave marker - any above-ground device or monument to mark a grave. e.g. gravestone; grave rail.

Graveyard - An area set aside for burial of the dead; a common burying ground of a church or community.

Headstone - a flat, slab-like stone grave marker placed at the head end of a grave. Headstones may be used alone or in conjunction with footstones. See footstone.

Inscription - writing on a grave marker. By convention, this term is used regardless the technique used to render the writing (e.g., carving, painting, etc.). The inscription usually includes biographical information and the epitaph, if any. -inscription, relict the traces of an inscription, otherwise destroyed, that may reveal that inscription.

Ledger stone - a grave marker that is placed horizontally, flush with the surface of the earth. This style marker has become increasingly popular with cemetery maintenance workers because of the ease of mowing grass around and over them.

Lot - an area of a cemetery owned or controlled by an individual or family.

Lot Sizes-See Cemetery Lots page 9

Mausoleum - a building for the housing of bodies in separate drawer,- or compartments. A mausoleum differs from 1 tomb in that it is owned communally by tile cemetery and patrons purchase rights to a section of it, while a tomb is built, owned, and used exclusively by a single family or similar group.

Memorial - a grave marker, usually in ornate one

Memorial park - A cemetery of the 20th century cared for in perpetuity by a business or nonprofit corporation; generally characterized by open expanses of greensward with either flush or other regulated grave markers; in the last half of the 19th century, those with flush markers were called "lawn" cemeteries.

Monolith - A large, vertical stone grave marker having no base or cap.

Monument - a grave marker, usually one with some fanciness and size.

National cemetery - One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably. Presently, the Department of Veterans Affairs maintains 114, the National Park Service (Department of the Interior) administers 14, and the Department of the Army has responsibility for two.

Niche - in general, any recess in the surface of something; a compartment in a columbarium or other area for the placement of cremation remains.

Obelisk - a gravestone that is tall, slender, square in cross-section, and pointed at the top. Obelisks usually are quite large and imposing, indicating the wealth and stature of the deceased.

Openwork - carving that cut entirely through a stone, creating arches, loops, and openings.

Pillar - a grave marker consisting of a tall, slender, ornate gravestone with a circular cross-section. Pillars give the appearance of being turned on a lathe and actually derive from the British tradition of Georgian furniture.

Plot - an area of a cemetery given over to an individual, family, or other social group. The term is more inclusive than "lot," since a lot can occur only in a cemetery with some institutional organization that assigns areas; in contrast, a plot can develop through usage in a customary cemetery

Rubbing - means of obtaining a copy of the bas-relief carving on a gravestone or similar object. Rubbings are made by placing rice paper over tile surface of tile marker, then rubbing gently oil the paper with a soft pencil, a crayon, or a similar writing material. Rubbings are quite accurate in their copying of a design, **but some cemeteries have had to forbid the making of rubbings, because the activity is slowly wearing away the surface of the stories.**

Sculpture - any carving or other rendering of stone where all three dimensions (including depth) are used.

Slab - any grave marker that is essentially a thin, flat piece. Slabs can be of any material but usually are of stone, concrete, or wood.

Slope - on a gravestone with a convex upper surface, either of the upper surfaces that curve or angle downward from the stories' highest point.

Tomb - a building-like burial receptacle, anywhere a body or bodies are stored above ground in drawers. A tomb may be grand, but it houses the remains of only a few people, usually family members.

Undressed - referring to a stone marker that has not had its surface completely smoothed or otherwise finished.

Upright stone - a grave marker that is placed upright, above the surface of the ground vault - a tomb; a modern concrete shell placed over a coffin to prevent sinking of the ground surface in a cemetery

Wedgestone - a style of grave marker, usually of stone but occasionally of concrete. A wedge stone, not surprisingly, is essentially wedge-shaped, so that the bottom surface lies flat on the ground, the back surface runs more or less vertically, and the top surface (with the inscription) slope-, from the top of the stone at its back to ground level at its front.

VI. Frequently Asked Questions:

Who can buy a burial lot in the Town of Harwich?

Anyone may purchase a burial lot in the Town of Harwich Cemeteries. There are separate fees set for residents and nonresidents.

How many burials are allowed per grave?

Please see "Interments" page 7

What size monuments are allowed?

Please see Markers, Headstones, Monuments page 9

What is allowed on a grave lot?

Please see Markers, Headstones, Monuments page 9

Are plantings permitted on a cemetery lot?

Yes, plants may be planted in front of the monument only. See item f. in Rules and Regulations, page 9.

What plantings are recommended?

Plants need to be approved by the Cemetery Commission. Please contact our Administration Office for a list of recommended plantings on the town website.

Can you donate a memorial tree to the cemetery?

Yes, trees can be donated in memory but must be approved by the Cemetery Commission.

Does the town put American flags on veteran graves on Memorial Day?

Yes, the Town of Harwich provides both a flag holder and flag for every Veteran buried in the town cemeteries.

Revolutionary & Civil War Memorials

Amount Requested \$256,282.40

\$232,984 x 10% contingency

Revolutionary War Memorial 284 Names \$174,738

Civil War Memorial 146 Names \$58,246

Revolutionary War Soldiers

Research:

Massachusetts soldiers and sailors of the Revolutionary War: a compilation from the archives

Volume 1	A-BER	22
Volume 2	BES-BYX	10
Volume 3	CAA-COR	35
Volume 4	COS-DRY	23
Volume 5	DUR-FOY	26
Volume 6	FRA-GYP	30
Volume 7	HAA-HIX	7
Volume 8	HME-JYP	14
Volume 9	KAB-LSU	13
Volume 10	LUA-MOP	12
Volume 11	MOR-PAZ	24
Volume 12	PEA-RAZ	3
Volume 13	REA-SEY	24
Volume 14	SHA-STH	17
Volume 15	STI-TOZ	2
Volume 16	TRA-WHE	8
Volume 17	WHI-ZYR	14

Total Number of Veterans

284

Massachusetts Soldiers and Sailors of the Revolutionary War
<https://archives.lib.state.ma.us/handle/2452/122025>

Revolutionary War Pension Files

<https://www.archives.gov/publications/prologue/2015/summer/rev-war-pensions.html>

Paine Papers

Research done by Lynne Ellen Zalesak

Ancestry.com

U. S. Revolutionary War Rolls, 1775-1783

DAR.org

Daughters of the American Revolution.

John Dillingham IV (1752-1819)

Born: 8 November 1752 Harwich

Served: Private, Capt. Benjamin Berry's (Harwich) co., Maj. Zenas Winslow's regt.; service, on an alarm at Bedford and Falmouth Sept. 7, 1778.

Source: Massachusetts Soldiers & Sailors

Died: 10 May 1819 Brewster
(Brewster became its own town 1803)

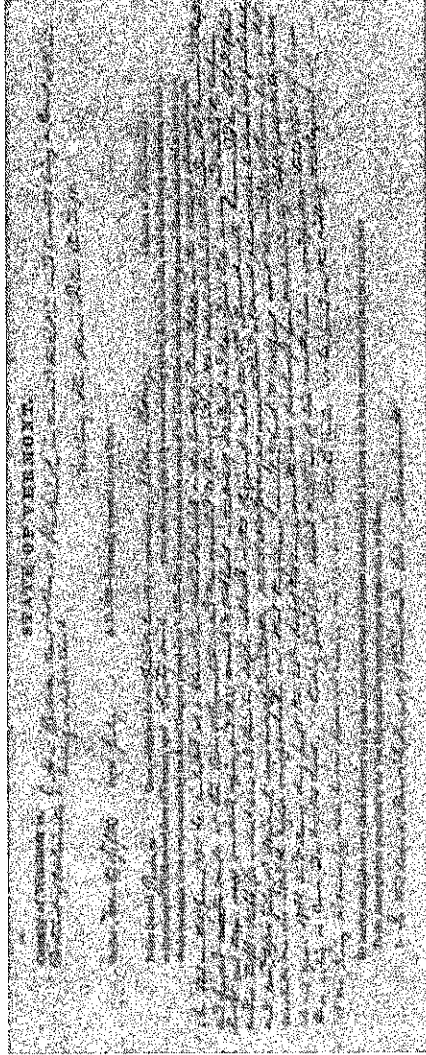
Buried Dillingham Family Burial Ground
Brewster, MA

Inscription:

In Memory of John Dillingham Esq who died May 10th 1819 Aet 66 Ys & 6 ms The human heart repines & grieves, To part with kindred dear. But faith in God the mind relieves, And wipes away the tears.



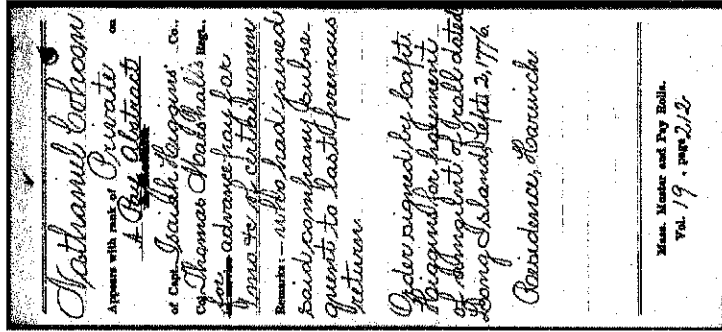
- **Berry, Elisha**, Harwich. Descriptive list of men raised to reinforce Continental Army for the term of 6 months agreeable to resolve of June 5, 1780 ; age, 17 yrs. ; stature, 5 ft. 10 in.; complexion, ruddy; residence, Harwich; arrived at Springfield July 19, 1780; marched to camp Jul 19, 1780, under command of Capt. Clark ; also, list of men raised for the 6 months service and returned by Brig. Gen. Paterson as having passed muster, in a return dated Camp Totoway, Oct. 25, 1780; also, pay roll for 6 months men raised by the town of Harwich for service in the Continental Army during 1780; marched July 8, 1780; discharged Dec. 13, 1780; service, 5 mos. 20 d.
- **Bearrey, Elisha**. Private, Capt. Abijah Bangs's co.; pay abstract for 2 days service dated Harwich, Nov. 7, 1778, guarding prisoners from the ship "Somerset" at Harwich and thence to Yarmouth.
- **Elisha Berry Pension File R. 797 B.L. W. 9214-160-55** retired in Vermont



Cahoon, Nathaniel, Harwich. Private, Capt. Abijah Bangs's co., Col. Nathaniel Freeman's regt.; pay roll for Oct, 1777, dated Harwich and sworn to in Suffolk Co.; service, 31 days, on a secret expedition to Rhode Island; also, return of men enlisted or drafted into Continental Army from 2d Barnstable Co. regt., as returned by Capt. Abijah Bangs and Maj. Zenas Winslow, sworn to Feb. 24, 1778; residence, Harwich; engaged for town of Harwich; joined Capt. G. Webb's co. Col. Shephard's regt.; term to expire in 1780.

Cahoon (Cahoon), Nathaniel, Harwich. Descriptive list of men raised to reinforce Continental Army for the term of 6 months, agreeable to resolve of June 5, 1780, returned as received of Justin Ely, Commissioner, by Brig. Gen. John Glover, at Springfield, July 20, 1780; age, 44 yrs; stature, 5 ft. 4 in.; complexion, light; residence, Harwich; arrived at Springfield July 19, 1780; marched to camp July 19, 1780, under command of Capt. Clark; also, pay roll for 6 months men raised by the town of Harwich for service in the Continental Army during 1780; marched July 8, 1780; discharged Aug. 8, 1780; service, 1 mo. 15 days, travel included.

Cahoone, Nathaniel, Harwich. Private, Capt. Benjamin Godfrey's co. Col. Josiah Whitney's regt.; arrived at destination May 10, 1777; discharged July 10, 1777; service, 2 mos. 11 days, at Rhode Island, travel included; company stationed at South Kingston; enlistment, 2 months. Roll dated Boston Neck.



Civil War Soldiers:

- 146 Harwich Civil War Soldiers to be placed on memorial
- Sources:
 - Massachusetts Soldiers, Sailors and Marines in the Civil War (Compiled and Published by the Adjutant General in Accordance with Chapter 475, Acts of 1899 and Chapter 64, Resolves of 1930.
 - Ancestry.com U.S. Civil War Pension Index & U.S. Civil War Draft Registration Records, 1863-1865.
 - Veterans Records National Archives.

Ellis, Cyrus, 2d — Priv. — Res. Harwich; 18; mariner; enl. Dec. 16, 1863; must. Jany. 14, 1864 prisoner July 30, 1864, Petersburg, Va.; exchanged March 27, 1865; must, out June 21, 1865.



U.S., Civil War Pension Index: General Index to Pension Files, 1861-1934 for Cyrus Ellis
 Ellis, James Ellis, John B. (3-18-8)

NAME OF SOLDIER: <i>Ellis, Cyrus 2d</i>	CLASS: <i>Invalid,</i>	APPLICATION NO. <i>248,346</i>	CERTIFICATE NO. <i>160,945</i>	STATE FROM WHICH FILED: <i>Mass.</i>
NAME OF DEPENDENT: <i>Ellis, Mary S.</i>	<i>Minor,</i>	<i>911,017</i>	<i>686,589</i>	
SERVICE: <i>a. of Mass. Inf.</i>				
DATE OF FILING: <i>1878 Oct 17</i> <i>1909 Jan 4</i>				
ATTORNEY: <i>[Signature]</i>				

Support by Commissions & Veterans Agent

- Harwich Cemetery Commission approved at 26 September 2022 meeting.
- Harwich Historical Commission approved at 19 October 2022 meeting.
- Letter of Support Department of Veterans Services 3 Oct 2022, from Shawney Carroll, USAFR (Ret) Assistant Director, Veterans Services Barnstable District

Veterans Memorial Circle & Walk of Remembrance Donation Form

- Working with local Veterans Groups who want to contribute to Veterans Park at Evergreen
 - Veterans of Foreign Wars (VFW)
 - American Legions
 - Elks
 - Veterans
 - Veterans Families
 - Harwich Residents
 - Brewster Residents

Historic Restoration of Fence Posts & Rails at North Harwich Cemetery



Revised Application

Total \$94,600

History of North Harwich Cemetery

- This cemetery was started in the conjunction with the first Baptist Church in the town. Located in North Harwich on corner of Main Street and Depot Street.
- The first meeting house stood in the old burying ground.
- A second church was built in 1804 and stood some rods south of the cemetery. It was moved to West Harwich in 1828 to the site of the present church building, taken down in 1841 when the present church was erected.
- Earliest burial is 1783 Shubael Kelley.
- Cemetery was turned over to the Town in the Acts of 1948 Chapter 277

Work to be completed

- 120 pipes at 21' length to be cut to fit \$34,500.
- Labor to install pipes each granite post will have to be tipped in order to install new pipes. \$45,000.
- Miscellaneous costs \$6,000.
- Total Amount Requested to repair and straighten fence is **\$94,600**

((\$86,000 plus 10% contingency fee of \$8,600)



Support:
Repair of granite fence and replacement of
broken pipes.

- Harwich Cemetery Commission approved at 26 September 2022 meeting.
- Harwich Historical Commission approved at 19 October 2022 meeting.
- Alan Hall, Harwich Resident with many generations of the Hall Family are buried in the North Harwich Cemetery.