

CEMETERY COMMISSION MONTHLY MEETING
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET
TUESDAY MARCH 1, 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

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- I. CALL TO ORDER
- II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
 - A. Email from Meggan Eldredge on Budget Meeting with Board of Selectmen and FinCom.
 - B. Email from Carol Coppola, Finance Director on FY23 Proposed Budget Documents.
 - C. OTHER BUSINESS.
- III. OLD BUSINESS
 - A. Rules and Regulations Review was submitted to Town Administration for Annual Meeting Warrant Article.
 - B. End of the Year totals for Revolving Account and Cemetery Budget.
 - C. Arboretum Software information Sheet.
 - D. OTHER OLD BUSINESS.
- IV. NEW BUSINESS
 - A. BILLS: Seaside Arborist \$1,700.00, Reprographics Sign for Trails \$116.52, Mileage for Robbin Kelley November \$63.84, December \$106.40 and January \$48.16.
 - B. DEEDS: for Stanley Dean Porter in Island Pond \$800.00, Brian & Kathleen Weiner in Island Pond \$1,600.00 and Patrick & Anne Marie DiPierro in Island Pond for \$2,700.00.
 - C. OTHER BUSINESS.
- V. DATE AND TIME OF NEXT MEETING
- VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Meggan Eldredge
Sent: Wednesday, February 23, 2022 11:07 AM
To: Amy Bullock; Amy Usowski; Anita Doucette; Carol Coppola; Carolyn Carey; Chief David J. Guillemette; Craig Thornton; Dan Pelletier (dpelletier@harwichwater.com); David LeBlanc; Deputy Chief Kevin Considine; Donna Molino; Emily Mitchell; Eric Beebe; Ginny Hewitt; Heinz Proft; Jamie Goodwin; Joe Powers; John Rendon; Jon Idman; Kathleen O'Neill; Link Hooper; Robert Piccirilli; Robbin Kelley; Roman Greer; Sean Libby; Shawn Fernandez; Sheila House
Subject: Joint meeting with the BOS and FinCom and Revolving Fund Discussion
Importance: High

Good morning!

Last night the Board of Selectmen and the Finance Committee discussed dates to meet with department heads to review budget requests. Saturday dates are may not be available due to multiple scheduling conflicts. It has been suggested by Chairman MacAskill to hold these meetings at the beginning of regularly scheduled Board of Selectmen meetings on Monday evenings.

What I am looking for is a response from each department indicating a desire to appear before the Board and Finance Committee. Not every department needs to "plead their case" before the Board and therefore not every department needs a slot on the agenda. As you may know, these joint meetings are typically used to allow a dialog between department heads, the finance committee and board members to expand on the needs and desires of budget requests.

We will also be asking the Finance Committee and Board of Selectmen if they have any specific departments that they wish to speak to.

Please reply (to me and Joe, not to all) if you do or do not want to appear before the BOS and Fincom.

Next Monday, February 28th, the Board of Selectmen will again be having a discussion on revolving fund accounts. We will be including in their packets the information provided a few months back by departments that have these accounts. **If you wish to update your narrative or provide additional information, please submit to Administration by noon on Friday (earlier if possible).** I highly suggest attending the meeting on Monday evening if you are available in order to answer any questions on your revolving account.

That's all for now!

Thank you for keeping the wheels of government rolling forward!

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

Robbin Kelley

From: Carol Coppola
Sent: Wednesday, February 23, 2022 8:44 AM
To: Amy Bullock; Amy Usowski; Anita Doucette; Carolyn Carey; Chief David J. Guillemette; Craig Thornton; Daniel Pelletier; David LeBlanc; Deputy Chief Kevin Considine; Donna Molino; Emily Mitchell; Eric Beebe; Ginny Hewitt; Heinz Proft; Jamie Goodwin; Joe Powers; Jon Idman; John Rendon; Kathleen O'Neill; Link Hooper; Meggan Eldredge; Robbin Kelley; Robert Piccirilli; Roman Greer; Shawn Fernandez; Sheila House
Subject: FY 23 Proposed Budget Document
Attachments: FY 23 Proposed Budget Document.pdf

Good Morning,

Please find attached the proposed budget document that was distributed yesterday. You can also find it on the Town's website via the following link, <https://www.harwich-ma.gov/home/files/fy23-prosed-budget>

Have a great day!

Carol

Carol Coppola, CPA, CFE
Finance Director/Town Accountant
Town of Harwich
732 Main Street
Harwich, MA 02645
508 430-7518 x 3335
Harwich-ma.gov



TOWN OF HARWICH

2023 PROPOSED BUDGET

For the Fiscal Year July 1, 2022 to June 30, 2023

*Report is 136 pages only printed
Cemetery*

Revolving Funds:

In addition to annually appropriated funds the Town relies heavily on revolving funds to support programs offered for public consumption and to support the ongoing operations of the community. The chart below presents all revolving funds authorized within the Town.

Revolving Funds	FY 22 Spending Limit	Balance on June 30, 2020	FY 21 Revenue	FY 21 Expenses	Ending Balance on June 30, 2021
Recreation	175,000	3,208	96,706	35,259	64,655
Cranberry Valley Infrastructure Revitalization	140,000	93,218	81,362	108,200	66,380
Council on Aging	125,000	16,615	7,885	7,885	16,615
Golf Proshop & Restaurant	250,000	252,230	132,264	156,035	228,459
Community Center	100,000	239,783	4,367	18,607	225,543
Albro House	10,000	22,647	5,700	339	28,008
ADA Services	2,500	-	-	-	-
Sidewalk	50,000	53,405	16,554	-	69,959
Tax Title	36,000	1,007	21,340	16,647	5,701
Cultural Center	225,000	292,386	155,135	144,258	303,263
Cemetery	100,000	76,701	70,405	49,434	97,672
Wetlands	6,000	41,900	8,483	331	50,051
Total	1,219,500	1,093,100	600,200	536,993	1,156,307

Revolving Funds	FY 22 Spending Limit	Ending Balance on June 30, 2021	FY 22 Revenue as of December 31, 2021	FY 22 Expenses as of December 31, 2021	Ending Balance on December 31, 2021
Recreation	175,000	64,655	60,795	58,355	67,094
Cranberry Valley Infrastructure Revitalization	140,000	66,380	56,224	104,950	17,654
Council on Aging	125,000	16,615	12,458	12,098	16,975
Golf Proshop & Restaurant	250,000	228,459	103,340	65,630	266,169
Community Center	100,000	225,543	9,463	14,681	220,324
Albro House	10,000	28,008	3,300	-	31,308
ADA Services	2,500	-	-	-	-
Sidewalk	50,000	69,959	-	-	69,959
Tax Title	36,000	5,701	10,110	16,559	(749)
Cultural Center	225,000	303,263	77,297	53,226	327,333
Cemetery	100,000	97,672	29,570	41,417	85,825
Wetlands	6,000	50,051	13,333	-	63,384
Total	1,219,500	1,156,307	375,888	366,917	1,165,278

Municipal Operations Full Time Equivalents

	FY 2021	FY 2022	FY 2023	Change FY 22- 23	Percent Change
Administration	4.0	4.0	6.0	2.0	
Community Services	9.7	9.7	10.7	1.0	
Community Development	6.7	6.7	6.7	-	
Public Works	43.7	43.7	43.7	-	
Engineering	1.0	1.0	1.0		
Cemetery	1.0	1.0	1.0		
Finance	10.1	10.1	10.1	-	
Golf	17.9	17.9	17.9	-	
Harbormaster	4.2	4.2	4.2	-	
Natural Resources	1.3	1.3	1.3	-	
Library	11.9	11.9	11.9	-	
Public Safety	83.7	83.4	83.4	-	
Technology	3.3	3.3	3.3	-	
Recreation	15.3	15.3	15.3	-	
Town Clerk	3.0	3.0	3.0	-	
Total FTE	216.7	216.4	219.4	3.0	1.40%

The Town Administrator’s budget proposal prioritizes culture, housing, health & human services, public safety along with the overarching technological needs to enhance and provide for heightened services and solutions.

Three new positions are being proposed to support the Town Administrator’s initiatives; all new positions are supported within the proposed tax levy. Further enhancements for health inspection services and an expanded COA nutrition program support essential core missions of each department. The proposal supports public safety in the area of training, community engagement and other mental health resources. Technology plays a vital role in the success of every department, as such, necessary budget increases to further enhance and support operations thereby elevating and prioritizing efficiencies and effectiveness of municipal services.

The proposed budget does not include any cost-of-living increases for any collective bargaining unit or any positions currently established by the Town. If the Board of Selectmen choose to fund and support negotiated and other standard wage increases this will likely require further budget reductions. A list of the collective bargaining units is presented below.

Town of Harwich - Collective Bargaining Units	
Contract Title	Expiration
Dispatch	6/30/2022
Fire Fighters	6/30/2022
Harwich Employee Association	6/30/2021
Harwich Maintenance Employee Association	6/30/2021
Police Federation	6/30/2022
Police Superior	6/30/2022
Harwich Department Managers - SEIU	6/30/2021
Water Department	6/30/2022

Departments submitted enhanced services requests to address known deficiencies or other departmental needs in support of the mission of each division. Discussions ensued with many departments however not all enhancements were funded. **Summaries of items not supported in the proposed budget include:**

Personnel		
Department	Description	Amount
Building	FT Building Inspector fr PT	35,175
Building	Zoning Administrator	57,811
Cemetery	PT Admin Assistant	22,836
Conservation	PT Admin Assistant	25,451
DPW	Cemetery Laborer	53,550
Harbor	Seasonal Assistant Harbormaster	11,700
Planning	Board Clerk Increase Hrs	326
Planning	Planning Assist Grade Change	2,331
Planning	Safety Clothing	300
Total Personnel		209,480
Expenses		
Finance	Munis Implementation Specialist	30,000
Finance	Title Research	100,000
Finance	Professional Training	25,000
Community Center	Family Fun Events	4,800
Conservation	Necessary safety equip/tools	3,300
DPW	Comfort Station Sanitation	60,000
Planning	AICP Membership	1,000
Total Expenses		224,100
Unsupported Enhancement of Services		433,580

PUBLIC WORKS, ENGINEERING & CEMETERY- GENERAL FUND					
Source of Funding	Actual FY 2021	Budget FY 2022	Budget FY 2023	Change FY 22 - 23	Percent Change
Taxes	(310,595)	192,712	313,183	120,471	
Motor Vehicle Excise	2,458,617	2,350,000	2,350,000	-	
Hotel/Motel & Meals Excise	362,626	227,537	273,541	46,005	
Intergovernmental	158,345	165,882	180,531	14,649	
Departmental Revenue	3,845,847	3,532,359	3,340,000	(192,359)	
Free Cash/Reserves	50,000	-	-	-	
Total Operating Source of Funding	\$ 6,564,839	\$ 6,468,490	\$ 6,457,256	\$ (11,234)	-0.17%
Expenditure Category					
Personnel	\$ 2,925,894	\$ 3,003,307	\$ 2,991,831	(11,476)	-0.38%
Operating Expenses	3,638,945	3,465,184	3,465,425	242	0.01%
Total Appropriation	\$ 6,564,839	\$ 6,468,490	\$ 6,457,256	(11,234)	-0.17%
Employee Benefits Allocation:					
Life Insurance			1,243		
Medicare			39,791		
Health Insurance			805,131		
Other Post Employment Benefits (OPEB)			-		
County Retirement			527,134		
Total Employee Benefits (1)			1,373,300		
Debt Service (1)	455,375	416,250	256,050		
Total Expenditures + Benefits & Debt Service	\$ 7,020,214	\$ 6,884,740	\$ 8,086,606		
(1) Employee benefits and debt service costs are not included in the department's appropriation and are allocated for informational purposes only.					

Summary of Significant Budget Increases/Decreases

The Public Works Division is comprised of the Department of Public Works which includes roadways, facilities, parks and cemetery maintenance, disposal and custodial services. For presentation purposes, the division also includes cemetery administration and engineering, snow and ice removal and street lighting. There is a slight decrease in the proposed FY 23 budget of \$11,234 or a decrease of .17% largely due to reduced funding for contracted services to support comfort station cleaning/disinfection.

Public Works Division, Cemetery & Engineering – Full Time Equivalents

Job Title	FY 2021	FY 2022	FY 2023	Change
Custodian	5.4	5.4	5.4	-
DPW Director	1.0	1.0	1.0	-
Head Clerk	2.0	3.0	3.0	-
Heavy Equip Oper/Truck Driver/Craftsman	8.0	8.0	8.0	-
Maintenance Manager	5.0	5.0	5.0	-
Mechanic	3.3	3.3	3.3	-
Scalehouse Operator	1.0	-	-	-
Seasonal Operations	3.9	3.9	3.9	-
Senior Heavy Equipment Operator	2.0	2.0	2.0	-
Senior Administrative Assistant	1.0	1.0	1.0	-
Substitute Custodian	0.8	0.8	0.8	-
Tractor Trailer Driver	5.0	5.0	5.0	-
Transfer/Scale Monitors	1.4	1.4	1.4	-
Working Foreman	4.0	4.0	4.0	-
Full-time Equivalent Employees	43.7	43.7	43.7	-

Job Title	FY 2021	FY 2022	FY 2023	Change
Cemetery Administrator	1.0	1.0	1.0	-
Administrative Assistant	-	-	-	-
Full-time Equivalent Employees	1.0	1.0	1.0	-

Job Title	FY 2021	FY 2022	FY 2023	Change
Town Engineer	1.0	1.0	1.0	-
Town Surveyor	-	-	-	-
Full-time Equivalent Employees	1.0	1.0	1.0	-

Cemetery Administration

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Revenue	Actual	Actual	Actual	Actual	Actual	Revenue
Lot Sales into Revolving	\$25,380.00	\$34,920.00	\$40,815.00	\$44,010.00	\$60,480.00	
Lot Sales into Perpetual Care	\$2,820.00	\$3,870.00	\$4,535.00	\$4,890.00	\$6,720.00	
Administration Fees	\$7,900.00	\$6,500.00	\$6,800.00	\$5,600.00	\$8,300.00	
Monument Markout Fees	\$2,025.00	\$2,625.00	\$2,775.00	\$2,250.00	\$3,525.00	
TOTAL	\$38,125.00	\$47,915.00	\$54,925.00	\$56,750.00	\$79,025.00	\$276,740.00
Expenditures						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Expenses	Actual	Actual	Actual	Actual	Actual	Expenditures
Lot Returns	-\$1,400.00	-\$2,000.00	\$0.00	-\$650.00	-\$1,900.00	-\$5,950.00
Expenditures from Revolving Acct	-\$44,448.41	-\$18,920.87	-\$47,678.41	-\$50,563.27	-\$49,548.16	-\$211,159.12
Articles Awarded						
	2017	2018	2019	2020	2021	Total
	Town	Town	Town	Town	Town	Articles
	Meeting	Meeting	Meeting	Meeting	Meeting	
#31 Fence Rails Evergreen CPC	\$39,000.00					
#50 Mount Pleasant Gravestone CPC		\$49,900.00				
#32 Cemetery Mapping Software CR			\$30,110.00			
#32 Pine Grove Gravestones CPC				\$75,000.00		
#18 Memorial Tree Replace PC				\$20,000.00		
#29 Veterans Memorial Circle CPC					\$48,385.00	
TOTAL	\$39,000.00	\$49,900.00	\$30,110.00	\$95,000.00	\$48,385.00	\$262,395.00
Burials						
	2017	2018	2019	2020	2021	Total
	Actual	Actual	Actual	Actual	Actual	Burials
Traditional Casket Burials	37	27	32	23	34	
Cremation Burials	43	34	46	38	66	
TOTAL	80	61	78	61	100	380

DEPARTMENT OF PUBLIC WORKS VEHICLE REPLACEMENT PLAN - FY23

DIVISION	MODEL	MILEAGE	REGISTRATION	REPLACEMENT	REP.	ANNUAL				
UNIT #	DEPT	YEAR	MAKE/DESCRIPTION	VIN #	OR HOURS	NUMBER	VALUE	CONDITION	DATE	COST
25	VEHICLE MAINT	2008	FORD F - 150	1FTRX14W28FC14350	197,372	M-56138	\$75,000	POOR	2023	
3	HIGHWAY	2005	PETERBILT DUMP TRUCK	2NPLHD7X15M860573	35,881	M-72606	\$190,000	POOR	2023	
L-35	LANDFILL	2002	MACK TRACTOR	1M2AA18Y02W148629	334,502	M4056A	\$155,000	POOR	2023	
40	PARK	2008	HI-TRACK SKID STEER	N7M480661	1,697	NOT REG.	\$75,000	POOR	2023	\$495,000
39	CEMETERY	2008	FORD F-350 DUMP TRUCK	1FDWFF37R38EE42439	106,371	M-81577	\$87,500	POOR	2024	
DT1	DISPOSAL	1998	STECO DUMP TRAILER	159DSF2T1W1252937	N/A	M-60948	\$80,000	POOR	2024	
23	PARK	2008	FORD F-350 DUMP TRUCK	1FDWFF37R38EE42440	83,461	M-81605	\$87,500	FAIR	2024	
8	HIGHWAY	2005	PETERBILT DUMP TRUCK	2NPLHD7X35M860574	39,602	M-72607	\$190,000	GOOD	2024	\$445,000
2	HIGHWAY	2008	FORD F-350 DUMP TRUCK	1FDWFF37R68ED23722	51,604	M-92622	\$87,500	FAIR	2025	
41	HIGHWAY	2007	FORD F-250 PICK UP	1FTWF31P67EA47004	172,766	M-70858	\$65,000	FAIR	2025	
TT1	DISPOSAL	2010	STECO SEMI-TRAILER	5EWES4528A1254736	N/A	M-65446	\$80,000	FAIR	2025	
20	PARK	2009	FORD F-350 PICK UP TRUCK	1FTWF31R59EB25423	105,464	M-55459	\$65,000	FAIR	2025	
11	HIGHWAY	2011	PETERBILT DUMP TRUCK	2NP3HN8X6CM168553	22,011	M-83479	\$190,000	GOOD	2025	\$487,500
L32	DISPOSAL	2016	MACK TRACTOR	1M1AN07Y7GM025241	351,072	M-95028	\$155,000	GOOD	2026	
5	HIGHWAY	2015	FORD F550 HOOK TRUCK	1FDUF5HT6FEB24941	62,764	M-72608	\$130,000	FAIR	2026	
31	HIGHWAY	2009	MORBARK WOODCHIPPER	4S8SZ16179W4918	1,189	M-46997	\$50,000	FAIR	2026	
TT2	DISPOSAL	2010	STECO SEMI-TRAILER	5EWES452XA1254737	N/A	M-65447	\$80,000	FAIR	2026	
TT3	DISPOSAL	2011	STECO SEMI-TRAILER	5EWES4527C1254875	N/A	M-60949	\$80,000	FAIR	2026	\$495,000
L36	DISPOSAL	2009	PETERBILT ROLLOFF TRUCK	1NP1L40X69D786457	329,156	M-77536	\$210,000	GOOD	2027	
L34	DISPOSAL	2017	MACK TRACTOR	1M1AN079HM026389	309,326	M-97083	\$155,000	GOOD	2027	
29	HIGHWAY	2009	HOLDER TRACTOR	204000317	2,502	M-24485	\$120,000	FAIR	2027	\$485,000
12	HIGHWAY	2014	PETERBILT DUMP TRUCK	1NP1L70X2ED236801	18,277	M-86289	\$200,000	EXCELLENT	2028	
ACT1	HIGHWAY	2005	INGERSOLL-RAND COMP.	351987	340	M-75892	\$35,000	GOOD	2028	
9	HIGHWAY	2014	VOLVO LOADER	L70GA00002822	5,000	M-81607	\$190,000	EXCELLENT	2028	\$425,000
TT4	DISPOSAL	2018	STECO TRAILER	1PL204525JPB61231	N/A	M-98298	\$80,000	EXCELLENT	2029	
14	HIGHWAY	2015	FORD F-350 DUMP TRUCK	1FDRF3HT4FEA98785	51,378	M-91402	\$87,500	GOOD	2029	
22	HIGHWAY	2017	FORD F-350 DUMP TRUCK	1FDRF3HT6HEC11669	28,242	M-98297	\$87,500	EXCELLENT	2029	
C&D3	DISPOSAL	2018	STECO TRAILER	1PL20452XKPA61711	N/A	M-1810A	\$80,000	GOOD	2029	
21	CEMETERY	2015	FORD F-350 DUMP TRUCK	1FDRF3HT6FEA98786	54,745	M-91401	\$87,500	GOOD	2029	
AR1	HIGHWAY	2014	FALCON ASPHALT RECYCLER	1F9P31622EM339186	N/A	M-70782	\$50,000	EXCELLENT	2029	\$472,500
30	HIGHWAY	2007	JOHNSTON SWEEPER	1FVAB6BV97DW94947	47,633	M-63572	\$290,000	EXCELLENT	2030	
L90H	DISPOSAL	2017	VOLVO LOADER	VCE0L90HV0S623792	9,494	M-40991	\$200,000	GOOD	2030	\$490,000
16	HIGHWAY	2019	FORD F-450 DUMP	1FDUF4HT1KEC92250	15,764	M3030A	\$87,500	EXCELLENT	2032	
C7D5	DISPOSAL	2022	STECO TRAILER	1PL204525NPB63857	N/A	M-7317A	\$80,000	EXCELLENT	2032	
C&D4	DISPOSAL	2021	STECO TRAILER	1PL204523NPB63856	N/A	M-7315A	\$80,000	EXCELLENT	2032	
18	HIGHWAY	2019	FORD F-350 PICKUP	1FTRF3B77KEC92248	25,197	M3028A	\$55,000	EXCELLENT	2032	
24	PARK	2016	CASE TR340 HI-TRAC	N7M480661	512	NOT REG.	\$75,000	EXCELLENT	2032	
44	HIGHWAY	2017	JOHN DEER TRACTOR	1L06110MAHG895934	1248	M-98781	\$80,000	EXCELLENT	2032	\$457,500
42	HIGHWAY	2021	FORD F-450 DUMP TRUCK	1FDUF4HT2MEC32464	153	M-73018	\$85,000	EXCELLENT	2033	
PT2	DISPOSAL	2021	GREAT LAKES SR2440	1G9CD2427MS139843	N/A	M-7278A	\$35,000	EXCELLENT	2033	
L90H2	DISPOSALA	2021	VOLVO LOADER	VCE0L90HH0S625868	100 HRS	M-7314A	\$200,000	EXCELLENT	2033	
27	HIGHWAY	2022	MACK CATCH BASIN CLEANER				\$215,000	EXCELLENT	2033	\$535,000
28	BLDG MAINT	2006	FORD VAN	1FTNE24L36DB04412	98392	M-66972	\$35,000	POOR	2033	In process
7	HIGHWAY	1999	STERLING DUMP TRUCK	2FZHDLBBOXAB07870	57,877	M-49240	\$180,000	POOR	2033	In process
1	HIGHWAY	2005	FORD F150 PICK UP	1FTPX14595NA52677	187,334	M-82215	\$50,000	POOR	2033	In process
ET#1	HIGHWAY	2018	CAM SUPERLINE TRAILER	5JPBU3120JP055853	N/A	M-75900	\$12,000	GOOD	N/R	
ET#2	HIGHWAY	1987	INTERSTATE TRAILER	1JK00S243HA040092	N/A	M-75900	\$8,000	POOR	NRFF	
33	HIGHWAY	1998	MACK TRACTOR	1M1AA18Y8WW093146	644,000	M81606	\$155,000	POOR	N/R	
10	HIGHWAY	1991	CHIPPER TRUCK	1E9EAAA75ME105145	47629 HRS	M-24483	\$170,000	POOR	N/R	
UT#3	CEMETERY	1998	UTILITY TRAILER	N/A	N/A	M-75899	\$3,500	POOR	NRFF	
UT#1	PARK	1998	UTILITY TRAILER	N/A	N/A	M-75898	\$3,500	POOR	NRFF	
UT#2	PARK	1998	UTILITY TRAILER	N/A	N/A	M-75897	\$3,500	POOR	NRFF	
43	BLDG MAINT	2007	FORD RANGER	1FTYR15E37PA19484	132,888	M-70864	\$35,000	FAIR	***	
AL1	BLDG MAINT	2016	NIFTY LIFT	2132517	107	NOT REG.	\$120,000	EXCELLENT	N/R	
L-19	LANDFILL	2005	FORD F-350 UTILITY	1FTWF31555EC45536	140,660	M81602	\$65,000	FAIR	NRFF	
4	HIGHWAY	2013	FORD TAURUS	1FAHP2M89DG157765	144,639	M-44888	\$30,000	FAIR	***	
CMT#1	HIGHWAY	2006	CEMENT MIXER	BF751276	N/A	M-76174	\$2,500	GOOD	NRFF	
UT#4	HIGHWAY	2007	UTILITY TRAILER	N/A	N/A	M-76173	\$3,500	GOOD	NRFF	
ET#4	PARK	2007	CAM SUPERLINE TRAILER	5JPBU23237P015962	N/A	M-56909	\$5,500	GOOD	N/R	
DT#2	BLDG MAINT	2007	LOAD TRAIL TRAILER	4ZEDT102371038371	N/A	M-78873	\$5,500	GOOD	NRFF	
CT#1	HIGHWAY	2007	INTERSTATE TRAILER	1UK500D2971062143	N/A	M-78864	\$5,500	GOOD	NRFF	
UT#5	CEMETERY	2018	INTERSTATE TRAILER	1UK500E21J1095451	N/A	M-806A	\$5,500	EXCELLENT	NRFF	
26	HIGHWAY	1996	NEW HOLDAND TRACTOR	042369B	7,554	M-56128	\$80,000	POOR	N/R	
C&D1	DISPOSAL	2008	STECO TRAILER	5EWES452381254380	N/A	M-81236	\$75,000	POOR	2020	
C&D2	DISPOSAL	2008	STECO TRAILER	5EWES452581254381	N/A	M-57247	\$75,000	POOR	2020	
L90E	LANDFILL	2005	VOLVO LOADER	L90EV66897	29,399	M-74409	\$200,000	POOR	2022	
PT1	DISPOSAL	2009	GREAT LAKES PUP TRAILER	1G9CD24299S139057	N/A	M-81604	\$40,000	POOR	2020	
15	BEACH	2012	FORD VAN	NM0LS6AN0CT118800	53,161	M-82213	\$22,000	GOOD	***	

*** Will replace when vehicles become available
 N/R Will not be replaced
 NRFF No replacement anticipated in the foreseeable future

TOTAL REPLACEMENT COST \$6,178,000

Department	Title	Funding Source for FY 2023	FY2023	FY2024	FY2025	FY2026	FY2027	Five Year Total
Administration	Brooks Academy Renovation Project	Free Cash	250,000	600,000	560,000	75,000	0	1,485,000
Administration	Beautify the villages of Harwich	Free Cash	50,000	50,000	50,000	50,000	50,000	250,000
Administration								
Accounting			0	0	0	0	0	0
Cemetery			0	0	0	0	0	0
Channel 18	Main Control equipment	Public, Education & Government (PEG) Funds	0	0	0	17,650	0	17,650
Channel 18	Equip meeting rooms & field equipment	Public, Education & Government (PEG) Funds	66,470	4,388	47,863	7,247	45,000	170,968
Channel 18								
Community Center	Green community utilities	Free Cash	437,400	0	0	0	0	437,400
Community Center	Privacy fence	Free Cash	75,000	0	0	0	0	75,000
Community Center	A/C replacement	Free Cash	0	0	180,000	0	0	180,000
Community Center	Generator	Free Cash	0	0	0	0	140,000	140,000
Community Center	Weight room equipment replacement	Revolving Fund	30,000	0	30,000	0	30,000	90,000
Community Center	Gymnasium replacements	Free Cash	0	108,400	0	0	0	108,400
Community Center	Roof	Free Cash	0	0	0	0	264,000	264,000
Community Center								
Cultural Center	Equipment upgrades		0	0	0	1,160,000	0	1,160,000
Cultural Center								
Emergency Management			0	0	0	0	0	0
Engineering (via Admin.)	Stormwater EPA MS4 compliance	Free Cash	100,000	40,000	40,000	100,000	100,000	380,000
Engineering (via Admin.)								
Facility Maintenance	ADA compliance requirements		0	121,000	0	0	0	121,000
Facility Maintenance								
Fire Department	Ambulances		0	0	403,860	0	428,092	831,952
Fire Department	Engines/Other Fire Equipped Vehicles	Free Cash	450,000	0	0	0	0	450,000
Fire Department	Vehicles	Free Cash	130,000	0	70,000	0	0	200,000
Fire Department								
Golf	Irrigation Update		0	0	1,200,000	0	0	1,200,000
Golf	Vehicle purchase	Free Cash	90,000	0	0	0	0	90,000
Golf								
Harbormaster	Allen Harbor Jetty		0	2,000,000	0	0	0	2,000,000
Harbormaster	Herring River Ramp replacement		0	0	30,000	0	300,000	330,000
Harbormaster	Saquatucket Bulkheads replacements		0	0	0	175,000	0	175,000
Harbormaster	Wychmere Outer Harbor Dredge		0	0	0	0	0	0
Harbormaster	Vehicle replacement		0	0	0	42,000	0	42,000
Harbors								
Health			0	0	0	0	0	0
IT Department (Via Admin.)			0	0	0	0	0	0
Library	Interior modifications		0	0	40,000	150,000	0	190,000
Library								
Natural Resources			0	0	0	0	0	0
Planning Department			0	0	0	0	0	0
Police Department	Equipment replacements	Free Cash	49,200	45,500	18,000	18,000	12,600	143,300
Police Department	Technology replacement	Free Cash	14,138	0	18,000	0	0	32,138
Police Department								
Public Works	Ballfields mower	Free Cash	64,473	0	0	0	0	64,473
Public Works	Road maintenance/improvements	Ch. 90 Funds/General Fund Debt Exclusion	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	7,000,000
Public Works	Vehicle replacements	Free Cash	495,000	445,000	487,500	495,000	485,000	2,407,500
Public Works	Transfer station generator		0	143,000	0	0	0	143,000
Public Works	Construct maintenance building		0	0	0	0	3,200,000	3,200,000
Public Works								
Recreation			0	0	0	0	0	0
Town Clerk	Voting Equipment replacement	Free Cash	75,000	0	0	0	0	75,000
Town Clerk								
Treasurer/Collector								
Water Department	Vehicle replacements	Retained Earnings	90,000	0	125,000	0	0	215,000
Water Department	Equipment replacements		0	0	125,000	0	0	125,000
Water Department	Pavement management plan		0	175,000	0	0	0	175,000
Water Department	New well construction		0	500,000	0	0	0	500,000
Water Department	Rt. 28 water main replacement		0	7,000,000	0	0	0	7,000,000
Water Department	Paint Pleasant Lake Ave. tank		0	0	1,750,000	0	0	1,750,000
Water Department	Distribution system upgrades		0	0	10,000,000	0	0	10,000,000
Water Department	Pipe discontinuity upgrade		0	0	0	1,500,000	0	1,500,000
Water Department								
Wastewater Department	E. Harwich Collection System Expans.		0	30,000,000	0	0	0	30,000,000
Wastewater Department	Phase 4 Collection System design		0	0	2,500,000	0	0	2,500,000
Wastewater Department	Rt. 28 sewer main installation		0	2,000,000	0	0	0	2,000,000
Wastewater Department								
ANNUAL TOTALS			3,866,681	44,632,288	19,075,223	5,189,897	6,454,692	79,218,781

FY 2023 Town Administrator Proposed Budget

<u>TOWN OPERATION BUDGET 2022</u>		Actual FY2019	Actual FY2020	Actual FY2021	Budget FY2022	TA Proposed FY2023	\$ Change	PCT CHANGE
62	TOWN/FIN COM REPORTS	7,766	5,961	1,540	10,000	10,000	-	0.0%
63	ADVERTISING	22,229	4,788	27,138	22,750	30,000	7,250	31.9%
64	POLICE - S&W	3,716,952	3,554,438	3,824,384	4,270,381	4,310,121	39,739	0.9%
65	POLICE - EXP	485,462	375,889	316,691	493,737	528,237	34,500	7.0%
66	POLICE - CAP OUTLAY	131,100	85,811	(45,927)	-	157,000	157,000	200.0%
67	Sub-Total	4,333,514	4,016,139	4,095,148	4,764,118	4,995,358	231,239	4.9%
68	FIRE - S&W	3,872,857	3,744,052	3,906,676	4,299,285	4,397,138	97,853	2.3%
69	FIRE - EXP	362,366	356,867	364,589	551,329	597,499	46,170	8.4%
71	Sub-Total	4,235,223	4,100,920	4,271,265	4,850,614	4,994,637	144,023	3.0%
72	AMBULANCE - S&W	137,969	86,233	100,343	-	-	-	0.0%
73	EMS - EXP	118,467	122,332	123,874	-	-	-	0.0%
74	Sub-Total	256,436	208,565	224,217	-	-	-	0.0%
75	BUILDING - S&W	291,192	283,536	301,442	340,348	455,518	115,169	33.8%
76	BUILDING - EXP	13,822	10,568	15,851	26,475	27,885	1,410	5.3%
77	Sub-Total	305,013	294,104	317,293	366,823	483,402	116,579	31.8%
78	EMERG. MGMT - S&W	1,032	2,300	637	5,355	5,408	53	1.0%
79	EMERG. MGMT - EXP	4,562	7,075	1,974	8,500	8,500	-	0.0%
80	Sub-Total	5,593	9,375	2,611	13,855	13,908	53	0.4%
81	NATURAL RESOURCES - S&W	102,223	110,546	113,474	114,714	116,307	1,593	1.4%
82	NATURAL RESOURCES - EXP	27,835	21,525	12,108	27,100	27,100	-	0.0%
83	Sub-Total	130,058	132,071	125,583	141,814	143,407	1,593	1.1%
84	PLEASANT BAY ALLIANCE	20,160	23,760	23,760	23,760	25,232	1,472	6.2%
85	TOWN ENGINEER - S&W	131,618	115,709	119,404	114,549	101,589	(12,960)	-11.3%
86	TOWN ENGINEER - EXP	35,871	28,677	46,762	30,310	39,350	9,040	29.8%
87	Sub-Total	167,489	144,386	166,166	144,859	140,939	(3,920)	-2.7%
88	HIGHWAY - S&W	2,623,322	2,578,958	2,642,033	2,777,324	2,778,807	1,484	0.1%
89	HIGHWAY - EXP	2,806,797	2,690,057	3,352,557	3,303,765	3,295,968	(7,798)	-0.2%
90	Sub-Total	5,430,119	5,269,015	5,994,589	6,081,089	6,074,775	(6,314)	-0.1%
91	SNOW/ICE - S&W	81,499	25,914	93,372	40,000	40,000	-	0.0%
92	SNOW/ICE - EXP	190,965	66,955	211,695	95,000	95,000	-	0.0%
93	Sub-Total	272,463	92,870	305,067	135,000	135,000	-	0.0%
94	STREET LIGHTS	22,731	30,356	24,504	31,000	30,000	(1,000)	-3.2%
95	CEMETERY ADMIN - S&W	65,070	70,040	71,084	71,434	71,434	0	0.0%
96	CEMETERY ADMIN - EXP	4,546	4,670	3,428	5,108	5,108	(1)	0.0%
97	Sub-Total	69,617	74,710	74,512	76,542	76,542	(0)	0.0%
98	BOARD OF HEALTH - S&W	163,782	183,249	160,145	193,196	269,893	76,697	39.7%
99	BOARD OF HEALTH - EXP	13,241	8,331	5,851	12,560	18,425	5,865	46.7%
100	Sub-Total	177,023	191,579	165,996	205,757	288,318	82,561	40.1%
101	COMMUNITY CENTER S&W	176,286	185,474	190,465	198,100	203,327	5,227	2.6%
102	COMMUNITY CENTER EXP	117,063	109,175	97,068	121,190	115,882	(5,308)	-4.4%
103	Sub-Total	293,349	294,649	287,533	319,290	319,209	(81)	0.0%
104	COUNCIL ON AGING - S&W	352,597	361,824	351,333	393,012	448,127	55,115	14.0%
105	COUNCIL ON AGING - EXP	63,932	55,274	22,392	82,326	112,773	30,447	37.0%
106	Sub-Total	416,529	417,099	373,725	475,338	560,900	85,562	18.0%
107	YOUTH COUNSELOR - S&W	85,203	93,443	96,254	96,853	98,154	1,301	1.3%
108	YOUTH COUNSELOR - EXP	4,604	4,221	3,243	3,485	4,250	765	22.0%
109	Sub-Total	89,807	97,663	99,497	100,338	102,404	2,066	2.1%
110	VETERANS EXPENSE/BENEFITS	97,507	133,899	120,138	144,277	145,018	741	0.5%
111	DISABILTY RIGHT - EXP	300	-	-	500	500	-	0.0%
112	HUMAN SERVICES	78,690	79,450	75,900	83,250	83,250	-	0.0%
113	LIBRARY - S&W	665,422	696,848	703,073	741,157	755,032	13,875	1.9%
114	LIBRARY - EXP	267,610	248,848	262,677	274,820	280,183	5,363	2.0%
115	Sub-Total	933,032	945,695	965,750	1,015,977	1,035,215	19,238	1.9%
116	RECREATION - SEASONAL - S&W	216,097	208,379	223,664	217,695	219,179	1,484	0.7%
117	RECREATION - S&W	245,726	253,706	246,770	274,076	264,600	(9,476)	-3.5%
118	RECREATION - EXP	46,281	52,966	41,608	45,575	45,575	-	0.0%
119	RECREATION - CAP OUTLAY	9,029	-	-	-	-	-	0.0%
120	Sub-Total	517,133	515,051	512,041	537,346	529,354	(7,992)	-1.5%
121	HARBORMASTER -S&W	311,293	324,299	310,483	343,519	348,871	5,351	1.6%
122	HARBORMASTER - EXP	203,466	107,197	115,214	253,230	250,879	(2,351)	-0.9%
123	Sub-Total	514,759	431,496	425,697	596,749	599,749	3,000	0.5%

ACCOUNTS FOR:

GENERAL FUND	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 TOWN ADMIN	PCT CHANGE
014212 521100 ELECTRIC	30,165.89	27,960.00	27,960.00	16,434.96	.00	27,960.00	.0%
014212 521200 GAS	8,446.80	11,040.00	11,040.00	4,333.48	.00	11,040.00	.0%
014212 523000 WATER	3,431.58	3,300.00	3,300.00	1,868.57	.00	3,450.00	4.5%
014212 524200 OFF EQU RE	80,000.00	1,350.00	1,350.00	1,800.00	.00	1,350.00	.0%
014212 524300 OTHER REPR	82,033.09	76,650.00	76,650.00	41,800.00	.00	81,150.00	5.9%
014212 527000 RENT&LEASE	21,378.26	16,000.00	16,000.00	16,000.00	.00	16,160.00	1.0%
014212 529000 O/PROP SER	164,432.08	242,700.00	242,700.00	102,001.32	.00	242,700.00	.0%
014212 530600 MEDICAL SV	3,374.75	6,830.00	6,830.00	3,185.54	.00	7,580.00	11.0%
014212 534100 ADV	1,335.00	1,200.00	1,200.00	1,398.20	.00	1,500.00	25.0%
014212 534400 TELEPHONE	10,668.51	11,700.00	11,700.00	6,425.80	.00	11,600.00	-1.9%
014212 538000 OTHPURCHSV	2,388,755.68	2,220,073.60	2,220,073.60	1,612,438.44	.00	2,145,053.00	-3.4%
014212 542000 OFF SUPPLS	6,854.44	8,000.00	8,000.00	4,957.03	.00	8,000.00	.0%
014212 543000 MAINT EQUIP	19,697.63	28,500.00	28,500.00	5,428.49	.00	28,500.00	.0%
014212 545000 CUST SUP	19,437.30	38,000.00	38,000.00	22,639.21	.00	37,500.00	-1.3%
014212 548100 BULK FUEL	117,588.65	132,470.80	132,470.80	93,309.63	.00	194,327.51	46.7%
014212 548900 VEHIC PART	357,570.08	300,000.00	300,000.00	231,986.95	.00	300,000.00	.0%
014212 553000 P.W. SUPPL	63,474.78	65,000.00	65,000.00	36,692.14	.00	65,000.00	.0%
014212 554000 RD MT SUP	15,454.65	65,400.00	65,400.00	183.60	.00	65,400.00	.0%
014212 558000 OTH.SUP.NE	4,394.31	3,900.00	3,900.00	2,936.55	.00	3,900.00	.0%
014212 573000 DUE,SB,TRV	927.80	2,130.00	2,130.00	681.72	.00	2,056.00	-3.5%
TOTAL HIGHWAY EXPENSE	3,352,556.75	3,303,765.40	3,303,765.40	2,216,177.41	.00	3,295,967.51	-2%
014231 SNOW/ICE SALARIES & WAGES	93,372.11	40,000.00	40,000.00	84,884.14	.00	40,000.00	.0%
014231 513000 OVERTIME	93,372.11	40,000.00	40,000.00	84,884.14	.00	40,000.00	.0%
TOTAL SNOW/ICE SALARIES & WA	93,372.11	40,000.00	40,000.00	84,884.14	.00	40,000.00	.0%
014232 SNOW/ICE EQPT HIRE/MATERIALS	62,021.50	50,000.00	50,000.00	108,130.00	.00	50,000.00	.0%
014232 527000 RENT&LEASE	149,673.09	45,000.00	45,000.00	190,307.48	.00	45,000.00	.0%
014232 553000 P.W. SUPPL	211,694.59	95,000.00	95,000.00	298,437.48	.00	95,000.00	.0%
TOTAL SNOW/ICE EQPT HIRE/MAT	211,694.59	95,000.00	95,000.00	298,437.48	.00	95,000.00	.0%
014242 STREET LIGHTS	24,504.48	31,000.00	31,000.00	11,518.40	.00	30,000.00	-3.2%
014242 521100 ELECTRIC	24,504.48	31,000.00	31,000.00	11,518.40	.00	30,000.00	-3.2%
TOTAL STREET LIGHTS	24,504.48	31,000.00	31,000.00	11,518.40	.00	30,000.00	-3.2%
014911 CEMETERY ADMINISTRATION	66,433.90	66,434.00	66,434.00	39,962.14	.00	66,434.00	.0%
014911 511900 S&W	4,650.38	4,650.38	4,650.38	0.00	.00	4,650.38	.0%
014911 514000 LONGEVITY	0.00	350.00	350.00	350.00	.00	350.00	.0%
014911 515007 SCKLVBONUS	0.00	350.00	350.00	350.00	.00	350.00	.0%
TOTAL CEMETERY ADMINISTRATION	71,084.28	71,434.38	71,434.38	40,312.14	.00	71,434.38	.0%
014912 CEMETERY ADMINISTRATION	0.00	325.00	325.00	0.00	.00	325.00	.0%
014912 517900 OTHER FRIN	0.00	325.00	325.00	0.00	.00	325.00	.0%

PROJECTION: 20231 FY 2023 OPERATING BUDGETS

ACCOUNTS FOR:

GENERAL FUND	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 TOWN ADMIN	PCT CHANGE
014912 523000 WATER	1,858.63	2,384.82	2,384.82	1,329.91	.00	2,503.51	5.0%
014912 534400 TELEPHONE	.00	612.00	612.00	248.94	.00	500.00	-18.3%
014912 542000 OFF SUPPLS	564.03	510.00	510.00	229.56	.00	510.00	.0%
014912 573000 DUE,SB,TRV	1,004.99	1,276.28	1,276.28	642.84	.00	1,269.00	-1.6%
TOTAL CEMETERY ADMINISTRATIO	3,427.65	5,108.10	5,108.10	2,451.25	.00	5,107.51	.0%
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015101 BOARD OF HEALTH							
015101 511800 PWS&WYRROU	35,222.22	43,117.05	43,117.05	6,491.89	.00	2,500.00	-94.2%
015101 511900 S&W	124,342.44	147,744.77	147,744.77	111,918.77	.00	263,519.76	78.4%
015101 513000 OVERTIME	230.55	1,159.50	1,159.50	1,033.30	.00	1,998.13	72.3%
015101 514000 LONGEVITY	.00	475.00	475.00	475.00	.00	475.00	.0%
015101 515007 SCKLVBONUS	350.00	700.00	700.00	700.00	.00	1,400.00	100.0%
TOTAL BOARD OF HEALTH	160,145.21	193,196.32	193,196.32	120,618.96	.00	269,892.89	39.7%
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015102 BOARD OF HEALTH EXPENSE							
015102 517900 OTHER FRIN	500.00	950.00	950.00	250.00	.00	950.00	.0%
015102 530600 MEDICAL SV	2,583.75	4,000.00	4,000.00	7,346.58	.00	4,000.00	.0%
015102 534400 TELEPHONE	696.58	.00	1,200.00	476.47	.00	1,200.00	.0%
015102 538000 OTHFURCHSV	.00	3,400.00	3,400.00	2,560.64	.00	3,591.25	5.6%
015102 542000 OFF SUPPLS	599.98	.00	.00	.00	.00	3,499.57	.0%
015102 548100 BULK FUEL	189.73	460.25	460.25	121.64	.00	460.25	.0%
015102 573000 DUE,SB,TRV	1,281.13	2,550.00	2,550.00	1,405.18	.00	4,724.00	85.3%
TOTAL BOARD OF HEALTH EXPENS	5,851.17	11,360.25	12,560.25	12,160.51	.00	18,425.07	46.7%
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015401 COMMUNITY CENTER S&W							
015401 511800 PWS&WYRROU	24,303.18	25,677.02	26,900.98	15,331.06	.00	27,438.99	2.0%
015401 511900 S&W	163,741.98	166,393.56	166,393.56	100,091.27	.00	170,547.84	2.5%
015401 513000 OVERTIME	.00	1,000.00	1,000.00	361.44	.00	500.00	-50.0%
015401 514000 LONGEVITY	2,070.06	3,105.09	3,105.09	3,105.59	.00	4,140.09	33.3%
015401 515007 SCKLVBONUS	350.00	700.00	700.00	350.00	.00	700.00	.0%
TOTAL COMMUNITY CENTER S&W	190,465.22	196,875.67	198,099.63	119,239.36	.00	203,326.92	2.6%
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015402 COMMUNITY CENTER EXPENSE							
015402 521100 ELECTRIC	52,686.21	57,056.00	57,056.00	33,910.60	.00	57,056.00	.0%
015402 521200 GAS	29,353.81	30,058.00	30,058.00	14,334.87	.00	30,058.00	.0%
015402 522241 Printing	.00	1,975.00	1,975.00	.00	.00	2,000.00	1.3%
015402 523000 WATER	922.13	1,920.00	1,920.00	779.60	.00	1,920.00	.0%
015402 524007 COPIERS	.00	1,200.00	1,200.00	.00	.00	2,500.00	108.3%
015402 524010 Comp Netrk	.00	2,900.00	2,900.00	.00	.00	2,500.00	-13.8%
015402 524300 OTHER REPR	1,468.73	6,050.00	6,050.00	3,247.70	.00	5,850.00	-3.3%

Harwich Cemetery Commission

Rules and Regulations of Harwich Cemeteries

I. Rules

1. Town Cemeteries are open daily from dawn to dusk.
2. No vehicle shall be operated in any part of the cemeteries and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.
3. Recreational motorcycling, roller skating, skateboarding, and/or any other types of similar recreational sports are prohibited. The Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property. Any activity that encroaches on individual lots or graves is prohibited.
4. Any person disturbing the quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, will be removed from the grounds and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
5. No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds.
6. Gravestone repairs or rubbings require prior authorization of the Cemetery Commission or its designated agent. A copy of the Association for Gravestones Studies *Gravestone Rubbings Do's and Don'ts* will be provided.
7. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

II. Interments

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead including cremation remains.
2. 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 Cemetery personnel.
3. All interments shall be enclosed in a cement vault except. Infants shall require an approved container. Cremations shall require an urn or other permanent approved container.
4. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.
5. Single Cremation in Harwich Center Cemetery. Lot usage is for one cremated remain for interment in this section (internment rights are from Plan of Land in Harwich (Center) "Proposed Cremation Section" map prepared by Harwich Engineering Department file # 1529-00.

III. Cemetery Lots

1. Cemetery personnel 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.
2. 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.
3. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An assignment form needs to be completed, notarized and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.

4. Upon the death of the title owner, a lot passes to heirs-at-law (MGL.Ch.114, s.29) unless specifically devised by will or trust (subject to Ch. 190, sec.3).
6. A full burial lot (minimum 4'x10') 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.
7. Burial lots for the interment of any indigent resident Veteran are provided at no cost and are set aside for burials of Veterans residing in the Town at the time of their entry into service and /or at the time of their death verified by the Veterans Agent and subject to the approval of the Cemetery Commission.
8. Single grave space may be made available to the resident parents and without charge for the indigent, stillborn or very young infant within the Town at the time of death.
9. All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel in order to preserve as much as possible the natural appearance of cemeteries.
10. Maintenance of all plantings and maintenance and removal of all plantings and holiday arrangement placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Commission reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures.
11. Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures.
12. Fences, borders, curbing, hedges, trees, rampant-growing plantings and crushed stone are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite, unless prior approval by Cemetery Commission. Any bench or structure needs prior approval by Cemetery Commission before installation.
13. Masons, stonecutters and all workmen shall at all times be under the control of Cemetery Commission and must carry off all rubbish and restore roads, avenues and paths, damaged by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
14. The Town 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.

IV. Markers, Headstones, Monuments

1. SINGLE LOT – 30"width (left to right) x 16" (front to back) and/or two flush markers.
2. CREMATION LOT Cremation Lot (4' x 3') maximum of 2 flush markers measuring 2' x 1' per marker or 1 marker not to exceed 2' x 2'.
3. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lot with a base depth of 18" maximum and height of 48".
4. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
5. No markers, headstones, monuments, curbing or other 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 marker. All monuments are to be centered at the head of lot or centered at the mid-line.
6. A 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.
7. 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.

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

V. Administration

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator 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 MGL Ch. 114 establish the Cemetery Commission and the appointment of members. Duties of the Cemetery Commissioners are proscribed under MGL Ch. 114 S23 and the Town of Harwich Home Rule Charter, S 7-15-2.

VI. Active Cemeteries *(Burial space 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

VII. Inactive Cemeteries *(No burial lots available for sale)*

Bank Street Burial Ground, Bank Street, near Long Road

Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich

Herring River, West Harwich, Herring River, West Harwich

Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich

Lothrop Cemetery, Off Lothrop Ave, West Harwich

Methodist Church Cemetery, corner Queen Anne Rd. & 15 Church Street, East Harwich

Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich

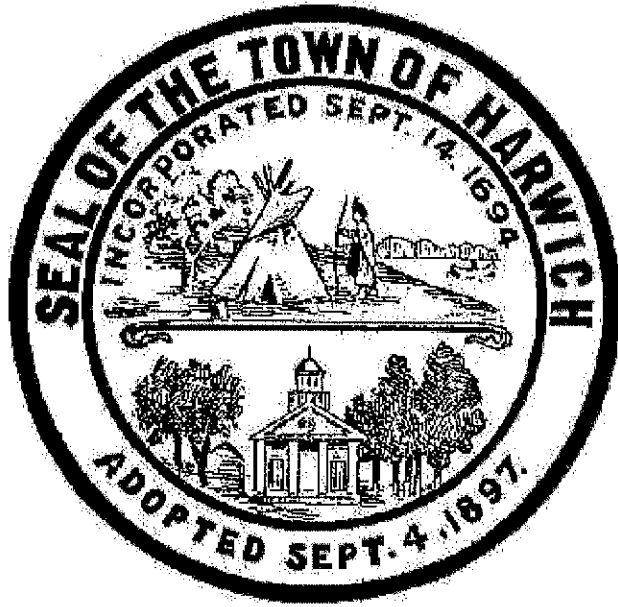
Old Smith Cemetery, Bells Neck Road, West Harwich

Ryder Cemetery, Route 39 near water tower, Harwich

Cemetery Office located @ 100 Oak Street; mail received at Town Hall, 732 Main Street

Office phone: 508-430-7549

Approved at Annual Town Meeting May 6, 2019.



Harwich Cemetery Commission

Rules and Regulations

of the

Harwich Cemeteries

2022

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.

2/10/2022

Table of Contents

I.	Administration	Page 3
	Administrative Office	
	Contact Information	
	Hours of Operation	
	Holiday Schedule	
	Cemetery Fees	
II.	Cemetery Commission	Page 4
III.	Our Cemeteries	Page 5
	A. Active Cemeteries	
	B. Inactive Cemeteries	
IV.	Rules and Regulations	Page 6
	A. Visitation Rules	Page 6
	B. Cemetery Regulations	Page 7
	1. Interments	Page 7
	2. Cemetery Lots	Page 9
	3. Markers, Headstones, Monuments	Page 11
V.	Definitions	Page 13
VI.	Frequently Asked Questions	Page 16

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 proscribed under MGL Ch. 114 S23 and the Town of Harwich Home Rule Charter, S 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: rkelley@town.harwich.ma.us

Hours of Operation:
Monday-Friday 7:30-3:00
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, East Harwich
Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East 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.

e. 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 Section 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, s.29) unless specifically devised by will or trust (subject to Ch. 190, sec.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.

f. 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'x8') 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, windchimes, 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. 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.

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

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

(continued)

h. 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 flash 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 the 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 greenward 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.

Cemetery Revolving & PC Funds Collected in 2021

Date	Revenue	Admin	Markout	Expenses	PC	Balance	Total
1/4/2021 Lot Sale Campbell MP	720.00				80.00	96935.66	800.00
1/11/2021 Admin Barrett MP		100.00				720.00	
1/15/2021 Mark out Carey IP			75.00			100.00	
Mark out Thompson IP			75.00			75.00	
Mark out Thompson IP			75.00			75.00	
1/21/2021 Admin Mulcahy IP		100.00				100.00	
Admin Koch IP		100.00				100.00	
1/25/2021 Lot Sale Little EV	2,160.00				240.00	2,160.00	2,400.00
1/27/2021 Admin Maciel EV		100.00				100.00	
Admin Holmes IP		100.00				100.00	
Lot Sale Heap IP	2,880.00				320.00	2,880.00	3,200.00
Lot Sale Becker IP	810.00				90.00	810.00	900.00
Lot SaLe Carlton IP	810.00				90.00	810.00	900.00
2/4/2021 Markout Rutherford IP			75.00			75.00	
Markout Guertin IP			75.00			75.00	
2/9/2021 Lot Sale Cook EV	1,440.00				160.00	1,440.00	1,600.00
Admin Rogers PG		100.00				100.00	
2/24/2021 Admin Nahass EV		\$100.00				100.00	
3/1/2021 Admin Anderson PG		\$100.00				100.00	
3/2/2021 MMA Annual Meeting & Conference RK				105.00		-105.00	
3/24/2021 Admin Milberg IP		\$100.00				100.00	
Admin Chase PG		\$100.00				100.00	
Admin Bacon MP		\$100.00				100.00	
Admin Robinson MP		\$100.00				100.00	
Admin McGalliard IP		\$100.00				100.00	
3/29/2021 Admin Ritiz EV		\$100.00				100.00	
3/31/2021 Lot Sale Burnett IP	\$3,240.00				360.00	3,240.00	3,600.00
Markout Barrett MP			\$75.00			75.00	
Markout Jones IP			\$75.00			75.00	
Markout MeMichele EV			\$75.00			75.00	
Admin Lamb IP		\$100.00				100.00	
Markout Wright SH			\$75.00			75.00	
Admin Meier NH		\$100.00				100.00	
Markout Meier NH			\$75.00			75.00	
4/6/2021 Lot Sale Thompson IP	\$2,880.00				320.00	2,880.00	3,200.00
Admin Burnett IP		\$100.00				100.00	
4/9/2021 Admin Rose IP		\$100.00				100.00	
Admin Lewis IP		\$100.00				100.00	
4/13/2021 All Cape Fence MT PL Repair				845.00		-845.00	

Admin Lowery IP	\$100.00			100.00
Admin Ladd IP	\$100.00			100.00
Mark out Morris MP		\$75.00		75.00
Admin Williams MP	\$100.00			100.00
Admin Beauty IP	\$100.00			100.00
Admin Salton MP	\$100.00			100.00
Admin Palmer MP	\$100.00			100.00
Lot Sale Smith EV			180.00	1,620.00
7/28/2021 Lot Sale Soderberg EV			560.00	5,040.00
8/3/2021 Lot Sale Dwyer EV			160.00	1,440.00
8/5/2021 Admin Myers NH	\$100.00			100.00
8/6/2021 Lot Sale Duke IP			320.00	2,880.00
Admin McDonnell IP	\$100.00			100.00
Admin Foster MP	\$100.00			100.00
8/9/2021 Mark out Foster MP		\$75.00		75.00
Admin Sevier John IP	\$100.00			100.00
Admin Sevier Marg IP	\$100.00			100.00
Mark out Sevier IP		\$75.00		75.00
8/23/2021 Admin Eardley IP	\$100.00			100.00
Admin Colby EV	\$100.00			100.00
Admin Brenzinski IP	\$100.00			100.00
Mark out Long MP		\$75.00		75.00
Mark out Briggs IP		\$75.00		75.00
Mark out Conaghan IP		\$75.00		75.00
Mark out Weber EV		\$75.00		75.00
Mark out McGilliard IP		\$75.00		75.00
Mark out Robinson MP		\$75.00		75.00
Mark out Ritz EV		\$75.00		75.00
Mark out Myers NH		\$75.00		75.00
8/24/2021 John Canto Paving MP & IP				
8/25/2021 Admin Morris MP		13,300.00	-13,300.00	
Admin Pappas MP	\$100.00			100.00
Admin Colby EV	\$100.00			100.00
9/1/2021 Admin Colby EV	\$100.00			100.00
Admin Wentworth EV	\$100.00			100.00
9/10/2021 Admin Etsey IP	\$100.00			100.00
Mark out Etsey IP		\$75.00		75.00
Admin Long MP	\$100.00			100.00
Admin Mosier IP	\$100.00			100.00
Admin Scism IP	\$100.00			100.00
Admin Bearse EV	\$100.00			100.00
Admin Friloux EV	\$100.00			100.00
Mark out Thacher IP		\$75.00		75.00
9/14/2021 Lot Sale Bernabei MP			80.00	720.00
				800.00



ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
014911 CEMETERY ADMINISTRATION							
511900 SALARIES & WAGES							
014911	511900	SALARIES & WAGES	66,434.00	6,363.40	0.00	34,107.93	48.7%
2022/06/000046	12/03/2021	PRJ	1,272.68	REF PR2222	WARRANT=PR2222	RUN=2 TOWN PAY	
2022/06/000094	12/10/2021	PRJ	1,272.68	REF PR2223	WARRANT=PR2223	RUN=2 TOWN PAY	
2022/06/000109	12/17/2021	PRJ	1,272.68	REF PR2224	WARRANT=PR2224	RUN=2 TOWN PAY	
2022/06/000184	12/23/2021	PRJ	1,272.68	REF PR2226	WARRANT=PR2225	RUN=2 TOWN PAY	
2022/06/000287	12/30/2021	PRJ	1,272.68	REF PR2226	WARRANT=PR2226	RUN=2 TOWN PAY	
TOTAL SALARIES & WAGES							
			66,434.00	6,363.40	0.00	34,107.93	48.7%
514000 LONGEVITY							
014911	514000	LONGEVITY	4,650.38	0.00	0.00	4,650.38	.0%
TOTAL LONGEVITY							
			4,650.38	0.00	0.00	4,650.38	.0%
515007 SICK LEAVE BONUS PER CONTRACT							
014911	515007	SICK LEAVE BONUS PER CONTRACT	350.00	0.00	0.00	0.00	100.0%
TOTAL SICK LEAVE BONUS PER CONTRA							
			350.00	0.00	0.00	0.00	100.0%
TOTAL CEMETERY ADMINISTRATION							
			71,434.38	6,363.40	0.00	38,758.31	45.7%





014912 573000

TOTAL OFFICE SUPPLIES

510.00

229.56

23.84

0.00

280.44

45.0%

573000 DUES/SUBSCRIPTIONS/TRAVEL

1,276.28

642.84

0.00

633.44

50.4%

014912 619032

TOTAL DUES/SUBSCRIPTIONS/TRAVEL

1,276.28

642.84

0.00

633.44

50.4%

014912 620018

TOTAL CEMETERY ADMINISTRATION

5,108.10

2,084.89

65.33

3,023.21

40.8%

01491A2 619032

ATM 19 #32 CEMETERY ARBORETUM

0.00

14,875.00

0.00

5,397.50

73.4%

01491A2 620018

MEMORIAL TREE REPLACEMENT

0.00

20,000.00

0.00

20,000.00

.0%

TOTAL ATM 19 #32 CEMETERY ARBORET

0.00

14,875.00

0.00

5,397.50

73.4%

TOTAL MEMORIAL TREE REPLACEMENT

0.00

20,000.00

0.00

20,000.00

.0%

TOTAL CEMETERY - WARRANT ARTICLES

0.00

14,875.00

0.00

25,397.50

36.9%



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wtulloch

TOWN OF HARWICH - LIVE DATA
BUDGET REPORT

DECEMBER FY22 PERIOD 6

JOURNAL DETAIL 2022 6 TO 2022 6

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glytdbud

FOR 2022 06

ACCOUNTS FOR: 0100 ORIGINAL APPROP GENERAL FUND REVISED BUDGET YTD ACTUAL MTD ACTUAL ENCUMBRANCE/REQ AVAILABLE BUDGET % USED

TOTAL GENERAL FUND									
76,542.48	116,814.98	49,635.96	6,428.73	0.00	67,179.02		42.5%		
TOTAL EXPENSES									
76,542.48	116,814.98	49,635.96	6,428.73	0.00	67,179.02				



02/03/2022 15:45
wtulloch

TOWN OF HARWICH - LIVE DATA
BUDGET REPORT

DECEMBER FY22 PERIOD 6

JOURNAL DETAIL 2022 6 TO 2022 6

FOR 2022 06

5
glytdbud

JOURNAL DETAIL 2022 6 TO 2022 6

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
76,542.48	116,814.98	49,635.96	6,428.73	0.00	67,179.02	42.5%
GRAND TOTAL						

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

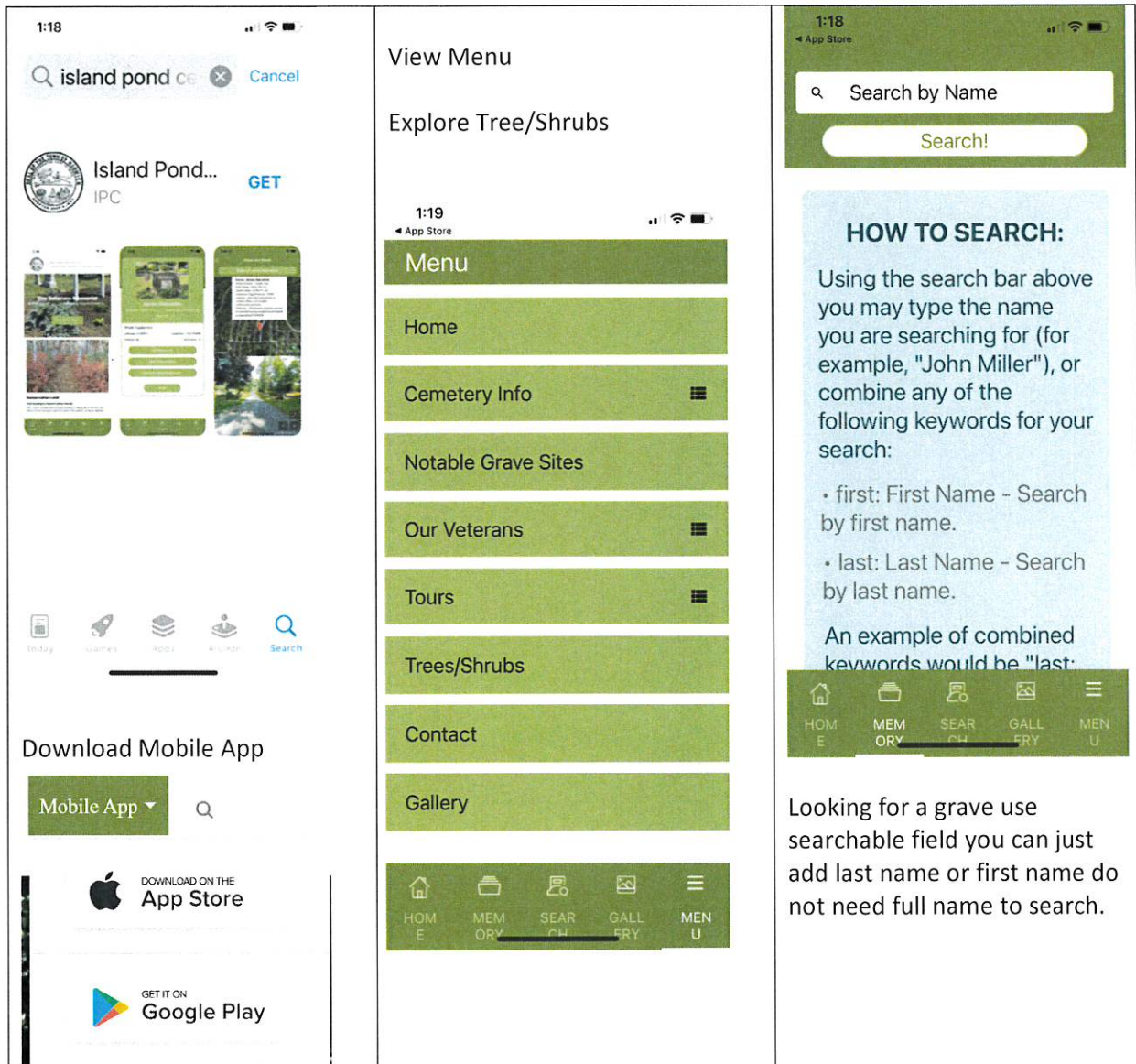
Cemetery Mapping Software

IslandPondCemetery.org

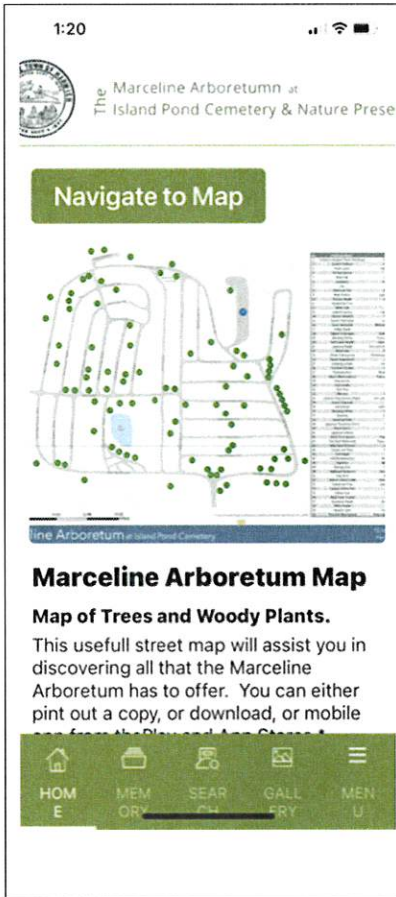
MarcelineArboretum.org

Historical Grave Sites going back to the late 1600's. The App provides a complete user directory with GPS coordinates for gravesites and the Island Pond Cemetery.

This is a map and informational app for all of the grave sites within the Island Pond Cemetery and the Marceline Arboretum. This provides directions to trees, shrubs, and those interned. The user will be able find those areas of interest via mapping and 360 images. Registered users will be able to add information that will assist in providing useful information about those that interned or other historical and other matters concerning the Arboretum.



Looking for a grave use searchable field you can just add last name or first name do not need full name to search.

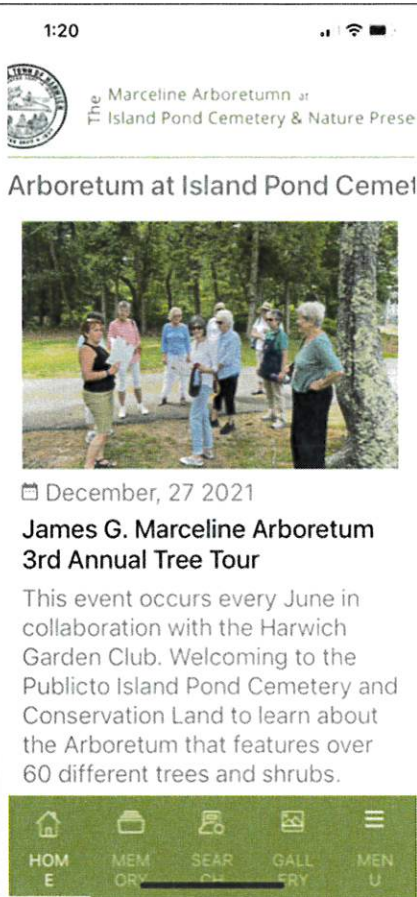


Navigate to Map

Marceline Arboretum Map

Map of Trees and Woody Plants.

This useful street map will assist you in discovering all that the Marceline Arboretum has to offer. You can either print out a copy, or download, or mobile view from the Island Pond Cemetery website.



Arboretum at Island Pond Cemetery



December, 27 2021

James G. Marceline Arboretum 3rd Annual Tree Tour

This event occurs every June in collaboration with the Harwich Garden Club. Welcoming to the Public Island Pond Cemetery and Conservation Land to learn about the Arboretum that features over 60 different trees and shrubs.



Live Stream Request



The Island Pond Cemetery at The Marceline A
2022/02/10 1:35 AM



Island Pond Live 27 Jan, 2022
2022/01/27 7:43 PM

Tree Tags will be installed this summer with help from AmeriCorps and the Cape Cod Cooperative Extension



Tours Garden Club Monomoy Schools Lighthouse Charter School Harwich Historic Society



Live Stream The Ability to offer live streaming funerals and public events.

