

CEMETERY COMMISSION MONTHLY MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET  
TUESDAY JANUARY 25, 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://global.gotomeeting.com/join/804133877>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 804-133-877

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/804133877>

I. CALL TO ORDER

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Michael Andranovich, Program Specialist from AmeriCorps on upcoming project proposal site visits.
- B. Email from Joe Powers on Questionnaire for Budget discussion.
- C. Email from Christy Bailey looking for burial site of Florence Bloomer Hammett died 1932 and Joseph B Crowell died 1905.
- D. Email from Danielle Delaney & Ellen Powell on Submission of 2021 Annual Report due January 28, 2022.
- E. OTHER BUSINESS.

III. OLD BUSINESS

- A. Rules and Regulations Review.
- B. End of the Year totals for Revolving Account and Cemetery Budget.
- C. OTHER OLD BUSINESS.

IV. NEW BUSINESS

- A. BILLS: Water Bills, Mt Pleasant Bldg \$45.00, Island Pond \$58.58, Pine Grove \$64.14, Mt Pleasant South St \$47.70, North Harwich \$45.00, South Harwich, \$45.00, Web Services of America LLC \$1,797.50 and Eversource \$6.06.
- B. DEEDS: Deborah A Ford Cremation lot in Island Pond \$800.00, William & Ursula Kretschmer 2 graves in Evergreen Cemetery \$1,600.00 and Katherine McDonough 1 grave in Mount Pleasant \$900.00.
- C. Cemetery Commission Responsibilities.
- D. Email from Shawn Fernandez about Turf Grass.
- E. Email from Emily Mitchell on Virtual Option for a Preplanning Seminar.
- F. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

## Robbin Kelley

---

**From:** Michael Andranovich <michael.andranovich@barnstablecounty.org>  
**Sent:** Tuesday, January 18, 2022 3:51 PM  
**To:** Robbin Kelley  
**Cc:** Bob Bennett  
**Subject:** Re: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

Hi Robbin,

Our calendar is starting to shape up, and I've got some dates for you to consider for the project in Island Pond Cemetery involving the relocated walking path and split rail fence installation. Right now, we have two COD Day openings on Thursday, March 3rd and Thursday, March 10th. Do either of these days work well for that project? It would be approximately 5 members and 1 or 2 supervisors.

Let me know. Thanks!

Michael

---

**From:** Robbin Kelley <rkelley@town.harwich.ma.us>  
**Sent:** Wednesday, December 29, 2021 12:18 PM  
**To:** Michael Andranovich <michael.andranovich@barnstablecounty.org>  
**Cc:** Bob Bennett <bob.bennett@barnstablecounty.org>  
**Subject:** RE: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes that would be fine. Looking forward to seeing 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:** Michael Andranovich [mailto:michael.andranovich@barnstablecounty.org]  
**Sent:** Wednesday, December 29, 2021 10:23 AM  
**To:** Robbin Kelley <rkelley@town.harwich.ma.us>  
**Cc:** Bob Bennett <bob.bennett@barnstablecounty.org>  
**Subject:** Re: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

Hi Robbin,

Hope the holidays have been great. I'm going to put you on our calendar for 9:30am on Wednesday, January 5th. We can take a look at both sites, even if we're not scheduling for a little bit.

Thanks!

Michael

---

**From:** Robbin Kelley <[rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us)>

**Sent:** Wednesday, December 22, 2021 2:23 PM

**To:** Michael Andranovich <[michael.andranovich@barnstablecounty.org](mailto:michael.andranovich@barnstablecounty.org)>

**Cc:** Bob Bennett <[bob.bennett@barnstablecounty.org](mailto:bob.bennett@barnstablecounty.org)>

**Subject:** RE: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Either day will work for me.

You just pick one.

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:** Michael Andranovich [<mailto:michael.andranovich@barnstablecounty.org>]

**Sent:** Wednesday, December 22, 2021 2:06 PM

**To:** Robbin Kelley <[rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us)>

**Cc:** Bob Bennett <[bob.bennett@barnstablecounty.org](mailto:bob.bennett@barnstablecounty.org)>

**Subject:** Re: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

Hi Robbin,

How about January 5th (Wednesday) or January 12th (Wednesday) in the morning? Something around 9:30/10am?

Let us know. Thanks!

Michael

---

**From:** Robbin Kelley <[rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us)>

**Sent:** Tuesday, December 21, 2021 2:09 PM

**To:** Michael Andranovich <[michael.andranovich@barnstablecounty.org](mailto:michael.andranovich@barnstablecounty.org)>

**Cc:** Bob Bennett <[bob.bennett@barnstablecounty.org](mailto:bob.bennett@barnstablecounty.org)>

**Subject:** RE: AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Michael

I am so sorry I didn't respond earlier. I would love a site visit let me know some times and dates you can come to the cemetery.

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:** Michael Andranovich [<mailto:michael.andranovich@barnstablecounty.org>]

**Sent:** Wednesday, December 15, 2021 1:42 PM

**To:** Robbin Kelley <[rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)>

**Cc:** Bob Bennett <[bob.bennett@barnstablecounty.org](mailto:bob.bennett@barnstablecounty.org)>

**Subject:** AmeriCorps Cape Cod Project Proposal - Marceline Arboretum & Native Species Garden:

Hi Robbin,

Just checking in about the two project proposals you submitted involving the walking path at Marceline Arboretum and planting a Native Species Garden. I think both sound like great projects and I'd like to get them on the calendar. Do you think we could get a site visit for both in before the holiday next Friday? Bob (Wellfleet supervisor) and I are available Tues-Thurs for such visits, which gives us tomorrow or 12/21-12/23.

Let me know. Thanks!

Michael

## Robbin Kelley

---

**From:** Joe Powers  
**Sent:** Friday, January 7, 2022 12:24 PM  
**To:** Amy Bullock; Amy Usowski; Anita Doucette; Carol Coppola; Carolyn Carey; Chief David J. Guillemette; Craig Thornton; David LeBlanc; Deputy Chief Kevin Considine; Donna Molino; dpelletier@harwichwater.com; Emily Mitchell; Eric Beebe; Ginny Hewitt; Heinz Proft; Jamie Goodwin; John Rendon; Jon Idman; Kathleen O'Neill; Link Hooper; Robbin Kelley; Robert Piccirilli; Roman Greer; Shawn Fernandez; Sheila House  
**Cc:** Meggan Eldredge; Danielle Delaney; Ellen Powell  
**Subject:** Questionnaire for FY 2023 budget discussion  
**Attachments:** Questionnaire for FY 2023 Budget Discussions.pdf  
**Importance:** High

Good afternoon all:

I hope all is well with you during our first storm of the winter. I also want to take this opportunity for me to formally welcome our newest department head, Building Commissioner Rob Piccirilli. I know most of you have already welcomed Rob to our team. It's great to have you on the team Rob!

As we inch closer to our Annual Town Meeting (115 days and counting) in May, please review and complete the attached questionnaire ahead of your budget discussions with me and Carol. We will be reaching out to you in the coming days to set up these meetings. Given the latest surge in COVID cases, we should expect to conduct these sessions via GoToMeeting; at least for the next two weeks.

As it states on the form, the purpose of this questionnaire is to provide me with specific information which I may rely upon as I make my decisions and craft my comprehensive budget and budget message for delivery to the Board of Selectmen and Finance Committee early next month.

As always, please do not hesitate to reach out to me if you have any questions regarding this form. Thank you!

Take care,

Joe

**Joseph F. Powers, ICMA-CM, MCPPO**  
Town Administrator  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
Office: (508) 430-7513  
Mobile: (774) 801-8202

## Budget Discussion Questionnaire for FY 2023

1. Describe the core mission or service of your department.

2. Describe how your proposed budget supports your core mission or service.

3. Identify any aspects of your proposed budget that expand beyond your core mission or service.

4. Detail any expenses you believe may be purchased “in bulk” or “enterprise wide” (examples may include paper goods, office supplies, etc.)

5. Describe any “Enhancement of Services” (EOS); specifically how they support your core mission or service or support a new core mission or service.

**NOTE:** This questionnaire is not meant to capture all questions which may arise during budget discussions. The intent is to provide the Town Administrator with additional information to help inform the overall budget development. Please free to add additional pages if the boxes provided are insufficient to capture all of your thoughts. Please do use this form first before adding additional pages.

## Robbin Kelley

---

**From:** Contact form at harwichma <cmsmailer@civicplus.com>  
**Sent:** Wednesday, January 19, 2022 7:00 PM  
**To:** Robbin Kelley  
**Subject:** [harwichma] Findagrave requests (Sent by christy bailey, christyjbailey@yahoo.com)

Hello rkelley,

christy bailey ([christyjbailey@yahoo.com](mailto:christyjbailey@yahoo.com)) has sent you a message via your contact form (<https://www.harwich-ma.gov/users/rkelley/contact>) at harwichma.

If you don't want to receive such e-mails, you can change your settings at <https://www.harwich-ma.gov/user/116/edit>.

Message:

Hi Robbin,

Hope you are well in the new year!

You have been very helpful to me in the past as I have tried to fulfill Find A Grave requests. I hope you will be able to help me with these three who are believed to be interred at Mt. Pleasant Cemetery:

I am looking for locations for Lillian Florence Bloomer Hammett, 10/10/1867-5/12/1932; Charles Frederick Crowell, 10/17/1864-2/17/1906; Joseph B. Crowell, 6/1898-6/23/1905

Thanks very much,  
Christy  
617-306-7990



## MEMORANDUM

**To:** All Department Heads, Committees, Commissions and Boards  
**From:** Danielle Delaney and Ellen Powell  
**RE:** **Submission of 2021 Annual Reports**

---

Blind copied to the Board of Selectmen

Hello all,

The deadline for submitting reports for the 2021 Annual Town Report is:  
**Friday, January 28, 2022.**

Your report must be submitted as a word document using:  
**Microsoft Word, Times New Roman, 12 pt. Font.**

**No reports will be accepted after January 28, 2021 without prior approval.**

Please submit your report to [ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us) or  
[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)

cc: Joseph F. Power, Town Administrator  
Meggan Eldredge, Assistant Town Administrator



## **2021 Cemetery Commission Annual Report**

The Harwich Cemetery Commission is comprised of three appointed Harwich residents charged with overseeing the town's seventeen cemeteries. We currently have three Commissioners Steven H. Conner, Commission Chair, Cynthia A. Eldredge, Former Commission Chair, and Robert B. Thompson who joined the commission in 2021. The Commission wishes to thank Cynthia for her hard work and dedication as Chairwoman. All three of the Commissioners have been sworn in and have up-to-date State Ethics testing. The Cemetery Commission meets once per month usually on the first Tuesday. This year the commission has meet thirteen times. Due to COVID at the beginning of the year the first seven meetings were virtual using Go-To-Meeting. The commission has been able to meet for in-person meetings since July.

The Commission supports and provides guidance to the Cemetery Administrator, prioritizes yearly expenditures of revenues from annual lot sales, and establishes policies and regulations related to the public use, operation, and maintenance of the town's burial grounds. The town's cemeteries cover over one hundred acres of land.

### **Burials and Cremations**

To date 2021 there have been 100 burials. Of these, 38 were full-body burials and 62 were cremations. Last year we only had 61 burials in total. The 62 cremation burials interred this year were from deaths in the following years: 31 (2021), 14 (2020), 8 (2019), 2 (2018), 1 (2017), 1 (2014), 2 (2013), 1(2002), 1 (1998) and 1 (1990). We have 4 already scheduled for next year as some families still don't want to meet and have services due to COVID.

Each year we have seen the number of cremation burials increasing, and the Commission will be exploring revisions in certain lot sizes to better accommodate this trend.

### **Financial Statement**

As of December 1, 2021, we have had revenues of \$71,125.00 and expenses of \$83,127.32. The current balance in the Cemetery Revolving Fund is \$59,978.96.

### **Accreditation for the James G. Marceline Arboretum at Island Pond Cemetery**

On February 22, 2021 the Marceline Arboretum at Island Pond in Harwich was awarded a Level 1 Accreditation by The ArbNet Arboretum Accreditation Program and The Morton Arboretum, for achieving particular standards of professional practices deemed important for arboreta and botanic gardens.

This was a long process due to the 2019 tornado and then the COVID pandemic with several other obstacles holding us back from getting the accreditation. Many people were involved with this process, and we are thrilled that it went through. We would like to thank Conservation Department and AmeriCorps Cape Cod for all their hard work helping us.

In addition to the Grand Opening of the James G. Marceline Arboretum, the AmeriCorps volunteers assisted Robbin Kelley, our Cemetery Administrator, and Cindy Eldredge, Commissioner in producing brochures and signs to assist visitors around the Arboretum. We conducted a Tree Tour in conjunction with the Harwich Garden Club. The AmeriCorps volunteers were stationed at different areas to answer visitors' questions about trees and talk about wildlife habitat.

The entrance to Island Pond Cemetery and the James G. Marceline Arboretum was completely renovated with a new sign as well as removing stone pillars and widening and paving the roadway. Our Commission Chairman Steve and his wife Kim Conner picked out new Royal Raindrop Crabapple trees and shrubs to plant at the entrance. They were assisted with planting by the Harwich DPW.

Web Services of America has been out at the cemetery taking photographs and drone footage of the property and converted the database and have uploaded it to the website.

### **East Harwich Union Cemetery Gravestones CPC Article**

East Harwich Union Cemetery Gravestones CPC Article will be resubmitted at Town Meeting in May 2022. We received documents from the East Harwich Methodist Church confirming the name of the cemetery should be recorded as the Union Cemetery at the East Harwich Methodist Church.

### **Veterans Memorial Circle**

We submitted a CPC Article for the Town Meeting 2021 for the Veterans Memorial Circle at Evergreen Cemetery. The commission wants to be fiscally responsible by raising outside funds to help defray the cost of the memorials. A Memorial Circle donation letter has been drafted and have e-mailed it to Joe Powers, Town Administrator, and Carol Coppola, Town Accountant for their assistance in creating an account for the Veteran's Memorial Circle. This account will be for the supplies needed to establish the Memorial. Our goal is to have the Memorial Circle completed by Veteran's Day 2022.

### **Harwich Cemetery Rules and Regulations**

The commission is currently updating the Rules and Regulations for our cemeteries. We hope to present and receive approval for these updated regulations at Town Meeting 2022.

### **Additional Activities**

A new sign was commissioned and installed at the Union Cemetery at the East Harwich Methodist Church.

We had patchwork paving and berms installed at Island Pond Cemetery. The old section of Evergreen Cemetery was paved to connect the new section. We remain appreciative of the hard work of the DPW and will be exploring options for increasing the capabilities of their cemetery team.

Memorial Day services were regrettably cancelled due to COVID 19.

We were able to hold Veterans Day Services at Island Pond which were well attended.

Our AmeriCorps volunteer, Ashley Boudreau served at the Arboretum property until July. In October, Madeline Oerth replaced Ashley and will be working with us until next July 2022, two days a week.

The following upcoming projects are scheduled with help from AmeriCorps:

- Installation of a split rail fence at the parking area connecting the cemetery to the conservation area to Island Pond Cemetery.
- Replacing a split rail fence at the crossroad extension.
- Planting a new native species garden at the back of the cemetery.
- We are extremely appreciative of their assistance!

**Focus on 2022**

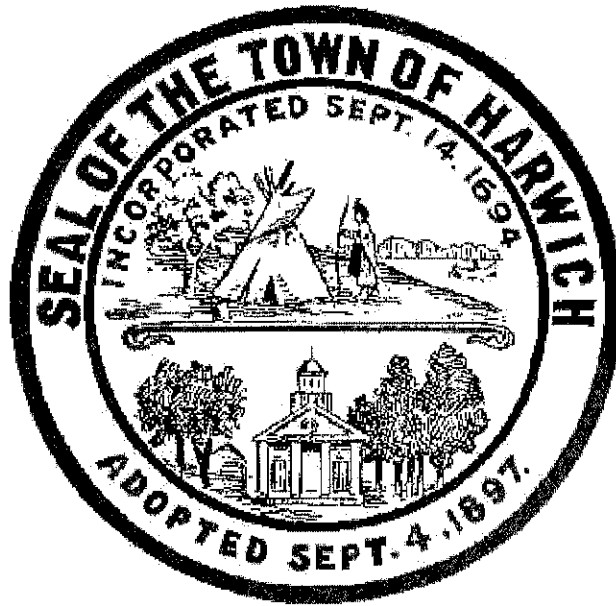
- Of utmost importance to the Cemetery Commission is Cemetery Administrator coverage for the Town. This has been an ongoing issue for many years. An assistant would greatly help with this workload. In the event of the Ms. Kelley's absence, there is no one in the Town capable or trained cover all the aspects of her job.
- We are only focusing on the Civil and Revolutionary Wars memorials. to be placed at the Evergreen Veterans Memorial Circle.
- Continue working on brochures to map streets within and list the history of each town owned cemetery.
- Continue to work on various improvements, drainages, brush clearing, and other maintenance projects within the cemetery properties.
- Install tree tags at the Island Pond Arboretum.

Steven H. Conner, Chair

Cynthia A. Eldredge

Robert B. Thompson

Robbin Kelley, Administrator



## **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.

# Table of Contents

## **Administration**

### **Administrative Office**

Contact Information

Hours of Operation

Holiday Schedule

Cemetery Fees

### **Cemetery Commission**

## **Active Cemeteries**

### **Inactive Cemeteries**

## **Rules and Regulations**

Visitation Rules

Cemetery Regulations

Interments

Cemetery Lots

Markers, Headstones, Monuments

## **Definitions**

### **Frequently Asked Questions**

### **Rules for Graveside Plantings**

## **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 MGL, 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

Office phone: 508-430-7549  
FAX: (508) 430-7598  
Email: [rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)

Hours of Operation: Monday-Friday 7:30-3:30

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>

### **Cemetery Commission**

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 a lot 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 unusual circumstances or exceptions to these rules and regulations must be presented to the Cemetery Commission which will deal with these special situations on a case-by-case basis.

**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

**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, AKA Union 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

## Harwich Cemetery Commission Rules and Regulations

### I. Harwich Cemetery Visitation Rules

1. The cemetery grounds are not a playground or recreational area. 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. These rules and regulations have been adopted to advance and secure these public interests. Loud, boisterous, or undignified behavior will not be tolerated.
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 roadways only.
4. Recreational sports or similar activity to include bicycling, horseback riding, motorcycling, or skateboarding, are prohibited. The non-recreational use of skateboards, roller blades, or bicycling for the purpose of respectful visitation will be permitted (See #1 above). Other non-registered 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 gravestone 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 rubbish containers.
11. Picking of blossoms, flowers or foliage is prohibited.

### II. Cemetery Regulations

#### Interments

- a. 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.



- b. 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.
- c. Generational Succession: (Robbin-write and insert)**
- d. 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.
- e. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.

## Cemetery Lots

- a. Lot Sizes
  - i. Older Cemetery Lot Size: DRAFT
  - ii. Newer Cemetery Lot Size: DRAFT
  - iii. Cremation Lot Size: DRAFT
  - iv. Mausoleum Lot Size: At the discretion of the Cemetery Commission
- b. 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.
- 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. 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.
- e. 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).
- f. 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.
- g. 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.
- h. Single grave space will be made available to any indigent resident of the Town of Harwich at no cost.
- i. 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)

- j. Flowers and plantings are the responsibility of the lot owner to maintain and remove. All flowers must be planted at the base of the monument or marker. They must not exceed one foot from the base of the monument or marker so as not to interfere with mowing. 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. The cemetery commission or designee reserves the right to remove any plantings that become overgrown or unsightly for any reason. 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. The planting of invasive or rampant-growing plants is prohibited.
- k. 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, boarders, curbing, mylar balloons, wind chimes, nor any alcoholic beverages. No signs, lettered wooden boards, statues of animals (or the like), or toys and paraphernalia are permitted.
- l. 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.
- m. 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.

### **Markers, Headstones, Monuments (This is where we left off)**

- a. SINGLE LOT **HEADSTONE** – 30” width (left to right) x 16” (front to back) and/or two flush markers.
- b. 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’.
- c. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lots **base or foundation** with a base depth of 18” maximum and height of 48”.
- d. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
- e. No markers, headstones, monuments, corner **markers, bench curbing**-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 ~~marker~~ **materials** All monuments are to be centered at the head of lot or centered at the mid-line.

- f. 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, **except on a four grave or larger lot. Define lot size of lots in older cemetery.**
- 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.

DRAFT

## Definitions

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

**Burial axis**- the line that follows along the length of the body in a burial; the "length" of the grave

**Cairn** - a pile of rocks. Cairns can be erected over graves as markers, as bases to support crosses or other upright markers, or as protective devices from scavenging animals. comp. mound, rock.

**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.

**Centerpiece** - a sculpture or other monument, usually in the middle of a cemetery, commemorating no one in particular, but for the benefit of all buried there. Centerpieces usually are religious and are quite prominent in many Catholic traditions, as with the ornate crucifixion scenes of French-Canadian cemeteries and the large crosses of Mexican cemeteries.

**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.

**Exedra** - A permanent open air masonry bench with high back, usually semicircular in plan, patterned after the porches or alcoves of classical antiquity where philosophical discussions were held; in cemeteries, used as an element of landscape design and as a type of tomb monument.

**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.

**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, outlying** - a grave that is located well away from others. Such graves often are given to members of society deemed unacceptable. In Catholic cemeteries, outlying graves may be for excommunicates, suicides, and the like.

**Grave curb** - a low border, usually of stone or concrete, surrounding a grave or plot, beginning slightly underground and extending no more than a few inches above the surface of the ground. A grave curb is open in the middle, although the central area may be filled with gravel, scraped earth, or lawn. comp. grave fence; paving.

**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 landscaping** - any modification of the grave area in terms of plantings, gardens, fountains, or the like. Grave landscaping is most prominent with elite graves, such as that of Douglas Fairbanks, Sr., the famous actor. His grave has fountains, reflecting pools, a shrine, and trees. Grave landscaping in America began essentially with the rural cemetery movement of the mid-nineteenth century, beginning in the Northeast.

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

**Grave rail** - a wooden rail placed along the long side (burial axis) of a grave on the surface as a grave marker. Normally, grave rails form a pair, one on each side of the grave.

gravestone - a stone grave marker; more loosely, any grave marker. syn. tombstone. comp. memorial; monument.

**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.

**Lichgate** - an arching gate, usually of iron, at the entrance to a cemetery.

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

### **Lot Sizes-**

#### a. Lot Sizes

i. Older Cemetery Lot Size:

ii. Newer Cemetery Lot Size:

iii. Cremation Lot Size:

iv. Mausoleum Lot Size: At the discretion of the Cemetery Commission

**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 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.

**Orientation** - the direction of the burial axis of a grave. The direction to which the head points, (or at least where the main marker is) is usually considered the orientation.

**Paving** - a surface of concrete, brick, or stone placed on the ground over a grave. Paving's often are used in conjunction with grave markers, although some traditions (e.g., Mennonites) typically simply incise the inscription into a concrete paving and provide no other marker.

**Peristyle** - A colonnade surrounding the exterior of a building, such as a mausoleum, or a range of columns supporting an entablature (a beam) that stands free to define an outdoor alcove or open space.

**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 stones.**

**Sarcophagus** - A stone coffin or monumental chamber for a casket.

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

**Sepulcher** - A burial vault or crypt.

**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 stones' highest point.

**Tablet** - 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.

**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.

**Tomb, false** - a type of grave marker where a slab of stone or concrete covers the area of a grave and extends above the ground anywhere from a few inches to a couple of feet. A false tomb most frequently is boxy, but it may be rounded or otherwise embellished. It may have an accompanying gravestone, or it may bear an inscription itself. It is not a true tomb, since the burial is underground.

**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.

**Frequently Asked Questions:**

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

How many burials are allowed per grave?

What size monuments are allowed?

What is allowed on a grave lot?

Can you plant in the ground on your cemetery lot?

What plantings are recommended?

Can you donate a memorization tree to the cemetery?

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

DRAFT

## Rules for Graveside Plantings

### Shrubs

Shrubs are only allowed on 4 grave lots or larger.

Only one shrub on either side of a monument is allowed.

The only dwarf or upright specimens of shrub that are allowed.

Possible Considerations

- Dwarf Alberta
- The Upright Yew

### Other Regulations

No rose bushes and no perennials are allowed.

No baskets or containers of flowers shall be allowed on top of headstones or monuments.

Flowers that are planted are the responsibility of the grave owner.

Flowerbeds must be maintained and kept neat and not to interfere with mowing.

The cemetery is not responsible for damage or loss of flowers placed on graves.

Mulch or loam are the only items to be used in flowerbeds. No stones or marble chips.

No hanging plants will be allowed on a grave site.

All natural flowers and artificial flowers or plants are to be removed when they become unsightly or unattractive.

Whereas the current Rules and Regulations prohibit flower beds except on family lots of 4 graves or larger and prohibits turning soil by anyone other than cemetery personnel, the following change to the rules and regulations will be made:

**Flowerbeds will be allowed on all graves under the following conditions:**

**Applicable for single, double, and three graves:**

- A flowerbed must not extend more than ten inches from the front of the base of an approved monument with no more than a two-inch border and shall not be wider than the width of the monument base. Any flowers which extend beyond the allowed ten inches or beyond the width of the monument base will be removed.
  - Flowers or plants within the ten-inch flowerbed must be low-growing plants.
  - Flowers or plants within the ten-inch flowerbed must be annuals. No perennial plants and no rose bushes are allowed on these graves.
  - Flowers or plants installed within the ten-inch flowerbed are the responsibility of the owner of the lot.
- Flowerbeds must be kept neat and well maintained at all times. Failure to do so will be cause for removal by the Cemetery Department. The Cemetery Department is not responsible for any damage or loss of plants.
- Mulch and loam are the only items allowed to be used in the flowerbeds. Stones, chips, or other materials are not permitted.
  - Borders will be permitted, but limited to the following conditions: Only cement or plastic borders will be allowed, not to exceed two inches thick and not to exceed four inches high in height above ground. The Cemetery Department will remove all other borders that exceed these requirements.
  - No objects including, but not limited to, statues, balloons, sports equipments, etc. will be allowed on the graves or trees. No eternal flames, candles, solar lanterns, or hanging plants will be allowed.
  - Flower pots and flowerboxes will only be allowed within the cement or plastic border, or when placed in the ground
  - No planting of any kind will be allowed in the back or side of monuments. Cemetery Department personnel will remove any planting on the back or side of monuments.
  - No shrubs of any kind are allowed to be planted including rose bushes.

**Applicable for four, six, and eight graves or larger:**

- Flowerbeds must not extend more than eighteen inches with a two-inch border from the front of the base of approved monuments. The combination of the flowerbeds and the mulch and/or loam must not exceed 20 inches.



- Four grave lots can extend thirty-six inches of the width of the monument on either side.
- Six grave lots can extend forty-eight inches of the width of the monument on either side.
- Eight grave lots or larger can extend forty-eight inches of the width of the stone on either side.
- Up to a total of two small bushes will be allowed to be planted on only four graves lots or larger. All bushes must be installed by Cemetery personnel. The only bushes allowed to be planted are: Upright Yews and Dwarf Alberta Spruce. Absolutely no rose bushes will be allowed.
- Flower or plants within the prescribed flowerbeds must be low-growing annual plants.
- No perennials are allowed.
- Flowers or plants installed within the prescribed flowerbeds are the responsibility of the owner of the lot. Flowerbeds must be kept neat and well maintained. The Cemetery Department is not responsible for any damage or loss of plants.
- Borders will be permitted, but limited to the following conditions: Only cement or plastic borders will be allowed, not to exceed two inches thick and not to exceed four inches in height above ground.
- All other borders that are installed will be removed by the Cemetery Department.
- No objects including, but not limited to, statues, balloons, sports equipment, etc. will be allowed on the graves or trees. No eternal flames, candles, solar lanterns, or hanging plants will be allowed.
- Flower boxes and flower pots will only be allowed within the prescribed cement or plastic borders, or when placed in the ground.
- No planting or any kind will be allowed in the back of monuments. The Cemetery Department personnel will remove any planting, bushes, stones, etc. on the back of monuments.
- Mulch and loam are the only items to be used in the flowerbeds. Stones, marble chips or other materials are not permitted
- The cemetery shall not be held responsible for any damage done to any flowerbeds, borders, plants or bushes.

(This is from Medford MA)

<http://www.medfordma.org/departments/department-of-public-works/dpw-links/cemetery-division/cemetery-rules-and-regulations/planting-regulations/>

## Robbin Kelley

---

**From:** Shawn Fernandez  
**Sent:** Monday, January 3, 2022 8:19 AM  
**To:** Robbin Kelley  
**Subject:** Re: Turf Grass

Yes I will talk to my seed vendor on your options. I will get back to you soon

On Jan 3, 2022 8:10 AM, Robbin Kelley <rk Kelley@town.harwich.ma.us> wrote:  
Shawn

I recently went to a conference where they talked about slow-growing turf grass do you have any recommendations on what we could be using. Would like to mow less frequently.

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

## Robbin Kelley

---

**From:** Emily Mitchell  
**Sent:** Monday, January 3, 2022 4:28 PM  
**To:** Robbin Kelley  
**Subject:** RE: Preplanning Seminar

Hi Robbin,

I love the idea of a virtual option for this program like we talked about this morning. Maybe we can start coming up with a list of topics and/or presenters so we can get a better sense of how a program like this might flow. I could envision advertising the program and giving people the change to send questions in advance and then recording the presenters or even facilitating a live virtual program with presenters and participants (that might be tricky, but it could be doable!).

Do you have a time frame in mind? As you know, I'm very newsletter cycle dependent when planning programs – I would need all details finalized by early February to do something in March or April or by early April to do something for May or June. Knowing that the planning process may be pretty involved, I'd opt for May or June, but I'd love to know what works best for you.

Thanks!

### **Emily Mitchell**

Director, Harwich Council on Aging  
100 Oak Street  
Harwich, MA 02645  
Phone: 508-430-7550  
Email: [emitchell@town.harwich.ma.us](mailto:emitchell@town.harwich.ma.us)

---

**From:** Robbin Kelley  
**Sent:** Monday, January 3, 2022 8:11 AM  
**To:** Emily Mitchell <[emitchell@town.harwich.ma.us](mailto:emitchell@town.harwich.ma.us)>  
**Subject:** Preplanning Seminar

Hi Emily

I was looking to see if we could have a preplanning seminar later this year. I know that it would have to depend on the state of pandemic.

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