

CEMETERY COMMISSION MONTHLY MEETING
CHANNEL 18 STUDIO
100 OAK STREET, HARWICH, MA 02645
THURSDAY JANUARY 4, 2024, AT 9:00AM

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

<https://meet.goto.com/413823365>

You can also dial in using your phone.

Access Code: 413-823-365

United States: [+1 \(571\) 317-3112](tel:+15713173112)

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

- I. APPROVAL OF THE MINUTES DECEMBER 14, 2023.
- II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
 - A. Email from Kathy Green, CPC on placement of signs.
 - B. Email from Shelagh Delaney, Planning Assistant on naming roadway in Evergreen Cemetery.
 - C. OTHER BUSINESS.
- III. OLD BUSINESS
 - A. Veterans Memorial Circle hardscape and benches.
 - B. Walk of Remembrance. Plans for Phase II include timeline, materials and fund raising. Looking for artist renderings.
 - C. Budget for FY2024 includes a new Fee Schedule.
 - D. Evergreen Cemetery sign hardware repair.
 - E. Sign for Lothrop.
 - F. Year to date Cemetery Revolving Account and Cemetery Budget.
 - G. Bid Document for Tree Removal in Cemeteries.
 - H. Town webpage for Cemetery Department.
 - I. OTHER OLD BUSINESS.
- IV. NEW BUSINESS
 - A. BILLS: Eversource, Mileage Robbin Kelley
 - B. DEEDS:
 - C. Harding Ryder Cemetery.
 - D. Eagle Scout Projects.
 - E. Town website page and links.
 - F. Commissioner's possible visiting cemeteries.
 - G. OTHER BUSINESS.
- V. DATE AND TIME OF NEXT MEETING
- VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Katherine Green <ksgr58@gmail.com>
Sent: Tuesday, December 19, 2023 1:23 PM
To: Robbin Kelley
Subject: Re: CPA signage

No - we will do it in late January - weather permitting

On Dec 19, 2023, at 12:08 PM, Robbin Kelley <rkelley@harwich-ma.gov> wrote:

Kathy

Do you want me to put them in? or will you?

Robbin

From: Katherine Green <ksgr58@gmail.com>
Sent: Tuesday, December 19, 2023 9:39 AM
To: Robbin Kelley <rkelley@harwich-ma.gov>
Subject: Re: CPA signage

Where would you suggest? Maybe two signs - one at evergreen cemetery by the Veteran's circle and one near the restored burial crypts?

On Dec 18, 2023, at 7:36 AM, Robbin Kelley <rkelley@harwich-ma.gov> wrote:

Kathy

Yes I did and they said yes.

Where did you want to put them.

Article Type	Article #	Date Awarded	Article & Name	Amount	Date Completed	Total Amount Paid
CPC	#25	4-May-09	South Harwich Cemetery Preservation & Improvements Fence & Rails	134,000.00		
CPC	#34	3-May-10	Historic Harwich Center Restoration Preservation and Digitalization of	53,000.00		
CPC	#57	6-May-13	Harwich Cemetery Records	11,000.00	4/8/2014	

CPC	#33	2-May-16	Historic Restoration and Preservation of burial crypts In Mt Pleasant & Island Pond	25,000.00	6/26/2017	\$24,975
CPC	31	1-May-17	Restoration of Fence Rails at Evergreen Cemetery	39,000.00	6/27/2018	\$38,925
CPC	50	7-May-18	Mount Pleasant Cemetery Gravestones	49,900.00	12/3/2019	\$49,140
CPC	32	26-Sep-20	Pine Grove Cemetery Gravestone Conservation & Preservation	75,000.00	6/27/2022	\$42,900
CPC	29	8-May-21	Veterans Memorial Circle At Evergreen Cemetery	\$48,385	11/9/2023	\$48,385
CPC	31	2-May-22	East Harwich Union Gravestone	\$112,200	11/27/2023	\$61,890
	28	1-May-23	Veterans Revolutionary & Civil War Memorials	\$256,282		

I think we should put one in the circle of flags at Evergreen.

Robbin

From: Katherine Green <ksgr58@gmail.com>
Sent: Friday, December 15, 2023 10:59 PM
To: Robbin Kelley <rkelley@harwich-ma.gov>
Subject: CPA signage

Hi Robbin - Did you get a chance to ask your board about the use of lawn signs at any of the areas where CPA funding was used to support cemetery projects?

Kathy

Robbin Kelley

From: Shelagh Delaney
Sent: Tuesday, December 19, 2023 3:40 PM
To: Robbin Kelley
Subject: RE: Street Name

Robbin,

That format should work. I will contact the required departments for their sign offs and then see if we can get it on the Planning Board's Agenda, most likely for the meeting scheduled for January 23, 2024.

I will keep you posted.

Have a fantastic Christmas!!

Shelagh

From: Robbin Kelley <rkelly@harwich-ma.gov>
Sent: Tuesday, December 19, 2023 1:46 PM
To: Shelagh Delaney <sdelaney@harwich-ma.gov>
Subject: RE: Street Name

Shelagh

Let me know if this is correct? Or if you think I should send it a different way.

Robbin

From: Shelagh Delaney <sdelaney@harwich-ma.gov>
Sent: Wednesday, December 13, 2023 2:04 PM
To: Robbin Kelley <rkelly@harwich-ma.gov>
Cc: Christine Flynn <christine.flynn@harwich-ma.gov>
Subject: RE: Street Name

Hi, Robbin,

The procedure is as follows:

Either you, or someone from the Cemetery Commission will have to write a formal request to name the road (similar to what you did in the email) and offer three choices for that name. I will then distribute that request to the Assessors, Fire, Police and Highway Departments for their input and recommendations. It will then be placed on the next available agenda for the Planning Board to review for their approval.

I've included the new Planner in this email chain. We will be happy to help you move this forward.

Best,

Shelagh Delaney
Planning Assistant
732 Main Street, Harwich, MA 02645



HARWICH CEMETERY COMMISSION

Office-100 Oak Street, Harwich 02645

Mail -732 Main Street, Harwich, 02645

rkelly@town.harwich.ma.us



December 19, 2023


Planning Board
RE: Update Street Name

The Harwich Cemetery Commission met on December 14th and voted to name the roadway leading from Route 39 going into the Evergreen Cemetery in East Harwich to the following.

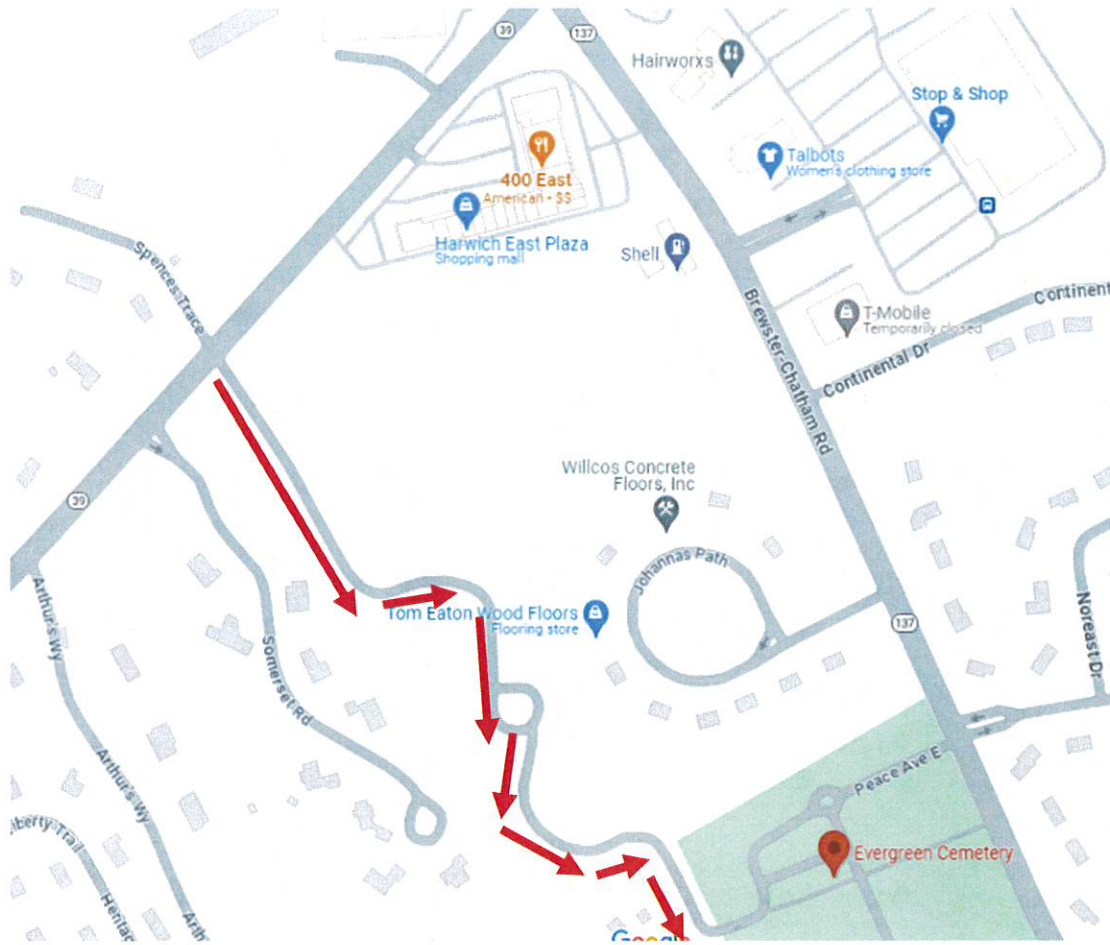
1st Veterans Memorial Drive
2nd Veterans Memorial Circle
3rd Veterans Memorial Avenue.

As stated in the email from Shelagh Delaney she would distribute requests to Assessors, Fire, Police and Highway Departments for input. See attached Map.

Sincerely:


Robbin Kelley
Cemetery Administrator

New proposed roadway name Veterans Memorial Circle, at Evergreen Cemetery East Harwich.



OFFICE OF THE TOWN ADMINISTRATOR

Joseph F. Powers, *Town Administrator*
Meggan Eldredge, *Assistant Town Administrator*

Phone (508) 430-7513

Fax (508) 432-5039

732 MAIN STREET, HARWICH, MA 02645



MEMORANDUM

To: All Department Heads, Committees, Commissions and Boards
From: Carol Campos
RE: **Submission of 2023 Annual Reports**

Blind copied to the Select Board

Hello all,

The deadline for submitting reports for the 2023 Annual Town Report is:
Friday, January 05, 2024.

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 05, 2024, without prior approval.

Please submit your report to carol.campos@harwich-ma.gov

TOWN OF HARWICH - LIVE DATA



DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20251 FY 2025 OPERATING BUDGETS

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014911	511800		PART-TIME YEAR-ROUND S&W	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-511800-			.00	.00	.00	
			ADMINISTRATIVE ASST				
014911	511900		SALARIES & WAGES	77,305.71	.00	83,132.65	7.54
	0100-4-491-0000-000-0-1-511900-						
			8 WEEKS @81,408.64 MI/S4	1.00	83,132.65	83,132.65	
			44.2 WEEKS @83,444.70 MI/S5				
			ANN DATE 8/30				
			SEIU Contract				
014911	513000		OVERTIME	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-513000-						
014911	514000		LONGEVITY	4,743.00	.00	.00	-100.00
	0100-4-491-0000-000-0-1-514000-						
014911	515007		SICK LEAVE BONUS PER CONTRACT	350.00	.00	350.00	.00
	0100-4-491-0000-000-0-1-515007-						
			SICK BONUS PER CONTRACT	1.00	350.00	350.00	
014911	516000		ENHANCEMENT OF SERVICES	.00	.00	25,385.28	.00
	0100-4-491-0000-000-0-1-516000-						
			HEA Part-time 19 hours per week	1.00	25,385.28	25,385.28	
			25.59 per hour x 992 hours = 25,385.28				
			Due to an increase in deaths, there is a much greater need to survey old family lots to use for cremation burials. This requires indexing & verifying the searchable database to fill this increase in demand. Cemetery Administrator must currently work on vacation, personal and sick days as there is no one else to coordinate burials during this time. It is impossible for one person to be on call 24/7/365 and this creates coverage gaps for a service that needs to be addressed immediately.				
			TA Budget Reduction	1.00	.00	.00	
			BUDGET CEILING:	82,398.71	.00	82,398.71	
			TOTALS:			108,867.93	32.12

** END OF REPORT - Generated by Robbin Kelley **

TOWN OF HARWICH - LIVE DATA



DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 20251 FY 2025 OPERATING BUDGETS

ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014912	517900		OTHER FRINGE BENEFITS	325.00	.00	325.00	.00
	0100-4-491-0000-000-000-0-2-517900-		CLOTHING ALLOWANCE	1.00	325.00	325.00	.00
014912	523000		WATER UTILITY	2,504.00	.00	2,504.00	.00
	0100-4-491-0000-000-000-0-2-523000-		WATER PINE GROVE CEMETERY	1.00	434.00	434.00	.00
			WATER NORTH HARWICH CEMETERY	1.00	295.00	295.00	.00
			WATER MOUNT PLEASANT CEMETERY	1.00	195.00	195.00	.00
			MAINTANANCE BUILDING	1.00	517.00	517.00	.00
			WATER MOUNT PLEASANT CEMETERY 95 SOUTH	1.00	199.00	199.00	.00
			TOWN WATER ON OLD SECTION OF EVERGREEN	1.00	210.00	210.00	.00
			AND EVERSOURCE BILLS FOR PUMP FOR WELL ON 137 SECTION				
			WATER ISLAND POND	1.00	654.00	654.00	.00
			NEW GARDENS AND TREE HAVE BEEN PLANTED FOR THE ARBORETUM PROJECT AND WILL NEED ADDITIONAL WATERING UNTIL ESTABLISHED.				
014912	524200		OFFICE EQUIPMENT REPAIR	.00	.00	.00	.00
	0100-4-491-0000-000-000-0-2-524200-						
014912	534400		TELEPHONE & TELEDATA SERVICES	500.00	.00	500.00	.00
	0100-4-491-0000-000-000-0-2-534400-		41.49 PER MONTH X 12 = 497.88	1.00	500.00	500.00	.00
			OFFICE PHONE TURNED INTO CELL PHONE				
014912	542000		OFFICE SUPPLIES	510.00	.00	535.00	4.90
	0100-4-491-0000-000-000-0-2-542000-		TAPES, PAPER CLIPS, POST-ITS, HI-LIGHTERS, PENS, ETC	1.00	535.00	535.00	.00
014912	573000		DUES, SUBSCR. & IN STATE TRAVEL	1,269.00	.00	1,332.00	4.96
	0100-4-491-0000-000-000-0-2-573000-		MILEAGE JULY TO JUNE, DUES AND SUBSCRIPTIONS	1.00	1,332.00	1,332.00	.00
			Increase in Mileage and Dues.				
014912	573500		ENHANCEMENT OF SERVICES	.00	.00	575.00	.00
	0100-4-491-0000-000-000-0-2-573500-		Flag Replacement for Cemeteries	1.00	575.00	575.00	.00
			Replacement of Flags				
			6 (Service Flags 5 x 8) @ \$75.00 = \$450.00				
			1 (American Flag 6 x 10) \$125.00				
014912	578000		UNCLASSIFIED	.00	.00	.00	.00
	0100-4-491-0000-000-000-0-2-578000-						
BUDGET CEILING:				5,108.00	.00	5,108.00	12.98
TOTALS:							

Procurement for Tree Removal and Tree Trimming Services
Harwich Cemetery Department
Contact Robbin Kelley, Cemetery Administrator
rkelly@harwich-ma.gov
Bids should be received by January 18, 2024

The Town of Harwich Cemetery Department is soliciting quotes from qualified vendors for tree removal and tree trimming services in accordance with the provision of Massachusetts General Laws Chapter 30B. The Cemetery employees do perform some tree removal and trimming services but require the services of certified arborist to safely remove dead, damaged or dying trees that are close to monuments or a hazard within the cemetery grounds.

Scope of Work

The Cemetery Staff will provide a list of tree locations where trees need to be removed or trimmed. These trees will be tagged by cemetery employees. Absent of an emergency condition, the Cemetery Staff will develop a list of work requesting services.

The contractor will be responsible for cleaning the area of work back to pre-work condition removing all branches, logs and woodchip debris generated from the area. However, there are times when the contractors will be direct to leave large logs on the side of the road that will be picked up later by the Town staff. This is done to maximize bucket truck usage while working for the Town. When working for the Town, you will be able to dump woodchips and logs at the Town's Disposal Area without charge.

The price quoted should be for a daily rate of 8 hours that will start and end at the cemetery location. The contractor's price will include all equipment and personnel (minimum of 2) to perform the requested work including bucket truck (working height of at least 65') chipper, chainsaws, fuel, personal protective safety equipment and any other ancillary equipment needed.



Cemetery Commission Rules and Regulations

Island Pond Cemetery

Marcelline Arboretum

Mount Pleasant Stone Information

Contact Info

Phone: (508) 438-7549

Meetings - When: First Tuesday of The Month

Meetings - Where: Cemetery Office

Meetings - Time: 9:00 a.m.

Home > Boards & Committees

Cemetery Commission

Board Members

Name	Title
Rocbin Kelley	Cemetery Administrator
Cynthia Eldredge	Member (2024)
Steven H. Conner	Chair (2026)
Robert B. Thompson	Member (2025)
Donald F. Howell	Select Board's Liaison

News

Local Planning Committee Community Survey

"WATCH" Select Board Meeting 01/02/2024

Internet Interruption for Town Hall

Harwich Channel 10 Rebrands to "The Harwich Channel"

Open Meeting Law Training Materials

View all

Cemetery Commission Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

All upcoming events

Agendas

- Cemetery Commission Meeting 01/04/2024
January 4, 2024 - 9:00am
- Cemetery Commission Meeting 12/14/2023
December 14, 2023 - 9:00am
- Cemetery Commission Packet December 14, 2023
December 14, 2023 - 9:00am
- Cemetery Commission Meeting 11/08/2023
November 8, 2023 - 9:00am
- Packet Cemetery Commission November 8 2023
November 8, 2023 - 9:00am

View all

Minutes

- Cemetery Commission Meeting November 8, 2023
- Cemetery Commission Meeting October 5, 2023
- Cemetery Commission Meeting 09/07/2023
September 7, 2023
- Cemetery Commission Meeting 08/16/2023
August 16, 2023
- Cemetery Commission Meeting July 11, 2023

View all



Cemetery Commission Rules and Regulations

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Contact Info

Phone: (508) 430-7549

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- Cemetery Commission
- Cemetery Locations
- Fee Schedule
- Historic Cemetery Books
- Interment Form
- JAMES G. MARCELINE ARBORETUM AT ISLAND POND CEMETERY AWARDED LEVEL 1 ACCREDITATION
- Marceline Arboretum
- Marceline Arboretum Map
- Monument Permit Order
- Mount Pleasant Stone Information
- Pine Grove Cemetery Report on Conservation Of Monuments
- Planning Guide
- Rules and Regulations 2023
- South Harwich Meetinghouse Update Video
- Town Of Harwich Cemetery Vendor List
- Veterans Scavenger Hunt Guide

Contact Info

Phone:
(508) 430-7549

Fax:
(508) 430-7598

Address:
100 Oak Street
Harwich, MA 02645
United States
See map: [Google Maps](#)

Home » Departments

Cemetery

Staff Contacts

Name	Title	Phone
Robbin Kelley	Administrator	(508) 430-7549



News

- Local Planning Committee Community Survey
- "WATCH" Select Board Meeting 01/02/2024
- Internet Interruption for Town Hall
- Harwich Channel 10 Rebroadcasts "The Harwich Channel"
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Possible revision focused on the "consumer"

1. Our Cemeteries
2. Cemetery Interment Form
3. Monument Permit Form (rename order form to Form as they are not ordering a monument from us, just permission and registration)

John P. Fougere Inc
 PO Box 1243
 West Chatham, MA 02669 US
 +508 7373522
 j.fougere@yahoo.com
 www.johnfougereinc.com

Estimate

ADDRESS
Town Of Harwich 100 Oak Street Harwich, MA 02645

ESTIMATE #	DATE
1589	01/01/2024

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/01/2024	We will put back together the broken stones, straighten the leaning and do a cleaning on all the stones that are in the Hawkesnest cemetery. All work will be done using the do no harm, best management methods	1	3,200.00	3,200.00

- ** The attached figures reflect estimate price only.
- ** Price is in effect for 30 days.
- ** Half Of the total amount due is required to be paid in advance before construction is started.
- ** A 1.5% finance charge is assessed on accounts that are over 30 days past due.
- ** Estimate is contingent on engineering plans being true to encountered conditions.
- ** Private "DIG SAFE" markings for underground utilities are not included in this estimate.
- ** Watering of seeded areas and new plantings should be done on a regular basis.
- ** Any changes made after this estimate, will nullify existing contract, a new estimate will be needed before construction can resume.

TOTAL **\$3,200.00**

Accepted By

Accepted Date