

CEMETERY COMMISSION MONTHLY MEETING
CHANNEL 18 STUDIO
100 OAK STREET, HARWICH, MA 02645
THURSDAY FEBRUARY 1, 2024, AT 9:00AM

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

<https://meet.goto.com/516389997>

You can also dial in using your phone.

Access Code: 516-389-997

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Get the app now and be ready when your first meeting starts:

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

I. APPROVAL OF THE MINUTES JANUARY 4, 2024.

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Shelagh Delaney, Planning Assistant on meeting for naming roadway in Evergreen Cemetery.
- B. Senior Work Off approval for cemetery office.
- C. Email from Emily Mitchell, Town Clerk on State Ethics.
- D. 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, Harding Ryder & Smith.
- 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. Bank Street Cemetery Article.
- J. OTHER OLD BUSINESS.

IV. NEW BUSINESS

- A. BILLS: Eversource \$18.63, Water N. H. \$45.00, Mt Pleasant Bldg. \$45.00, Mt Pleasant \$45.00, Island Pond \$73.00, S. H. \$45.00, and Pine Grove \$45.00. Mileage Robbin Kelley
- B. DEEDS: Michael & Judith Ford for Lot 505 South Harwich Cemetery graves 6 & 7 for \$1,600.00, Geraldine O'Malley Plot 27A Grave #8 Oak Avenue in Mt Pleasant Cemetery for \$800.00 and James & Monica Forker for 27A Grave #4 Oak Avenue in Mt Pleasant Cemetery for \$900.00
- C. Commissioner's possible visiting cemeteries.
- D. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____



Harwich Planning Board

Harwich Planning Board
Town Hall, 732 Main Street, Harwich, MA – Griffin Room
Meeting Agenda

Tuesday, January 23, 2024 – 6:30 PM

This meeting of the Planning Board will be held in-person and will also be available for viewing via the GoToMeeting format (see login information at the close of this document). Members of the public with any interest in providing testimony regarding any item on the agenda should plan for in-person attendance.

I. RECORDING NOTICE; CALL TO ORDER

According to MA Law anyone who intends to record the meeting must first notify the Chair who will then inform the other attendees at the start of the meeting.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARINGS

NONE

IV. PUBLIC MEETING

Case # PB2007-36 South Westgate Road, Request for full release of Covenant.

Case # PB2024-07 Kieran Healy, PLS of the BSC Group, representing Dan Mento has applied for an Approval Not Required to create 4 lots from 1 lot at 0 Queen Anne Road, at the intersection with Orleans Road, Assessor's Map 74, Parcel S3 in the RR Zoning District.

Planning Board Business

New Business:

- 1) Approval of Draft Minutes: 1/09/24
- 2) Approval of new street name for Veteran's Memorial **Drive**
- 3) Approval for new address/street number for 41 Round Cove Road

V. Comprehensive Town Planning update:

- a. Housing Production Plan's (HPP) Housing Needs Assessment Presentation by Karen Sunnarborg, Planning Consultant. (45 minutes)

ADJOURN

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 <rkelley@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 <rkelley@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 Planning Board

Documents and plans related to these applications may be viewed on the [Planning Board's home page](#) and are on file with the Town Clerk and the Planning Department at Town Hall, 732 Main Street, Harwich, MA 02645 and may be viewed during regular Town Hall hours. Email sdelaney@town.harwich.ma.us.

Jan 23, 2024, 6:30 – 8:30 PM (America/New York)

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

<https://meet.goto.com/897613189>

You can also dial in using your phone.

Access Code: 897-613-189

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

Get the app now and be ready when your first meeting starts:

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

****Per the Attorney General's Office – Boards & Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business".**

Next Planning Board Meeting (Subject to Change) – February 13, 2024

Requests for accommodations for any person having a disability can be made by contacting the Administration Office at 508-430-7513.

Authorized Posting Officer: Shelagh Delaney, sdelaney@harwich-ma.gov or 508-430-7511



HARWICH
ASSESSORS
OFFICE
508-430-7503

Memo

To: Julie Witas

From: Carlene Jones

Date: January 10, 2024

RE: Marla Parney Qualifies

The Board of Assessors determined that Marla I [redacted] for the Senior Work off Program for FY 2025. She may start work from this day until November 30, 2024. She cannot work more than 100 hours.

Robbin Kelley

From: Emily Mitchell
Sent: Thursday, January 25, 2024 10:19 AM
To: Robbin Kelley
Subject: RE: State Ethics

Of course – thanks for checking!

Emily Mitchell

Harwich Town Clerk
732 Main Street
Harwich, MA 02645
Phone: 508-430-7516
Fax: 508-430-7517
Email: emitchell@harwich-ma.gov

From: Robbin Kelley <rkelly@harwich-ma.gov>
Sent: Thursday, January 25, 2024 10:15 AM
To: Emily Mitchell <emitchell@harwich-ma.gov>
Subject: RE: State Ethics

Okay, thank you!

Robbin

From: Emily Mitchell <emitchell@harwich-ma.gov>
Sent: Thursday, January 25, 2024 10:07 AM
To: Robbin Kelley <rkelly@harwich-ma.gov>
Subject: RE: State Ethics

Hi Robbin,

All three Commissioners completed the full training in 2023. All three must complete the acknowledgement module in 2024 – Rob has already done his.

Thanks,

Emily Mitchell

Harwich Town Clerk
732 Main Street
Harwich, MA 02645
Phone: 508-430-7516
Fax: 508-430-7517
Email: emitchell@harwich-ma.gov



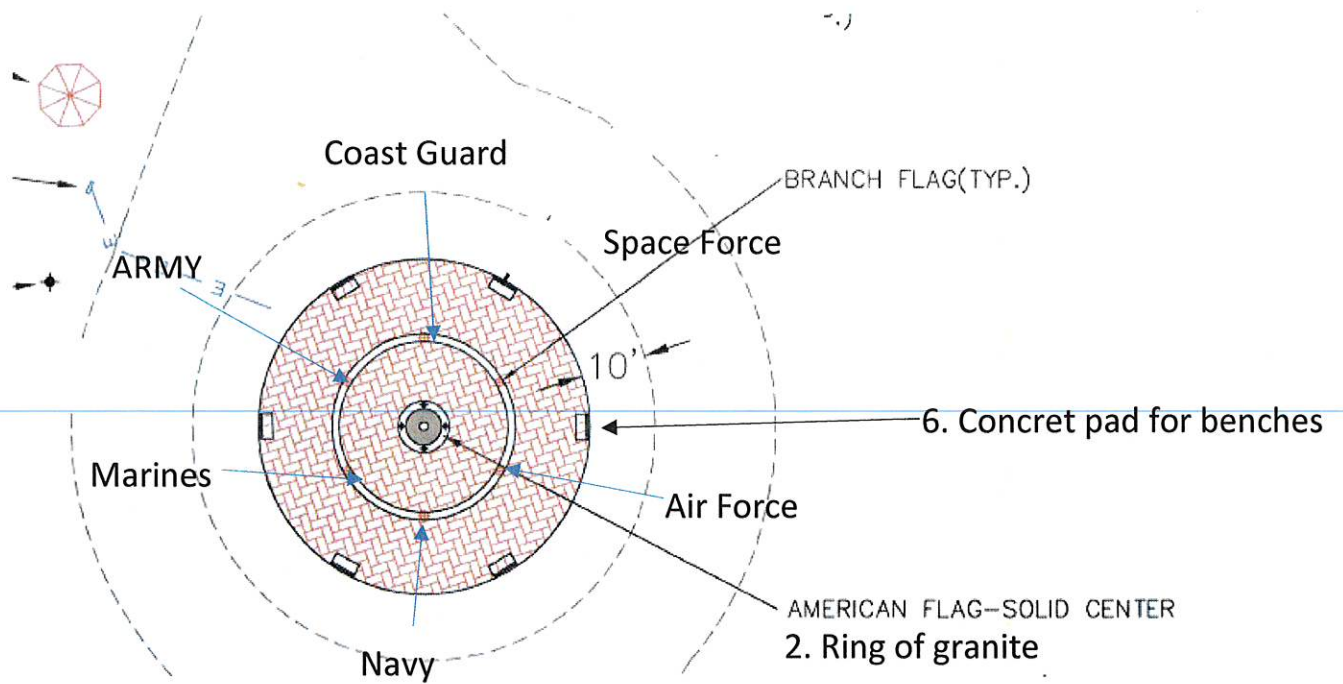
Robert Thompson

has acknowledged receipt
of the

**Summary of the Conflict of Interest Law for
Municipal Employees 2024**

JANUARY 19, 2024

CERTIFICATE NUMBER:
SEC-12205410160463



Benches

- US Army –
- US Marines – Steven Xiarhos for his son Nicholas
- US Navy –
- US Air Force – Deb & Tony Schiavi
- US Space Force –
- US Coast Guard -

Cemetery Administration FY2025

		Actual	Budget	Budget	Budget	Budget	Proposed	Proposed	TA
		FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2025	Proposed
<u>Under Contract</u>									
14911	511900	Salaries & Wages - Robbin Kelley	65131	\$66,434.00	\$66,434.00	\$77,306.00	\$79,812.39	\$83,132.65	\$0.00
14911	511800	Salaries & Wages - PT Admin Sec		\$0.00	\$0.00	\$0.00	\$0.00	\$25,380.00	\$0.00
14911	514000	LONGEVITY	4559	\$4,650.38	\$4,650.38	\$0.00	\$0.00	\$0.00	\$0.00
14911	515007	SICK LEAVE BONUS PER CONTRACT	350	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$0.00
			70,040.00	71,434.38	71,434.38	77,656.00	80,162.39	108,862.65	0.00
<u>Expenses</u>									
14912	517900	OTHER FRINGE BENEFITS	\$60.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$0.00
14912	523000	WATER UTILITY	\$2,033.00	\$2,352.00	\$2,384.32	\$2,504.00	\$2,504.00	\$2,629.00	\$0.00
14912	534400	TELEPHONE & TELEDATA SERVICES	\$612.00	\$612.00	\$612.00	\$500.00	\$500.00	\$500.00	\$0.00
14912	542000	OFFICE SUPPLIES	\$1,042.00	\$510.00	\$510.00	\$510.00	\$510.00	\$535.00	\$0.00
14912	573000	DUES, SUBSC & TRAVEL	\$1,534.00	\$1,276.00	\$1,276.28	\$1,269.00	\$1,269.00	\$1,332.00	\$0.00
14912	578000	UNCLASSIFIED	\$0.00	\$0.00	\$0.00	\$0.00	\$575.00	\$575.00	\$0.00
		Total	\$ 75,321.00	\$ 76,509.38	\$ 76,541.98	\$82,764.00	\$85,845.39	\$114,758.65	\$ -
Total Expenses			\$ 5,281.00	\$ 5,075.00	\$ 5,107.60	\$5,108.00	\$5,683.00	\$5,896.00	\$ -

TOWN OF HARWICH - LIVE DATA



DEPARTMENT BUDGET REQUESTS Cemetery

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	.00
		ADMINISTRATIVE ASST				
014911	511900	SALARIES & WAGES	79,812.00	.00	83,132.65	4.16
	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	.00	.00	.00	.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				
014912	517900	OTHER FRINGE BENEFITS	325.00	.00	325.00	.00
	0100-4-491-0000-000-0-2-517900-					
		CLOTHING ALLOWANCE	1.00	325.00	325.00	
014912	523000	WATER UTILITY	2,504.00	.00	2,504.00	.00
	0100-4-491-0000-000-0-2-523000-					
		WATER PINE GROVE CEMETERY	1.00	434.00	434.00	
		WATER NORTH HARWICH CEMETERY	1.00	295.00	295.00	
		WATER MOUNT PLEASANT CEMETERY	1.00	195.00	195.00	
		MAINTANANCE BUILDING				
		WATER MOUNT PLEASANT CEMETERY 95 SOUTH	1.00	517.00	517.00	
		WATER SOUTH HARWICH CEMETERY	1.00	199.00	199.00	
		TOWN WATER ON OLD SECTION OF EVERGREEN	1.00	210.00	210.00	

TOWN OF HARWICH - LIVE DATA



DEPARTMENT BUDGET REQUESTS Cemetery

BUDGET PROJECTION 20251 FY 2025 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014912	524200	OFFICE EQUIPMENT REPAIR				
	0100-4-491-0000-000-0-2-524200-	AND EVERSOURCE BILLS FOR PUMP FOR WELL ON 137 SECTION WATER ISLAND POND NEW GARDENS AND TREE HAVE BEEN PLANTED FOR THE ARBORETUM PROJECT AND WILL NEED ADDITIONAL WATERING UNTIL ESTABLISHED.	1.00	654.00	654.00	.00
014912	534400	TELEPHONE & TELEDATA SERVICES				
	0100-4-491-0000-000-0-2-534400-	41.49 PER MONTH X 12 = 497.88	500.00	.00	500.00	.00
		OFFICE PHONE TURNED INTO CELL PHONE	1.00	500.00	500.00	.00
014912	542000	OFFICE SUPPLIES				
	0100-4-491-0000-000-0-2-542000-	TAPES, PAPER CLIPS, POST-ITS, HI-LIGHTERS, PENS, ETC	510.00	.00	535.00	4.90
			1.00	535.00	535.00	.00
014912	573000	DUES, SUBSCR. & IN STATE TRAVEL				
	0100-4-491-0000-000-0-2-573000-	MILEAGE JULY TO JUNE, DUES AND SUBSCRIPTIONS Increase in Mileage and Dues.	1,269.00	.00	1,332.00	4.96
			1.00	1,332.00	1,332.00	.00
014912	573500	ENHANCEMENT OF SERVICES				
	0100-4-491-0000-000-0-2-573500-	Flag Replacement for Cemeteries Replacement of Flags 6 (Service Flags 5 x 8) @ \$75.00 = \$450.00 1 (American Flag 6 x 10) \$125.00	.00	.00	575.00	.00
			1.00	575.00	575.00	.00
014912	578000	UNCLASSIFIED				
	0100-4-491-0000-000-0-2-578000-		.00	.00	.00	.00
014914	431455	ADMINISTRATION FEES				
	0100-4-491-0000-000-0-4-431455-		.00	.00	.00	.00
014914	436007	RENTAL OF EQUIPMENT				
	0100-4-491-0000-000-0-4-436007-		.00	.00	.00	.00
014914	484099	CEMENTERY MISC REVENUE				
	0100-4-491-0000-000-0-4-484099-		.00	.00	.00	.00
014914	487000	GROUND RADAR SERVICE				
	0100-4-491-0000-000-0-4-487000-		.00	.00	.00	.00
BUDGET CEILING:			85,270.00	.00	85,270.00	
TOTALS:					114,638.93	34.44

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

CEMETERY REVOLVING FY2024

Date	16111004	16111002	Revenue	Admin	Mark out	Returns	Expenses	PC	Balance
									\$82,130.50
	Previous Balance from FY2023								
7/7/2023	Admin Winans MP		\$100.00						100.00
	Mark out Winans MP				\$75.00				75.00
7/19/2023	Admin Tosti IP		\$100.00						100.00
	Mark out Tosti IP				\$75.00				75.00
	Admin Pomeroy IP		\$100.00						100.00
7/21/2023	Bank St Fence All Cape Fence						3,000.00		-3,000.00
	Mileage Robbin Kelley						179.76		-179.76
7/25/2023	Admin Singletary D IP		\$100.00						100.00
	Admin Singletary K IP		\$100.00						100.00
	Mark out Singletary IP				\$75.00				75.00
	Admin Branley IP		\$100.00						100.00
	Lot Sale Morrison IP		\$495.00					55.00	495.00
7/31/2023	Lot Sale Roth IP		\$810.00					90.00	810.00
8/2/2023	Admin Clarke EV		\$100.00						100.00
	Mark out Clarke EV				\$75.00				75.00
	Admin Tuttle MP		\$100.00						100.00
8/3/2023	Lot Sale Watson EV		\$720.00					80.00	720.00
	Lot Sale Snik IP		\$450.00					50.00	450.00
8/4/2023	Admin Glazer PG		\$100.00						100.00
	Admin Davis MP		\$100.00						100.00
	Mark out Davis MP				\$75.00				75.00
	Mark out Johnson IP				\$75.00				75.00
	Mark out Lopes EV				\$75.00				75.00
	Admin Morris IP		\$100.00						100.00
8/8/2023	Lot Sale Omalley MP		\$2,160.00					240.00	2,160.00
	Admin Oikkola EV		\$100.00						100.00
	Admin Mack EV		\$100.00						100.00
	Admin Lavin IP		\$100.00						100.00
8/15/2023	Lot Sale Finnegan MP		\$5,760.00					640.00	5,760.00
8/23/2023	Lot Sale Dunkin IP		\$1,620.00					180.00	1,620.00

Mark out Higgins IP				75.00					75.00
Admin Snik IP		100.00							100.00
Mark out Snik IP				75.00					75.00
Admin Andersen MP		100.00							100.00
Admin Tamas MP		100.00							100.00
Mark out Andersen MP				75.00					75.00
10/13/2023 Warren A Nichols Bank St Cem weed control						300.00			-300.00
Warren A Nichols Prepare Base for Flags PoleBase						400.00			-400.00
10/16/2023 Henry T Crosby & Sons Flag Pole Base						24,951.00			-24,951.00
Henry T Crosby & Sons 2' wide skirt for lights						20,100.00			-20,100.00
10/27/2023 Lot Sale Czech EV					1,440.00		160.00		1,440.00
Lot Sale Hooper EV					495.00		55.00		495.00
Mark out Funk EV				75.00					75.00
Admin Meeker IP		100.00							100.00
11/7/2023 Admin Witherell IP		100.00							100.00
Mark out Witherell IP				75.00					75.00
Admin Cook EV		100.00							100.00
Admin Hatom EV		100.00							100.00
Admin Kissack IP		100.00							100.00
11/9/2023 Warren A Nichols Sod Veterans Circle						1,000.00			-1,000.00
Farrell Electric Install lights & Electric EV						2,150.00			-2,150.00
Amazon Light Fixtures for Vet Circle						96.98			-96.98
11/14/2023 Lot Sale Goodwin EV					5,040.00		560.00		5,040.00
11/16/2023 Lot Sale Wilson E IP					450.00		50.00		450.00
Mark out Anderson MP				75.00					75.00
Admin Wilson E IP		100.00							100.00
Mark out Lynch SH				75.00					75.00
Mark out Marshall MP				75.00					75.00
11/21/2023 Admin Duke IP		100.00							100.00
Admin Simons EV		100.00							100.00
12/1/2023 Admin Oswell EV		100.00							100.00
12/5/2023 Returned Mark out Witherell IP									-75.00
12/8/2023 WebServices of America Software EV						7,000.00			-7,000.00
12/11/2023 Admin Box IP		100.00							100.00
Admin Peterson IP		100.00							100.00
Admin Davies MP		100.00							100.00
Mark out Brown B IP				75.00					75.00



HARWICH CEMETERY COMMISSION

Office-273 Queen Anne Road, Harwich 02645

Mail -732 Main Street, Harwich, 02645
rkelley@town.harwich.ma.us

Fee Schedule for Cemetery Department

Administration Fee for Burials M-F (8:00 to 3:30)	\$ 100.00
Saturday or by exception	\$ 300.00
Fee for Memorial (without burial)	\$ 100.00
Monument Markout	\$ 75.00
Traditional Burial Lot (Per Grave)	\$ 800.00 Resident
	\$ 900.00 Non-Resident
Cremation Lot	\$ 500.00 Resident
	\$ 550.00 Non-Resident
Lot Survey (Old Family Lots)	\$ 250.00 for up to 5 Hours
Genealogy Research	\$ 65.00 per hour
<u>Rental of Ground Penetrating Radar (GPR)</u>	
½ Day with Operator (3.5 hrs.)	\$ 700.00
Full Day with Operator (7 hrs.)	\$ 1200.00

Robbin Kelley

From: Dawn Fancy <dawn@capecodcustomsigns.com>
Sent: Friday, January 5, 2024 3:40 PM
To: Robbin Kelley
Subject: corrections on last email
Attachments: Harwich Cemetery_Lothrop DOUBLE SIDED.PDF; Harwich Cemetery_Lothrop SINGLE SIDED.PDF; Harwich Cemetery_EVERGREEN-STYLE.PDF

Hi Robbin,

I hope the game turned out well...

I just called you to tell you that in the previous email I made two mistakes referencing the sketches to the estimates;\

Please ignore the previous email : I have made the corrections on this one:

All signs have been repriced for no 23k gold edges, all cove edges are BLACK paint.

Attached please find:

New sketches for Lothrop Cemetery:

1) new double sided sign sketch for Lothrop Cemetery (for roadside), price \$1390. Estimate #1306.

The ironwork on this sign is optional but added in the sketch to help you decide. The installer/ blacksmith will give his own quote for the scroll work.

2) new single sided sign for Lothrop Cemetery, (for back of property at cemetery), price \$1306. Estimate #1307

Evergreen Cemetery

1) new sign sketch for double sided sign for the second entrance of the cemetery, price \$5090. Estimate #1305

I have shown two styles, Style "A" is with two posts, like the Bank Street Cemetery sign and Style "B" is like the original Evergreen sign.

When you are ready to go ahead with this sign please let me know which style.

Original Evergreen Cemetery has been repriced for two ways to refinish:
1) Super clean and wax with some minor touch ups and new Black paint on the cove edges, price is \$956. Estimate #1303.

or

2) Refurbish the sign: sign will be Sanded, Completely resanded and new Black Paint on cove edges, price is \$2695. Estimate #1304.

I will send the corresponding estimates in an email following this one. Let me know if I have covered everything or if you have any questions or concerns.

Thank you,
Dawn

One day I aspire to getting it right the first time...

--
Dawn L. Fancy
Young & Fancy Signs, Inc
91 Eldredge Park Way, Orleans, MA 02653
508.255.8936
CapeCodCustomSigns.com



LOTHROP CEMETERY

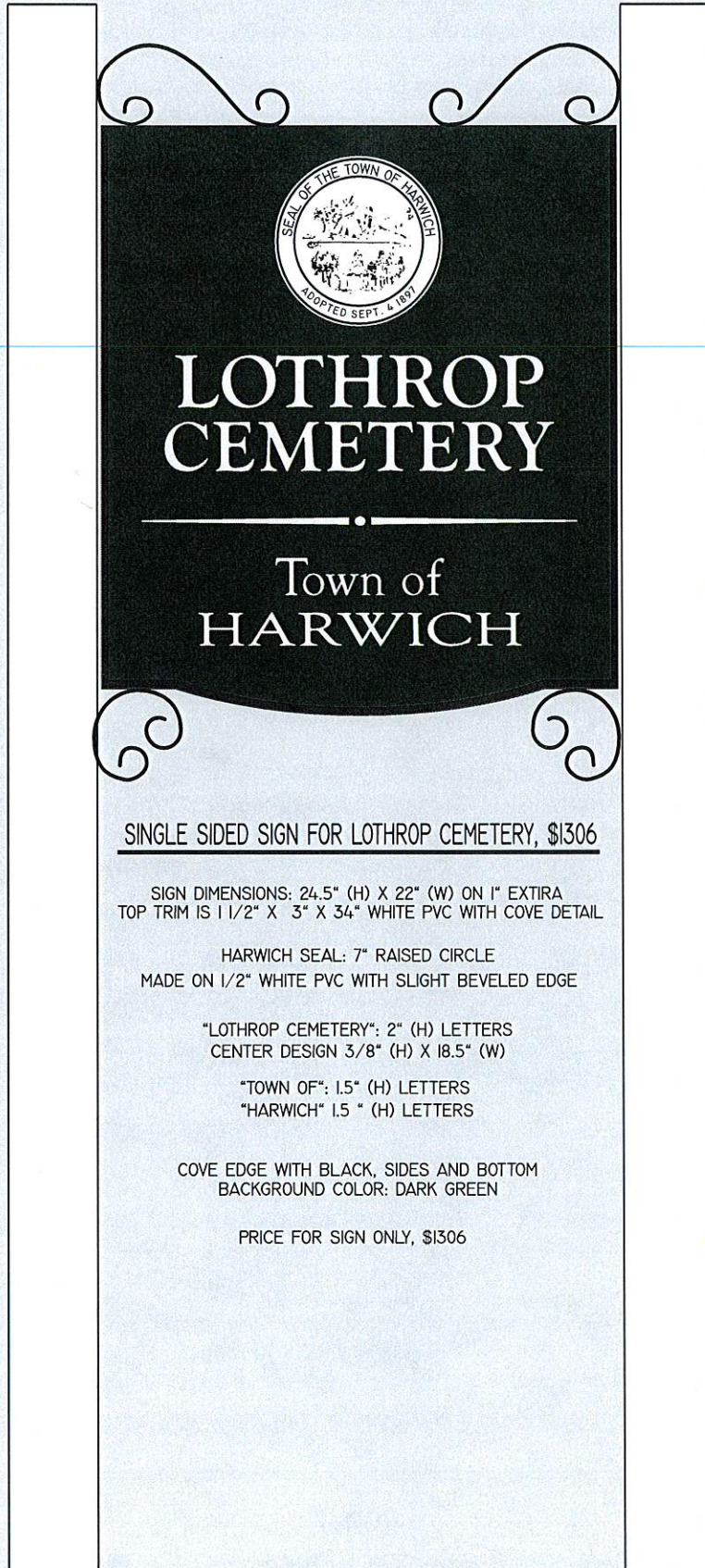
DOUBLE SIDED SIGN FOR LOTHROP CEMETERY, \$1390

SIGN DIMENSIONS: 8" HEIGHT X 42" WIDTH

BACKGROUND: DARK GREEN
ALL LETTERS ARE CARVED IN/ WHITE AND ARE 3" AND 2.25"
INSET STRIPE IN BLACK,

POSTS AND CONSERVATION SIGN ARE EXISTING
IRON WORK IS OPTIONAL- WILL PRICE WITH SHANE IF WANTED

HAND CARVED SINGLE SIDED SIGN
BY YOUNG & FANCY SIGNS



SINGLE SIDED SIGN FOR LOTHROP CEMETERY, \$1306

SIGN DIMENSIONS: 24.5" (H) X 22" (W) ON 1" EXTIRA
TOP TRIM IS 1 1/2" X 3" X 3/4" WHITE PVC WITH COVE DETAIL

HARWICH SEAL: 7" RAISED CIRCLE
MADE ON 1/2" WHITE PVC WITH SLIGHT BEVELED EDGE

"LOTHROP CEMETERY": 2" (H) LETTERS
CENTER DESIGN 3/8" (H) X 18.5" (W)

"TOWN OF": 1.5" (H) LETTERS
"HARWICH" 1.5" (H) LETTERS

COVE EDGE WITH BLACK, SIDES AND BOTTOM
BACKGROUND COLOR: DARK GREEN

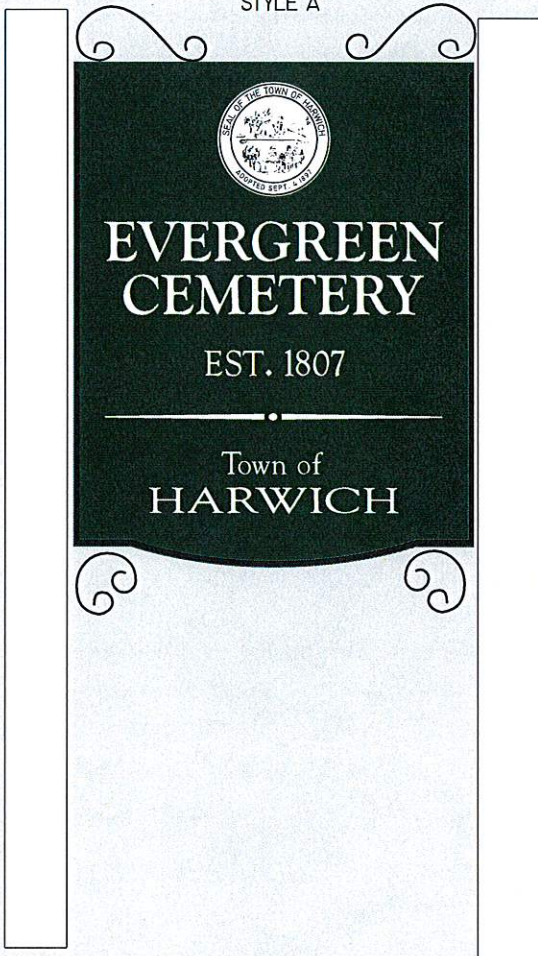
PRICE FOR SIGN ONLY, \$1306

BRACKETS, POST 4X4X 64" (OUT OF GROUND)
AND INSTALLATION FROM LIBERTY METALWORKS, \$TBD

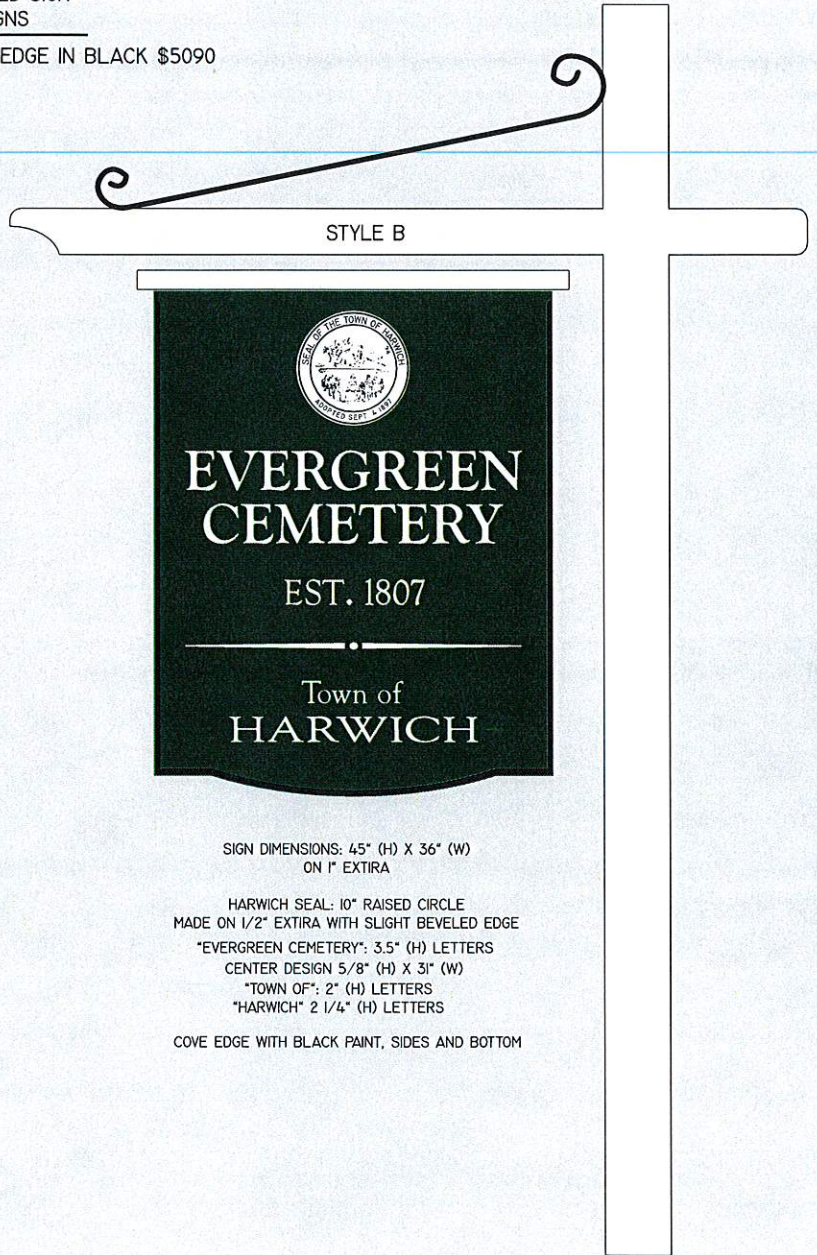
HAND CARVED DOUBLE SIDED SIGN
BY YOUNG & FANCY SIGNS

NEW SIGN ESTIMATE 2024 WITH COVE EDGE IN BLACK \$5090

STYLE A



STYLE B



SIGN DIMENSIONS: 45" (H) X 36" (W)
ON 1" EXTRIA

HARWICH SEAL: 10" RAISED CIRCLE
MADE ON 1/2" EXTRIA WITH SLIGHT BEVELED EDGE

EVERGREEN CEMETERY: 3.5" (H) LETTERS

CENTER DESIGN 5/8" (H) X 31" (W)

TOWN OF: 2" (H) LETTERS

HARWICH 2 1/4" (H) LETTERS

COVE EDGE WITH BLACK PAINT, SIDES AND BOTTOM

Young & Fancy, Inc.
91 Eldredge Park Way
Orleans, MA 02653 US
(508) 255-8936
CapeCodCustomSigns.com

ADDRESS

Town of Harwich
Robbin Kelly
Administrator
508-430-7549

Estimate 1304

DATE 01/05/2024

ACTIVITY	QTY	RATE	AMOUNT
non-profit Reburbish the existing sign for EVERGREEN CEMETERY: sign will be SANDED, REPAINTED and NEW BLACK PAINT on the COVE EDGES background: dark green one shot paint LETTERS WHITE	1	2,695.00	2,695.00

TOTAL \$2,695.00

Accepted By

Accepted Date

Installation is not included in the price of signs, except truck lettering

Young & Fancy, Inc.
91 Eldredge Park Way
Orleans, MA 02653 US
(508) 255-8936
CapeCodCustomSigns.com

ADDRESS

Town of Harwich
Robbin Kelly
Administrator
508-430-7549

Estimate 1303

DATE 01/05/2024

ACTIVITY	QTY	RATE	AMOUNT
non-profit SUPER CLEAN AND WAX the existing sign for EVERGREEN CEMETERY: sign will be CLEANED, with some MINOR TOUCH UPS and NEW BLACK PAINT on the COVE EDGES background: dark green one shot paint LETTERS WHITE	1	956.00	956.00

TOTAL \$956.00

Accepted By

Accepted Date

Installation is not included in the price of signs, except truck lettering

Young & Fancy, Inc.
91 Eldredge Park Way
Orleans, MA 02653 US
(508) 255-8936
CapeCodCustomSigns.com

ADDRESS

Town of Harwich
Robbin Kelly
Administrator
508-430-7549

Estimate 1305

DATE 01/05/2024

ACTIVITY	QTY	RATE	AMOUNT
non-profit New Double Sided Hand Carved Sign for EVERGREEN CEMETERY see approved sketch sign dimensions, 45x36, on extra background: dark green one shot paint COVE EDGE IS BLACK NOT 23K GOLD LEAF	1	5,090.00	5,090.00

TOTAL \$5,090.00

Accepted By

Accepted Date

Installation is not included in the price of signs, except truck lettering

Young & Fancy, Inc.
91 Eldredge Park Way
Orleans, MA 02653 US
(508) 255-8936
CapeCodCustomSigns.com

ADDRESS

Town of Harwich

Estimate 1306

DATE 01/05/2024

ACTIVITY	QTY	RATE	AMOUNT
non-profit ROADSIDE SIGN double sided hand carved sign for LOTHROP CEMETERY, see approved sketch sign dimensions: 8 x 42 background: dark green letters : white cove edge: BLACK PAINT	1	1,390.00	1,390.00

this sign has the option to have the iron scrollwork on the bottom of the sign, attaching it to the posts on the bottom edge.... if wanted.

TOTAL \$1,390.00

Accepted By

Accepted Date

Installation is not included in the price of signs, except truck lettering

Young & Fancy, Inc.
91 Eldredge Park Way
Orleans, MA 02653 US
(508) 255-8936
CapeCodCustomSigns.com

ADDRESS

Town of Harwich

Estimate 1307

DATE 01/05/2024

ACTIVITY	QTY	RATE	AMOUNT
non-profit AT THE GRAVE SITE SIGN SINGLE SIDED hand carved sign for LOTHROP CEMETERY, see approved sketch sign dimensions: 24.5 x 22 background: dark green letters : white cove edge: BLACK PAINT	1	1,306.00	1,306.00

this sign has the option to have the iron scrollwork on the bottom of the sign, attaching it to the posts on the bottom edge.... if wanted.

TOTAL \$1,306.00

Accepted By

Accepted Date

Installation is not included in the price of signs, except truck lettering

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

Town of Harwich
Cemetery Dept.
Oak Street
Harwich, MA 02645

January 11, 2024

Proposal

Attn: Robin

Scope of work: Provide 3 Bluestone Tablets (Duplicating Hawkes Nest Cemetery)
Engrave lettering and install at cemeteries.
36" x 16" x 2"

- 1) SMITH CEMETERY EST. 1834
- 2) HARDING RYDER CEMETERY EST. 1843
- 3) LOTHROP CEMETERY EST. 1832

Costs:

3 Tablets @ \$ 485.00	1,455.00
3 installations @ \$385.00	1,155.00

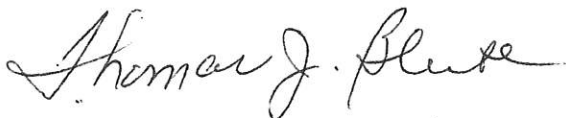
Lettering:

Smith Cemetery:	530.00
Harding Cemetery	740.00
Lothrop Cemetery	690.00

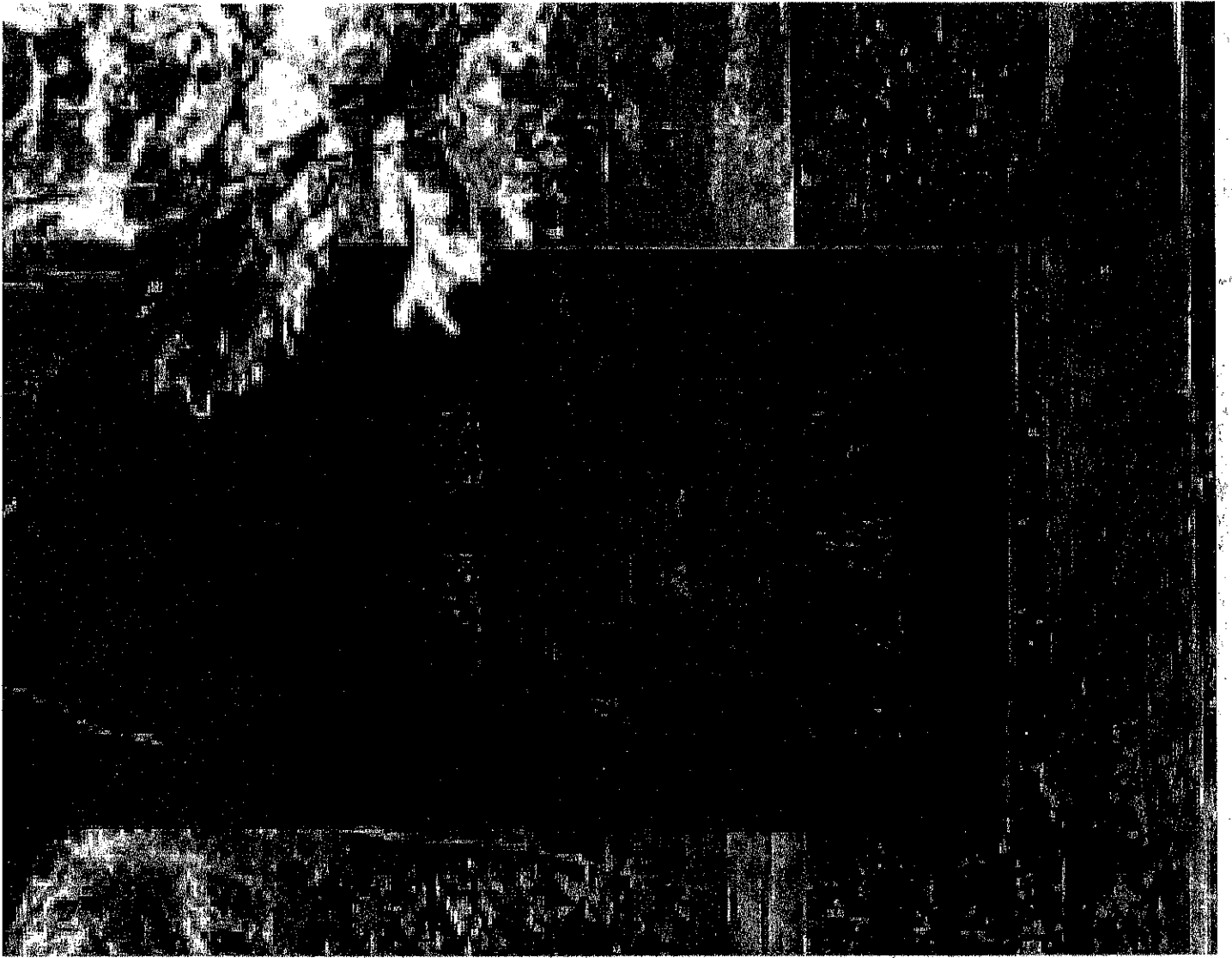
Materials	295.00
-----------	--------

Total Costs: \$ 4,865.00

Prepared By: Thomas J. Blute



PHONE: (508)432-0007 FAX: (508)432-6006
EMAIL: tomblute@crosbymonuments.com
WEB: htcrosbyandson.com



Tree Removal for Harwich Cemeteries

Funding Cemetery Revolving Account: 16111002 Total \$

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645	<h2 style="margin: 0;"><u>PRUDENT PROCUREMENT</u></h2>
--	--

DEPARTMENT Cemetery Department	DATE: 1/18/2024
-------------------------------------	-----------------

	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME ADDRESS TOWN CONTACT	MacKenzie Tree Service 125 Main Street Unit 3 Dennis Port, MA 02639 Geoff trees@mtscapecod.com	508-776-7218 cell 508-237-8588	Tree Removal See description below Bucket Truck	\$2,500.00
NAME ADDRESS TOWN CONTACT	Bretten S Johnson Tree Services 52 Commercial Park Road Brewster, MA 02631 Bretten Johnson bsj.tree.landscape@gmail.com	508-432-5511	Tree Removal See description below No bucket truck spider lift	\$2,350.00
NAME ADDRESS TOWN CONTACT	Luke's Tree & Landscapes, Inc. 191 Queen Anne Road Harwich, MA 02645 lwstratton92@gmail.com Luke Stratton	508-237-8841	Tree Removal See description below No bucket truck	\$3,500.00

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.

ESTIMATE

Mackenzie Tree Service
125 Main St Unit 3
Dennis Port, MA 02639

trees@mtscapecod.com
+1 (508) 776-7218
mtscapecod.com



Robbin Marie Kelley

Bill to

Robbin Marie Kelley
Town of Harwich
732 Main Street
Harwich, MA 02645

Estimate details

Estimate no.: 1905
Estimate date: 12/29/2023

#	Product or service	SKU	Qty	Rate	Amount
1.	General Tree Work This is our daily rate for the following tree services: Tree Removal, Pruning, Trimming and Tree Planting services (not including material costs or dump fees) Price includes removal of all debris, clean up and disposal fees. Stump will be cut as slow as possible without damaging saw blade, usually 2-3 inches above dirt line.		1	\$3,000.00	\$3,000.00
2.	Discount Volume discount for commercial/municipal work		1	-\$500.00	-\$500.00
				Total	\$2,500.00

Note to customer

Quoted price is for cash or check. Extra fee may apply for credit, debit and other payment methods.

Robbin Kelley

From: Bretten S. Johnson Tree & Landscape <bsj.tree.landscape@gmail.com>
Sent: Saturday, January 13, 2024 6:34 PM
To: Robbin Kelley
Subject: Tree Service Contractor (Bretten S. Johnson Tree Service)

Robbin Kelley
Harwich Cemetery Department

Dear Robbin,

I am responding to the Town Of Harwich's request for a tree contractor for the Harwich Cemetery Department.

My name is Bretten Johnson. I own and Operate Bretten S. Johnson Tree Service out of Brewster. Some of our equipment includes a 72 foot spider lift that is capable of moving through a 4 foot opening when fully collapsed. Other equipment includes chippers, saws an excavator and chip trucks. We are fully insured and our employees have full workman's compensation and wear complete PPE in accordance with OSHA guidelines.

Per your request, here is our day rate, meaning 8 hours starting and finishing at the cemetery with 2-3 employees complete with all necessary equipment to perform the job and also a complete clean up at the end of the project as stated in your letter.

Quoted Day Rate: \$2350

A brief note:

I started this business in 2012 just after graduating from Harwich High School. I grew up in town and it has been very rewarding to watch this business grow while serving the community I was raised in. I would appreciate the opportunity to work with the Town Of Harwich.

Feel free to google our business and look up pictures and references.

If your looking for references within the Town Of Harwich, Lincoln Hooper and Rich (Boo) Berube will be able to attest to our work ethic and professionalism.

Thank you very much for your consideration.

Sincerely,

Bretten Johnson

Bretten S. Johnson
Tree Service

Robbin Kelley

From: Luke Stratton <lwstratton92@gmail.com>
Sent: Saturday, January 20, 2024 9:48 AM
To: Robbin Kelley
Subject: Tree removal

Just want to make clear don't have 65 ft bucket truck. If not required can do the work!

Thank you for opportunity to place bid on work.

Day rate for tree removal 3500

Just let me know on how many days you need and would like to discuss a few more things on phone with you!

How many days do we have to complete all the work?

Sent from my iPhone

Robbin Kelley

From: Bill Galvin <billy@capecodchronicle.com>
Sent: Friday, January 5, 2024 3:43 PM
To: Robbin Kelley
Subject: Re: The Bank Street cemetery

Thanks Robbin; also looking for a little history, is it the Bee family that created the cemetery?

On Fri, Jan 5, 2024 at 2:44 PM Robbin Kelley <rkelley@harwich-ma.gov> wrote:

Bill

We have been trying to look into it, as soon as I have more information I will send it on to 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: Bill Galvin <billy@capecodchronicle.com>
Sent: Friday, January 5, 2024 9:44 AM
To: Robbin Kelley <rkelley@harwich-ma.gov>
Subject: The Bank Street cemetery



(1)

Bank Street Cemetery Upgrade Draws Attention

by William F. Galvin

January 10, 2024



Maintenance improvements are drawing a lot of attention at the Bank Street Cemetery. WILLIAM F. GALVIN

PHOTO

(/rails/active_storage/blobs/eyJfcmFpbHMiOnsi bWVzc2FnZSI6IkJBaHBBbUVEIiwiaXhwIjpu dWxsLCJwdXkiOiJibG9iX2lkIn19-- d97969946d7172ffefc6ef29e08aa0a81ff1cdfb/B ank%20Cemetery.JPG)

HARWICH – Many people in the Bank Street neighborhood were unaware of a small cemetery in their midst, and its upgrading is getting attention.

Recent landscape maintenance improvements, including the addition of a split rail fence and a sign that reads “Bank Street Cemetery, Town of Harwich” have drawn interest.

The burial grounds set back off the east side of Bank Street, across the street from the former home of Benjamin F. Bee, dates from the mid 1800s. Bee was a machinist and inventor known for several important inventions, including the safety section boiler, the relief tap,

universal button fastener and the cranberry picker. He was also an engineer in the Union Navy from 1862 to 1865. He owned the north-facing front gable Greek Revival with columns located diagonally across Bank Street from Long Road.

Sandra Hall, who grew up two properties south of the cemetery, said on the Harwich Old Timers Facebook page that the families and ancestors of Bee were buried in the small cemetery. Hall said it was her understanding that the graves and mausoleum were relocated to Island Pond Cemetery in the 1920s.

However, three of the graves could not be located, so the Bank Street area was designated a cemetery.

“I lived on Long Road off Bank Street and used to ride my bike to the fire station to see my dad. Never knew there were people buried there,” Debbie Campbell wrote on the Harwich Old Timers page.

The town has been maintaining the Bank Street Cemetery for well over 30 years, according to Cemetery Commissioner Rob Thompson. Currently, there is only one grave marker within the cemetery boundaries. It contains the initials “C.A.B.” In an email, Thompson wrote that Cemetery Administrator Robbin Kelley expects that given the size of the grounds, that there might be other unmarked Bee family members buried there.

“Unfortunately, due to the previous overgrowth, our ground-penetrating radar may not be able to distinguish these burials among the root structures,” Thompson wrote.

“Research conducted by Robbin and other town departments has discovered that the Bee family (Benjamin Bee, Captain Isaac Bee) at one time lived near the property. Given the initials on the marker, it is entirely possible, and I want to emphasize pure conjecture at this point, that the occupants of Bank Street Cemetery could be their relatives. The search will continue. Such is the fun, if you will, of genealogy.”

Cindy Eldredge, the longest-serving cemetery commissioner, recalls the cemetery improvement as the topic of discussion for over 10 years, he wrote. Just over a year ago, after being contacted by one of the abutters, the commission began making plans for improvements in earnest. The first step was to survey the town-owned property. Next, the commission met with the three abutters to gather their thoughts and discuss some of the commission's ideas. In the end, he said, the commission decided to improve the grounds so as not to distract from the neighborhood, including enclosing the actual burial area as well as providing safe but limited parking for visitors.

“The overarching goal of the commissioners was to have the cemetery appearance complement what is already a beautiful and historic Harwich street,” Thompson wrote.

“While we did remove some trees for safety reasons we were able to preserve an American Elm tree near the entrance. We are currently in discussions over the appropriate ground cover for the enclosed portion of the cemetery as we do not currently have an irrigation source. And of course, we invite those with genealogical talents to help continue the search for the identity and family history of C.A.B.”

The town of Harwich took possession of the .21-acre parcel in February 2003. In the annual town meeting in May 1997, voters approved article 25, which was an order of tax takings by eminent domain of 21 parcels, including the cemetery parcel.