

CEMETERY COMMISSION MONTHLY MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET  
WEDNESDAY 9, 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.**

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I. CALL TO ORDER

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Joe Powers on Budget meeting with Administrator and Carol Coppola for February 3, 2022.
- B. Presentation of Web and Mobile App for Island Pond Cemetery and Marceline Arboretum by Web Services of America.
- C. OTHER BUSINESS.

III. OLD BUSINESS

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

IV. NEW BUSINESS

- A. BILLS: Temple Aluminum Foundry Inc. for 50 Veterans Flag Holders \$571.16, Mileage for Robbin Kelley.
- B. DEEDS:
- C. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: \_\_\_\_\_

TOWN CLERK

DATE: \_\_\_\_\_

## Robbin Kelley

---

**From:** Joe Powers  
**Sent:** Friday, January 28, 2022 10:35 AM  
**To:** Robbin Kelley  
**Subject:** RE: Meeting - Budget

Good morning Robbin:

I have been having good conversations with each department head and have not been expanding beyond me, Carol and the department head.

I prefer to have these conversations remain at the staff level.

Thank you,

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

-----Original Appointment-----

**From:** Robbin Kelley  
**Sent:** Friday, January 28, 2022 10:33 AM  
**To:** Joe Powers  
**Subject:** Accepted: Meeting - Budget  
**When:** Monday, February 7, 2022 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Joe's Office

Joe

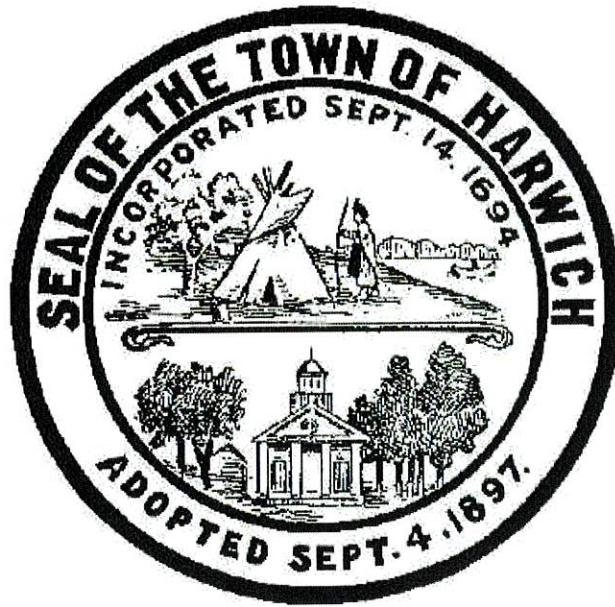
I will be there can my Commissioners attend?

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

# Cemetery Administration FY2023

	Actual FY2020	Budget FY2021	Budget FY2022	FY2023 Requested	TA Proposed	% dif	
						FY2022 to FY2023 TA	\$ dif 22 to 23
<b><u>Under Contract</u></b>							
14911 511900 Salaries & Wages - Robbin Kelley	\$65,131.00	\$66,434.00	\$66,434.00	\$66,434.00	\$0.00	0.00%	\$0.00
14911 511800 Salaries & Wages - PT Admin Sec		\$0.00	\$0.00	\$22,836.06	\$0.00		<b>\$22,836.00</b>
14911 514000 LONGEVITY	\$4,559.00	\$4,650.38	\$4,650.38	\$4,650.38	\$0.00	0.00%	\$0.00
14911 515007 SICK LEAVE BONUS PER CONTRACT	\$350.00	\$350.00	\$350.00	\$350.00	\$0.00	0.00%	\$0.00
	<b>70,040.00</b>	<b>71,434.38</b>	<b>71,434.38</b>	<b>94,270.44</b>	<b>0.00</b>	<b>0.00</b>	<b>\$22,836.00</b>
<b><u>Expenses</u></b>							
14912 517900 OTHER FRINGE BENEFITS	\$60.00	\$325.00	\$325.00	\$325.00	\$0.00	0.00%	\$0.00
14912 523000 WATER UTILITY	\$2,033.00	\$2,352.00	\$2,384.32	\$2,503.51	\$0.00	5.00%	<b>\$119.19</b>
14912 534400 TELEPHONE & TELEDATA SERVICES	\$612.00	\$612.00	\$612.00	\$500.00	\$0.00	-18.30%	-\$112.00
14912 542000 OFFICE SUPPLIES	\$1,042.00	\$510.00	\$510.00	\$510.00	\$0.00	0.00%	\$0.00
14912 573000 DUES, SUBSC & TRAVEL	\$1,534.00	\$1,276.00	\$1,276.00	\$1,269.00	\$0.00	-0.55%	-\$7.00
14912 578000 UNCLASSIFIED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total	\$ 75,321.00	\$ 76,509.38	\$ 76,541.70	\$99,377.95	\$ -	<b>100.00%</b>	<b>\$0.19</b>
Total Expenses	\$ 5,281.00	\$ 5,075.00	\$ 5,107.32	\$5,107.51	\$ -		

GENERAL FUND	2021 ACTUAL	2022 ORIG BUD	2022 REVISED BUD	2022 ACTUAL	2022 PROJECTION	2023 TOWN ADMIN COMMENT
014212	30,165.89	27,960.00	27,960.00	16,434.96	.00	27,960.00
014212	8,446.80	11,040.00	11,040.00	4,333.48	.00	11,040.00
014212	3,431.58	3,300.00	3,300.00	1,868.57	.00	3,450.00
014212	800.00	1,350.00	1,350.00	800.00	.00	1,350.00
014212	82,033.09	76,650.00	76,650.00	40,034.46	.00	81,150.00
014212	21,378.26	16,000.00	16,000.00	98,924.00	.00	16,160.00
014212	164,432.08	242,700.00	242,700.00	98,156.53	.00	242,700.00
014212	3,374.75	6,830.00	6,830.00	2,565.54	.00	7,580.00
014212	1,335.00	1,200.00	1,200.00	1,457.58	.00	1,500.00
014212	10,668.51	11,700.00	11,700.00	5,253.44	.00	11,600.00
014212	2,388,755.58	2,220,073.60	2,220,073.60	1,496,522.08	.00	2,145,053.00
014212	6,854.44	8,000.00	8,000.00	4,766.13	.00	8,000.00
014212	19,697.63	28,500.00	28,500.00	5,390.75	.00	28,500.00
014212	19,437.30	38,000.00	38,000.00	22,555.43	.00	37,500.00
014212	117,588.65	132,470.80	132,470.80	37,827.86	.00	194,327.51
014212	357,570.08	300,000.00	300,000.00	225,289.52	.00	300,000.00
014212	63,474.78	65,000.00	65,000.00	35,270.61	.00	65,000.00
014212	15,454.65	65,400.00	65,400.00	183.60	.00	65,400.00
014212	4,394.31	3,900.00	3,900.00	2,936.55	.00	3,900.00
014212	927.80	2,130.00	2,130.00	633.75	.00	2,056.00
TOTAL HIGHWAY EXPENSE	3,352,556.75	3,303,765.40	3,303,765.40	2,028,943.01	.00	3,295,967.51
014231						
014231	93,372.11	40,000.00	40,000.00	59,148.36	.00	40,000.00
TOTAL SNOW/ICE SALARIES & WA	93,372.11	40,000.00	40,000.00	59,148.36	.00	40,000.00
014232						
014232	62,021.50	50,000.00	50,000.00	13,255.00	.00	50,000.00
014232	149,673.09	45,000.00	45,000.00	175,232.53	.00	45,000.00
TOTAL SNOW/ICE EQPT HIRE/MAT	211,694.59	95,000.00	95,000.00	188,487.53	.00	95,000.00
014242						
014242	24,504.48	31,000.00	31,000.00	9,523.25	.00	30,000.00
TOTAL STREET LIGHTS	24,504.48	31,000.00	31,000.00	9,523.25	.00	30,000.00
014911						
014911	66,433.90	66,434.00	66,434.00	38,689.46	.00	66,434.00
014911	4,650.38	4,650.38	4,650.38	.00	.00	4,650.38
014911	.00	350.00	350.00	350.00	.00	350.00
TOTAL CEMETERY ADMINISTRATIO	71,084.28	71,434.38	71,434.38	39,039.46	.00	71,434.38
014912						
014912	.00	325.00	325.00	.00	.00	325.00
TOTAL CEMETERY ADMINISTRATION	.00	325.00	325.00	.00	.00	325.00
014912						
014912	1,858.63	2,384.82	2,384.82	1,329.91	.00	2,503.51
014912	564.03	612.00	612.00	248.94	.00	500.00
014912	1,004.99	510.00	510.00	229.56	.00	510.00
TOTAL CEMETERY ADMINISTRATION	3,427.65	5,108.10	5,108.10	2,451.25	.00	1,269.00
015101						
015101	35,222.22	43,117.05	43,117.05	6,491.89	.00	2,500.00
015101	124,342.44	147,744.77	147,744.77	108,184.74	.00	263,519.76
015101	230.55	1,159.50	1,159.50	966.22	.00	1,998.13
015101	350.00	475.00	475.00	475.00	.00	475.00
TOTAL BOARD OF HEALTH	160,145.21	193,196.32	193,196.32	116,817.85	.00	1,400.00
015102						
015102	500.00	950.00	950.00	250.00	.00	950.00
015102	2,583.75	4,000.00	4,000.00	7,204.08	.00	4,000.00
015102	696.58	1,200.00	1,200.00	476.47	.00	1,200.00
015102	538.00	3,400.00	3,400.00	2,560.64	.00	3,591.25
015102	599.98	460.25	460.25	189.73	.00	3,499.57
015102	1,281.13	2,550.00	2,550.00	41.36	.00	2,460.25
015102						



**For Feb 9 Meeting**

**Steve in GREEN +Cindy BLUE+Robbin ORANGE+Rob-New numbering ver: 2/5**

## **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.

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## **I. Administration**

Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator (or their duly designated representative) shall have overall responsibility for the proper administration of Town Cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and Massachusetts General Law Chapter 114 establish the Cemetery Commission and the appointment of members. Duties of the Cemetery Commissioners are proscribed under MGL Ch. 114 S23 and the Town of Harwich Home Rule Charter, S 7-15-2.

### **Administrative Office**

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

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

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

#### Hours of Operation:

Monday-Friday 7:30-3:00

Outside of these hours please leave a message at the phone number above.

#### Holiday Schedule:

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

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

## **II. Cemetery Commission**

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

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

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

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

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

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

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



### III. Harwich Cemeteries

- A. **Active Cemeteries** (Burial lots available)
- Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich
  - Island Pond Cemetery, 15 Island Pond Road, Harwich Center
  - Mount Pleasant Cemetery, 95 South Street, Harwich Port
  - Kelley Cemetery, 18 Old Brewster Road, North Harwich
  - South Harwich Cemetery, 270 Chatham Road, South Harwich
  - Pine Grove Cemetery, 32 Pine Grove Road, West Harwich
  - North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich
- B. **Inactive Cemeteries** (Burial lots unavailable)
- Bank Street Burial Ground, Bank Street, near Long Road, Harwich
  - Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich
  - Herring River Cemetery, West Harwich
  - Hawks Nest Cemetery, Nathan Walker Road, East Harwich
  - Lothrop Cemetery, Off Lothrop Ave, West Harwich
  - Union Cemetery, AKA Methodist Church Cemetery, 1 Church Street, East Harwich
  - Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich
  - Old Smith Cemetery, Bells Neck Road, West Harwich
  - Ryder Cemetery, Route 39 near water tower, Harwich

#### **IV. Harwich Cemetery Commission Rules and Regulations**

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

##### **A. Visitation Rules**

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

## B. Cemetery Regulations

### 1. Interments

a. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of human dead burials including cremation remains.

b. The Cemetery Administrator shall furnish, to those who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made.

c. The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial other than to the Town of Harwich, as provided for under MGL Ch. 114. Compensation will be no greater than the original purchase price.

d. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by the Cemetery Administrator or designated representative.

#### e. Generational Succession of Burial Lots

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

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

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

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

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

## 2. Cemetery Lots

### a. Lot Usage

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

### b. Lot Sizes

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

c. A full burial lot (minimum 4'x8') containing recorded remains, may also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.

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

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

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

1. The planting of invasive or rampant-growing species is prohibited.
2. ~~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.~~

2. A flowerbed consisting of low growing annuals and/or perennials (no rosebushes) must not exceed one foot from the front of the base of the approved monument and no wider than the base of the monument with a two-inch border of mulch or loam so as not to interfere with mowing.

3. Mulch and loam are the only items to be used in the flowerbeds. Stones, marble chips, fences, or other materials are not permitted.

4. No plantings are permitted on the back side of a monument

5. A total of two small (dwarf variety preferred) bushes will be permitted at the discretion of the Administrator or Commission on four grave lots or larger. Please see the Administrator for a list of approved bushes/shrubs.

6. Funeral flowers will be removed after two weeks or when they become unsightly. Temporary displays that commemorate birthdays, anniversaries, etc., will be removed after 30 days by the cemetery department.

7. Flowers or plants installed within the prescribed flowerbeds are the responsibility of the owners of the lot. Flowerbeds must be kept neat and well maintained. The cemetery commission or designee reserves the right to remove any plantings that exceed the confines specified above, become overgrown or unsightly.

8. (Former para "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).

9. No objects, including but not limited to, statues, balloons, sports equipment, artificial or silk flowers, stuffed animals, dolls, eternal flames, candles, windchimes, solar lanterns or hanging plants are permitted.

10. The Town of Harwich is not liable for any items left on a grave not limited to damage or loss of flowers, plantings, or memorials for any reason.

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

h. Masons, stonecutters and all workmen shall notify the Cemetery Administrator of all work to be done in the cemeteries. They must remove any debris or rubbish, restore

any damage done to the lot or the road by their work. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.

i. ~~The Town of Harwich Cemetery Commission reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location may be selected by Cemetery Commission.~~ Moved Up to 1. h.

### 3. Markers, Headstones, Monuments

#### a. Previously Established Cemetery Sections

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

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

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

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

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

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

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

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

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

#### h. Specially Designated Cemetery Sections

Single Lot: May contain one headstone, not to exceed 30" width (left to right) x 16" (front to back) and one flat flush marker 2' x 1', or no headstone and up to four flat flush markers 2' x 1'.



Multiple Lots: May contain one marker not to exceed 50% of the width of the lots measured at base or foundation with a base depth of 18" maximum and height of 48". Flat flush markers shall not exceed 2' x 1' if used.

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

## V. Definitions

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

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

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

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

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

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

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

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

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

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

**Exhumation** - the removal of a body from a grave.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Lot Sizes**-[See Cemetery lots page](#) \_\_\_\_\_

**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.

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

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

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

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

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

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

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

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

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

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

## **VI. Frequently Asked Questions:**

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

Anyone can purchase a burial lot in the Town of Harwich Cemeteries. The fees are set for residents and nonresidents.

**How many burials are allowed per grave?**

In a traditional burial space, you can have one full body burial with one cremation on top or four cremains.

In a cremation lot two cremains are allowed in each plot.

Please see “Interments” page 7

**What size monuments are allowed?**

Please see Markers, Headstones, Monuments page 9

**What is allowed on a grave lot?**

Please see Markers, Headstones, Monuments page 9

**Can you plant in the ground on your cemetery lot?**

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

**What plantings are recommended?**

Plants need to be approved by the Cemetery Commission. Please contact our Administration Office for a list of recommended plantings. See item \_\_\_\_ in Rules and Regulations, page \_\_\_\_\_

**Can you donate a memorial tree to the cemetery?**

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

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

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

## **~~VII. Rules for Graveside Plantings~~**

**Deleted and combined with re-written paragraph 2 j on page 9**

BUDGET PROJECTION 20231 FY 2023 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
01129A2	610035	ATM10 #35 RESTORE PAINE COLL	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610035-						
01129A2	610037	ATM10 #37 HSNB BUY DOWN PROG	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610037-						
01129A2	610038	ATM10 #38 RENTAL ASSIST PROG	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610038-						
01129A2	610039	ATM10 #39 LAND STEWARD & MGT	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610039-						
01129A2	610040	ATM10 #40 LAND FOR OPEN SPACE	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610040-						
01129A2	610041	ATM10 #41-BOCCE CRT & TRL SYS	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610041-						
01129A2	610042	ATM10 #42 ADMINISTRATIVE COSTS	.00	.00	.00	.00
0100-1-1-000-0000-000-A-2-610042-						
014911	511800	PART-TIME YEAR-ROUND S&W	.00	.00	22,836.06	.00
0100-4-491-0000-000-0-1-511800-						
HEA Part-time 19 hours per week			1.00	22,836.06	22,836.06	
B5/1 to B5/2						
<p>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 &amp; 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.</p>						
014911	511900	SALARIES & WAGES	66,434.00	.00	66,434.00	.00
0100-4-491-0000-000-0-1-511900-						
Cemetery Administrator			1.00	66,434.00	66,434.00	
M1 STEP 10						
SEIU Contract						
014911	513000	OVERTIME	.00	.00	.00	.00
0100-4-491-0000-000-0-1-513000-						
014911	514000	LONGEVITY	4,650.38	.00	4,650.38	.00
0100-4-491-0000-000-0-1-514000-						
LONGEVITY FOR ROBBIN KELLEY			1.00	4,650.38	4,650.38	
66,434 X 7% = 4650.38						

BUDGET PROJECTION 20231 FY 2023 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
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	.00
014911	516000	ENHANCEMENT OF SERVICES	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-516000-					
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	.00
014912	523000	WATER UTILITY	2,384.82	.00	2,503.51	4.98
	0100-4-491-0000-000-0-2-523000-	WATER PINE GROVE CEMETERY	1.00	434.29	434.29	
		INCREASE 5%				
		WATER NORTH HARWICH CEMETERY	1.00	295.22	295.22	
		INCREASE 5%	1.00	194.60	194.60	
		WATER MOUNT PLEASANT CEMETERY	1.00	517.00	517.00	
		INCREASE 5%	1.00	198.80	198.80	
		WATER SOUTH HARWICH CEMETERY	1.00	210.00	210.00	
		INCREASE 5%				
		WATER ISLAND POND	1.00	653.60	653.60	
		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
	0100-4-491-0000-000-0-2-524200-					
014912	534400	TELEPHONE & TELEDATA SERVICES	612.00	.00	500.00	-18.30
	0100-4-491-0000-000-0-2-534400-					
		41.49 PER MONTH X 12 = 497.88	1.00	500.00	500.00	
		OFFICE PHONE TURNED INTO CELL PHONE				
014912	542000	OFFICE SUPPLIES	510.00	.00	510.00	.00
	0100-4-491-0000-000-0-2-542000-					
		TAPES, PAPER CLIPS, POST-ITS,	1.00	510.00	510.00	
		HI-LIGHTERS, PENS, ETC				
014912	573000	DUES,SUBSCR. & IN STATE TRAVEL	1,276.28	.00	1,269.00	- .57
	0100-4-491-0000-000-0-2-573000-					
		MILEAGE JULY TO JUNE, DUES AND	1.00	1,269.00	1,269.00	
		SUBSCRIPTIONS				

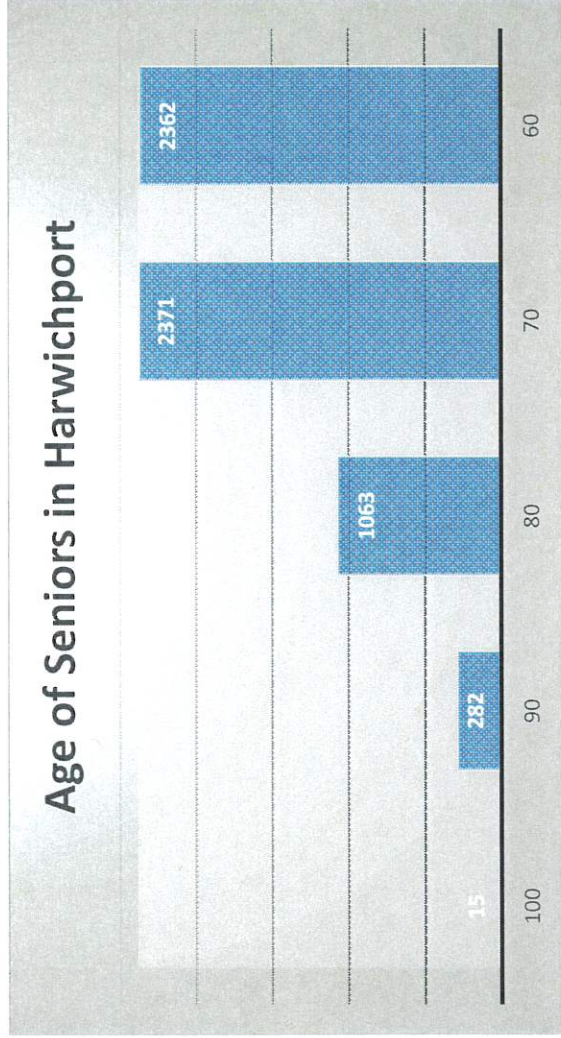
BUDGET PROJECTION 20231 FY 2023 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014912	578000	UNCLASSIFIED	.00	.00	.00	.00
	0100-4-491-0000-000-0-2-578000-					
014914	431455	ADMINISTRATION FEES	.00	.00	.00	.00
	0100-4-491-0000-000-0-4-431455-					
014914	436007	RENTAL OF EQUIPMENT	.00	.00	.00	.00
	0100-4-491-0000-000-0-4-436007-					
014914	484099	CEMETERY MISC REVENUE	.00	.00	.00	.00
	0100-4-491-0000-000-0-4-484099-					
014914	487000	GROUND RADAR SERVICE	.00	.00	.00	.00
	0100-4-491-0000-000-0-4-487000-					
01491A2	600050	A R055 IP CEM POND MANAGEMENT	.00	.00	.00	.00
	0100-4-491-0000-000-A-2-600050-					
01491A2	611060	ATM11 #60 MEM TREE/LAND EV CEM	.00	.00	.00	.00
	0100-4-491-0000-000-A-2-611060-					
01491A2	619032	ATM 19 #32 CEMETERY ARBORETUM	20,272.50	.00	.00	-100.00
	0100-4-491-0000-000-A-2-619032-					
01491A2	620018	MEMORIAL TREE REPLACEMENT	20,000.00	.00	.00	-100.00
	0100-4-491-0000-000-A-2-620018-					
01491A2	697019	A R037 TREE FUND EVGRN CEMETRY	.00	.00	.00	.00
	0100-4-491-0000-000-A-2-697019-					
80271292618502		ATM 18 #50 MT PLEASANT	760.00	.00	.00	-100.00
	8027-0-000-0000-000-0-2-618502-					
BUDGET CEILING:			117,574.98	.00	117,574.98	-15.48
TOTALS:			117,574.98	.00	99,377.95	

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



Ages	Count
100	15
90	282
80	1063
70	2371
60	2362
	6093



# Cemetery Administration

Revenue	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	Total Revenue
Lot Sales into Revolving	\$25,380.00	\$34,920.00	\$40,815.00	\$44,010.00	\$60,480.00	
Lot Sales into Perpetual Care	\$2,820.00	\$3,870.00	\$4,535.00	\$4,890.00	\$6,720.00	
Administration Fees	\$7,900.00	\$6,500.00	\$6,800.00	\$5,600.00	\$8,300.00	
Monument Markout Fees	\$2,025.00	\$2,625.00	\$2,775.00	\$2,250.00	\$3,525.00	
<b>TOTAL</b>	<b>\$38,125.00</b>	<b>\$48,710.00</b>	<b>\$54,925.00</b>	<b>\$56,100.00</b>	<b>\$78,125.00</b>	<b>\$275,985.00</b>

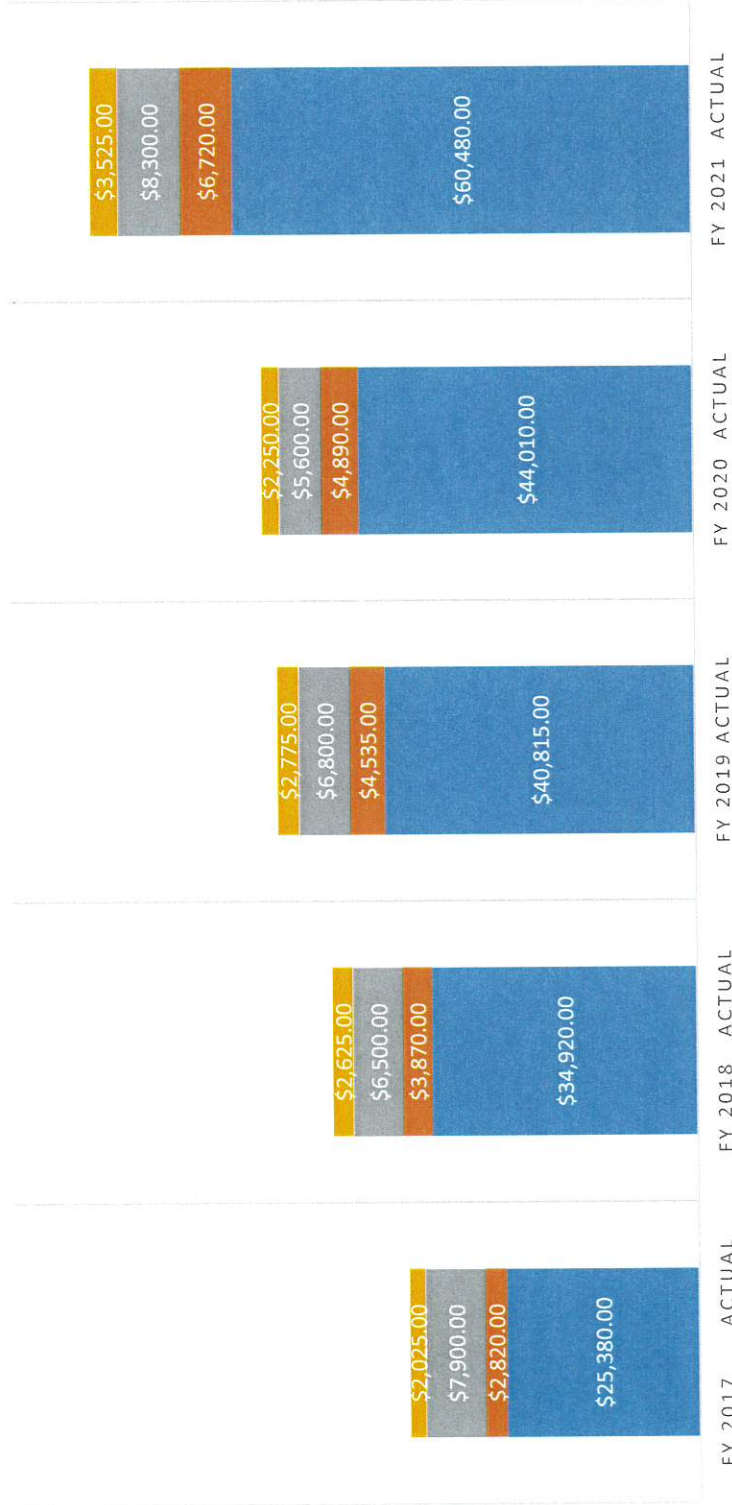
## Expenditures

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	Total Expenditures
Expenses						
Lot Returns	-\$1,400.00	-\$2,000.00	\$0.00	-\$650.00	-\$1,900.00	-\$5,950.00
Expenditures from Revolving Acct	-\$44,448.41	-\$18,920.87	-\$47,678.41	-\$50,563.27	-\$49,548.16	-\$211,159.12
<b>Articles Awarded</b>						
#31 Fence Rails Evergreen CPC	\$39,000.00					
#50 Mount Pleasant Gravestone CPC		\$49,900.00				
#32 Cemetery Mapping Software CR			\$30,110.00			
#32 Pine Grove Gravestones CPC				\$75,000.00		
#18 Memorial Tree Replace PC				\$20,000.00		
#29 Veterans Memorial Circle CPC					\$48,385.00	
<b>TOTAL</b>	<b>\$39,000.00</b>	<b>\$49,900.00</b>	<b>\$30,110.00</b>	<b>\$95,000.00</b>	<b>\$48,385.00</b>	<b>\$262,395.00</b>

Burials	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	Total Articles
Traditional Casket Burials	37	27	32	23	34	
Cremation Burials	43	34	46	38	66	
<b>TOTAL</b>	<b>80</b>	<b>61</b>	<b>78</b>	<b>61</b>	<b>100</b>	<b>380</b>

## HISTORICAL CEMETERY REVENUE

■ Lot Sales into Revolving    
 ■ Lot Sales into Perpetual Care    
 ■ Administration Fees    
 ■ Monument Markout Fees



FY 2021 ACTUAL

FY 2020 ACTUAL

FY 2019 ACTUAL

FY 2018 ACTUAL

FY 2017 ACTUAL

## Budget Discussion Questionnaire for FY 2023

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

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

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

Our proposed budget will provide for the addition of one part time staff member to assist with all administrative functions. The budget also seeks to address the need for additional burial space in our town, in both our current cemeteries and expanding older existing burial grounds.

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

Much of our cemetery care funding requires competing for financial grants as well as the submission and approval of CPC articles. These are extremely time-consuming processes.

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

Paper, software for computer, general office supplies.

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

Due to both an increase in end-of-life preparations because of the pandemic and a general increase in the population who are both physically and emotionally tied to our town, we have seen a large increase in the day-to-day duties of the Cemetery Administrator. Currently the Administrator must be contactable as well as work on vacations, personal days off, and sick days as there is no one else qualified to coordinate burials and accomplish administrative duties during these times. 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.

**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.

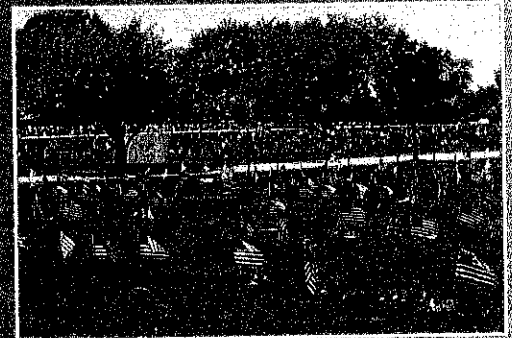
# Full-Day Seminar

## Full-Day Cemetery Management Seminar

Tues. March 8, 2022

NE216616 3B 10/27/01/201

- |          |  |
|----------|--|
| 8:30 AM  | Registration <i>Ms. Stephen Dean, Newton Cemetery</i>  |
| 9:00 AM  | Managing Historical Urban Grasslands at Green-Wood Cemetery<br><i>Dr. Frank Rusek, Cornell Univ. &amp; Mr. Joseph Chappin, Green-Wood Cemetery, NY</i>                   |
| 9:30 AM  | Transitions From Sports Turf to Cemetery Management<br><i>Ms. Stephen Dean, Newton Cemetery, Newton, MA</i>  |
| 10:00 AM | Managing Grasses in Cemeteries: Turf, Water and Soil Interactions<br><i>Ms. Aaron Park, CSC Agronomy &amp; USDA Soil Scientists, Statesville, NC</i>                     |
| 10:30 AM | Forest Hills Cemetery: Career Experiences & Maintenance<br><i>Ms. Erin Thomas, Atlantic Golf and Turf, Forest Hills, MA</i>  |
| 11:00 AM | — All Attendees —  |
| 11:30 AM | Cemetery Management: An Intensive Approach<br><i>Ms. Rachel Van Velsor, Dir. of Planning and Development, Catholic Cemeteries of Brooklyn &amp; Queens, Brooklyn, NY</i> |
| 12:00 PM | Swan Point Cemetery: Turf Alternatives and Ground Covers<br><i>Ms. Kelly Perry, Florachemist, Swan Point Cemetery, Providence, RI</i>                                    |
| 1:00 PM  | Drought Management Strategies to Improve Drought Resistance and Overall Stress Tolerance<br><i>Dr. Michelle DeGroot, University of Massachusetts</i>                     |
| 2:00 PM  | Round Table Discussion and Survey  |



# 2022 NERTF Seminar Selections — Tuesday, March 8, 2022

Please Print Clearly or Go To [www.nertf.org](http://www.nertf.org). If additional Registration Forms are needed, please duplicate this form. (Seminar Descriptions on Back)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>1. Golf Course Safety and Risk Management*</b>	8am-10am	RICC
Instructor: Michael Hurdzan, Ph.D, Hurdzan Design, Columbus, OH		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>2. Personal Financial Planning: Keeping Green in Your Future</b>	8am-10am	RICC
Instructor: Mr. Dennis Lyon, CGCS, Aurora, CO & Mr. Jeff Massey, Massey and Assoc., RI		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>3. Soil Testing: Reports and Interpretations</b>	<b>NE Pest Credits: 2</b> 8am-12noon	RICC
Instructor: Dr. Beth Guertal, Auburn University		
½-Day Seminar - 0.35 GCSAA Education Points		
<b>4. If You Build It, They Will Come: How to Attract, Recruit and Retain Employees!</b>	8am-12noon	RICC
Mr. Bill Maynard, CGCS, MTI Dist., Inc. & Dr. Doug Linde, Delaware Valley Univ.		
½-Day Seminar - 0.35 GCSAA Education Points		
<b>5. Water Movement in Soils and Soil Surfactants</b>	<b>NE Pest Credits: 2</b> 8am-12noon	RICC
Dr. Stan Kostka, Visiting Scholar, Penn State University		
½-Day Seminar - 0.35 GCSAA Education Points		
<b>6. Improving Your Score, Your Golf Environmental Stewardship Score</b>	<b>NE Pest Credits: 2</b> 10am-12noon	RICC
Instructor: Dr. Frank Rossi, Cornell University		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>7. Benefits of Fairway Topdressing: Proven or Perception?</b>	<b>NE Pest Credit: 1</b> 1pm-3pm	RICC
Instructor: Dr. Jason Henderson, UCONN, David Johnson, TCC		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>8. Trenching, Compaction and Safety: How to Protect Your Assets Above and Below Ground</b>	1pm-3pm	RICC
Instructor: Michael Hurdzan, Ph.D, Hurdzan Design, Columbus, OH		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>9. Exceptional Leadership*</b>	1pm-3pm	RICC
Instructor: Mr. Dennis Lyon, CGCS, Aurora, CO		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>10. Turfgrass Insects of New England and Their Management</b>	<b>NE Pest Credits: 4</b> 1pm-5pm	RICC
Instructor: Dr. Albrecht Koppenhöfer, Rutgers University		
½-Day Seminar - 0.35 GCSAA Education Points		
<b>11. Traffic Jam: Understanding Golf Course Traffic</b>	<b>NE Pest Credit: 1</b> 3pm-5pm	RICC
Instructors: Dr. Frank Rossi, Cornell University		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>12. First Aid &amp; AED Training</b>	3pm-5pm	RICC
Instructor: American Safety Programs		
¼-Day Seminar - 0.20 GCSAA Education Points		
<b>13. Grass Tennis Court Seminar (See Descriptions Below)</b>	<b>NE Pest Credits: 2</b> 8am-5pm	RICC
<b>14. New! Cemetery Management Seminar (See Descriptions Below)</b>	<b>NE Pest Credits: 2</b> 8am-5pm	RICC

\*Pesticide Re-certification credits have been requested for all qualified seminars from N.E., NY & NJ. Credits will be available at the seminar where approved (See descriptions)

Full-Day Seminars (#13 Grass Tennis & #14 Cemetery Management) Seminar Price: \$225 each/\$250 (After 2/25)  
 ½-Day Seminar(s): 3, 4, 5, 10 Seminar Price: \$115 each/\$130 (after 2/25)  
 ¼-Day Seminar(s): 1, 2, 6, 7, 8, 9, 11, 12 .....2 hr. seminars..... Seminar Price: \$60 each/\$75 (after 2/25)  
 Lunch is included when you register for Full-Day Seminar, (2) ½-day seminars or (1) ½-day and (2) ¼-day seminars.

Please Circle Seminar Selection(s) here: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

**Note:** As stated above, a plated lunch is included for those that attend a full day (8 hours) of seminars.

If you would like to add lunch, then please circle to add lunch for an additional \$25: **LUNCH**

Note: Check times when selecting seminars; select seminars that do not overlap. Total for Seminar(s) & Lunch: \$ \_\_\_\_\_

Payment method: Make checks payable to: **NERTF** and send to **NERTF Seminars, 1272 West Main Road, Green #3, Middletown, RI 02842.**

If Paying by credit card, then you may also fax your registration in: 401-765-6677 or you can register directly online at [www.nertf.org](http://www.nertf.org) For more info call: 401-841-5490. Purchase orders are an available option upon request, and at [www.nertf.org](http://www.nertf.org)

**This form must be received by our office before February 25<sup>th</sup> to receive early registration discounts. Please, only 1 registrant per form. Make copies as needed. You can also register at [www.nertf.org](http://www.nertf.org) with all payment methods.**

\_\_\_\_ Check or Money Order      Please Circle:    MasterCard/Visa    American Express    Discover Card

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Credit Card Holders Name

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Exp. Date

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Credit Card Holders Signature

# 2022 Seminar Descriptions:

Tuesday, March 8, 2022

- 1. Golf Course Safety and Risk Management** 8am-10am RICC  
Instructor: Michael Hurdzan, Ph.D, Hurdzan Design, Columbus, OH ¼-Day Seminar - 0.20 GCSAA Education Points  
Golf Course Safety and Risk Management can conserve resources, reduce lost man hours, improve staff productivity and morale, but is a skill rarely taught in school. Instilling a culture of safety and managing risks is easy, inexpensive, and effortless, yet only about 40% of golf courses have a properly functioning safety program. The seminar is an introduction on how to get your facility's safety program started.
- 2. Personal Financial Planning: Keeping Green in Your Future** 8am-10am RICC  
Instructors: Mr. Dennis Lyon, CGCS, Aurora, CO & Mr. Jeff Massey, Massey and Assoc., RI ¼-Day Seminar - 0.20 GCSAA Education Points  
The seminar will express the necessity and value of planning for an enjoyable financial future. Statistics show most individuals are not on pace for a well-funded retirement. Time will include a discussion regarding retirement concerns, retirement planning, options and investing in your future and your family financial wellness!
- 3. Soil Testing: Reports and Interpretations** NE Pest Credits: 2 8am-12noon RICC  
Instructor: Dr. Beth Guertal, Auburn University ½-Day Seminar - 0.35 GCSAA Education Points  
This seminar will cover items on soil test reports to help attendees understand what all the number mean. Protecting the environment and reducing costs to your program is a priority, soil tests are essential to make accurate decisions and for a better understanding of the needs of the soil that will benefit the plant life. Dr. Guertal will discuss soil sampling, including the best timing for testing, what might be the best type of test for you and how this will help managers considering fertilization.
- 4. If You Build It, They Will Come: How to Attract, Recruit and Retain Employees!** 8am-12noon RICC  
Instructors: Mr. Bill Maynard, CGCS, MTI Dist., Inc. & Dr. Doug Linde, Delaware Valley Univ. ½-Day Seminar - 0.35 GCSAA Education Points  
Golf Course Safety and Risk Management can conserve resources, reduce lost man hours, improve staff productivity and morale, but is a skill rarely taught in school. Instilling a culture of safety and managing risks is easy, inexpensive, and effortless, yet only about 40% of golf courses have a properly functioning safety program. The seminar is an introduction on how to get your facility's safety program started.
- 5. Water Movement in Soils and Soil Surfactants** NE Pest Credits: 2 8am-12noon RICC  
Instructor: Dr. Stan Kostka, Visiting Scholar, Penn State University ½-Day Seminar - 0.35 GCSAA Education Points  
There are more than 200 soil surfactant products available with a plethora of soil surfactant claims that it makes it extremely difficult to select the right product for your soil and plant needs. Attendees will learn how to: identify variances in surfactant classes and their impacts, understand what surfactants can and cannot do, and how to select the best soil surfactant for your facility's soil and water management.
- 6. Improving Your Score, Your Golf Environmental Stewardship Score** NE Pest Credits: 2 10am-12noon RICC  
Instructor: Dr. Frank Rossi, Cornell University ¼-Day Seminar - 0.20 GCSAA Education Points  
This seminar will outline the background importance of golf course green space in an increasingly urbanized world using ecosystem services. Implementation of simple operational adjustments that improve environmental protection and preservation whilst maintaining high quality playing surfaces is the goal. It's time for all of us to walk the walk after three decades of environmental pressure, we have a moment to be pro-active. This seminar will outline a plan for implementation at your facility.
- 7. Benefits of Fairway Topdressing: Proven or Perception?** NE Pest Credit: 1 1pm-3pm RICC  
Instructors: Dr. Jason Henderson, UCONN, David Johnson, TCC, Brookline, MA ¼-Day Seminar - 0.20 GCSAA Education Points  
Fairways account for the largest area (25-30 acres) of intensely managed turfgrass on a golf course, and topdressing is not an easy task. This seminar will discuss important considerations such as sand selection, application rate/frequency, timing, and target topdressing layer depths. Practical implementation strategies will also be covered to provide attendees an unconventional perspective while realizing the challenges of committing to this type of program. The cultural practice provides benefits that can improve playability, help manage pest populations, and enhance soil physical properties, but these opportunities do not come without inherent risks.
- 8. Trenching, Compaction and Safety: How to Protect Your Assets Above and Below Ground** 1pm-3pm RICC  
Instructor: Michael Hurdzan, Ph.D, Hurdzan Design, Columbus, OH ¼-Day Seminar - 0.20 GCSAA Education Points  
Trenching, compaction, and safety is about as interesting of a topic as colonoscopies; that is until you have a related problem that could be fatal. Preventing that problem is a matter of understanding the issues involved and taking proper precautions that could pay huge dividends when you need it.
- 9. Exceptional Leadership** 1pm-3pm RICC  
Instructor: Mr. Dennis Lyon, CGCS, Aurora, CO ¼-Day Seminar - 0.20 GCSAA Education Points  
What are the traits of exceptional leaders in the workplace? This seminar will help identify what it takes to lead and manage the intense demands of today's workplace environment. It will help you to understand the components and value of the human connection at work. Discussion will include what makes a good manager versus a bad one, how to improve workplace performance using the concept of Train, Trust and Delegate. Achieving higher productivity will help managers have more time to prepare for the next workplace issue.
- 10. Turfgrass Insects of New England and Their Management** NE Pest Credits: 4 1pm-5pm RICC  
Instructor: Dr. Albrecht Koppenhöfer, Rutgers University ½-Day Seminar - 0.35 GCSAA Education Points  
This seminar will include the presentation discussion of the biology/ecology, monitoring/scouting methods, cultural control, biological control, and chemical control of important golf course insect pests including annual bluegrass weevil, white grubs, black cutworm, sod webworm, hairy chinch bugs and billbugs.
- 11. Traffic Jam: Understanding Golf Course Traffic** NE Pest Credits: 2 3pm-5pm RICC  
Instructor: Dr. Frank Rossi, Cornell University ¼-Day Seminar - 0.20 GCSAA Education Points  
Prior to the pandemic many golf courses were not suffering from excess traffic. Yet, most facilities have areas on the course where cart and or foot traffic are concentrated. For example, many putting greens have low numbers of hole locations. This ensures that hole locations are not able to be rotated out long enough to allow for complete recovery. Many courses have pinch points on tee's, fairways and approaches that further concentrate traffic. This seminar will use data science and analytics to manage traffic and suggest fertilizer, rolling, PGR and mowing programs that maintain high performance playing surfaces.
- 12. CPR & AED Training** 3pm-5pm RICC  
Instructor: American Safety Programs ¼-Day Seminar - 0.20 GCSAA Education Points  
Do you know how to save a life from Cardiac Arrest? Heartsaver CPR/AED is a classroom, video-based, instructor-led course that teaches adult CPR and AED use, as well as how to relieve the choking of an adult. The course teaches skills with AHAs research-proven Practice-While-Watching (PWW) technique, which allows instructors to observe the students, provide feedback and guide the student's comprehension. Every person who works at or on a golf course should have this course.
- 13. Grass Tennis Court Seminar (See Descriptions Below)** NE Pest Credits: 2 8am-5pm RICC  
Instructors: Many Grass Tennis Professionals including David Lawrence, Edgbaston Priory Club, England  
Various topics on Grass Tennis Court Management including ball bounce science, turfgrass management challenges, organic matter management, and challenges of managing poorly constructed grass courts will be discussed during this 8-hour seminar. Some management techniques including using plant growth regulators to reduce weed infestations avoiding the use of pesticides will be shared among other pest problems in the UK.
- 14. New! Cemetery Management Seminar (See Descriptions Below)** NE Pest Credits: 2 8am-5PM RICC  
The northeast is home to some of the most spectacular cemeteries in the country dating back to early 1800's. In 2022 this will be our first cemetery management seminar. This full-day program will include turf management, pest management, new grasses, soils, and personal experiences will be shared. The seminar will conclude with round table discussions on different turf management topics that cemeteries must deal with.