

CEMETERY COMMISSION MONTHLY MEETING
CHANNEL 18 STUDIO
100 OAK STREET, HARWICH, MA 02645
THURSDAY MARCH 7, 2024, AT 9:00AM

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

<https://meet.goto.com/706088317>

You can also dial in using your phone.

Access Code: 706-088-317

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- I. APPROVAL OF THE MINUTES JANUARY 4 & FEBRUARY 1, 2024.
- II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
 - A. Email from Jamie Goodwin, Station Manager on Board/Committee meetings in the Harwich Channel's studio at The Community Center.
 - B. Email from Maureen O'Neal on erosion at Island Pond Cremation area.
 - C. Email from Michael Andranovich, Outer Cape Program Coordinator for AmeriCorps Cape Cod on upcoming 25th Anniversary events.
 - D. OTHER BUSINESS.
- III. OLD BUSINESS
 - A. Veterans Memorial Circle hardscape and benches. Email from Paul Sweetser.
 - B. Email from Hamco on Flag Poles.
 - C. Walk of Remembrance. Plans for Phase II include timeline, materials and fund raising. Looking for artist renderings.
 - D. Budget for FY2024 includes a new Fee Schedule.
 - E. Evergreen Cemetery sign hardware repair. Email from Dawn Fancy.
 - F. Sign for Old Smith Cemetery, Harding Ryder Cemetery and Lothrop Cemetery.
 - G. Year to date Cemetery Revolving Account and Cemetery Budget.
 - H. Bid Awarded to Mackenzie Tree for tree removal.
 - I. Town webpage for Cemetery Department.
 - J. Email from Tom Daly on West Harwich Baptist Cemetery property.
 - K. OTHER OLD BUSINESS.
- IV. NEW BUSINESS
 - A. BILLS: Ahead with Class \$750.00, Eversource \$ 18.76, Town Clerk \$10.00, Water Bills, Amazon Heated Jacket, Boot, Mayflower Book, Mileage Robbin Kelley
 - B. DEEDS:
 - C. Eagle Scout Projects.
 - D. Town website page and links.
 - E. Commissioner's possible visiting cemeteries.
 - F. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Jamie Goodwin
Sent: Wednesday, February 21, 2024 7:34 PM
To: Carolyn Carey; Julie Witas; Eric Beebe; Elaine Banta; John Rendon; Robbin Kelley; Caleb Ladue
Cc: Fransalew; Tricia Murray; Jeffrey Craig; Paul's Gmail; steven conner; Richard Waystack; Joy Jordan; Reagan Wilda; Daniel Hall
Subject: Meetings in the Harwich Channel Studio Update

Hello everyone.

If you are receiving this email it means that your Board/Committee meets in the Harwich Channel's studio at The Community Center. We are welcoming a new committee to our meeting space and I would like to take this opportunity to remind everyone of their designated meeting days and times. (Welcome Waterways Committee!)

Community Center Facilities Committee	2 nd Friday at 3:30 PM
Council on Aging Board of Directors	3 rd Wednesday at 10:00 AM
Recreation and Youth Commission	4 th Tuesday at 5:30 PM
Bikeways	3 rd Tuesday at 5:00 PM
Voter Information Committee	3 rd Wednesday at 4:30 PM
Youth Services Committee	TBD
Cemetery Commission	1 st Thursday at 9:00 AM
Waterways	3 rd Wednesday at 6:00 PM

******* Community Center Closes on Mondays at 6PM and Tuesday – Friday at 9PM**

The Harwich Channel wants ALL Boards and Committees to have successful meetings so please reach out to both Caleb and Me if you need to meet at a different day/time. We are also available to assist with any agenda posting issues so please reach out if necessary. There may be a potential conflict between VIC and Waterways on Wednesdays. I feel we can work that out in a case-by-case situation. As a reminder, this meeting space is a self-record which requires a committee member to press the record button on the wall.

Please reach out if you have any questions. If possible, please refrain from 'Reply All'

Thank you!

Jamie Goodwin

Robbin Kelley

From: Maureen O'neal <onralmcc@gmail.com>
Sent: Friday, February 23, 2024 1:27 PM
To: Robbin Kelley
Subject: Island pond edge erosion

Hi Robin,

My family member, John E. Fitzmaurice, has a memorial/ burial stone in Island Pond in the front row to the pond.

I am concerned that the erosion occurring, demonstrated by an enlarging whole next to his site and at the front of the person's stone next to his, will breach his burial area.

Can the cemetery department please address this need to ensure the erosion is addressed soon?

Thank you Maureen O'Neal



JOHN E. PITT/MAURICE
U.S. NAVY
WORLD WAR II
AUG. 4, 1922 - OCT. 27, 1998

JOHN P. MILLER
1925 - 1998
LIVING WORTH
SAN ANTONIO



Robbin Kelley

From: Michael Andranovich <michael.andranovich@capecod.gov>
Sent: Friday, February 23, 2024 1:42 PM
To: Michael Andranovich
Cc: Phoebe Plank; Katherine Garofoli
Subject: AmeriCorps Cape Cod 25th Anniversary - Celebrate AmeriCorps Week (3/14 - 3/16) with us [RSVP Please!]

Good afternoon, Community Partners!

ACC Staff have finalized the details for our upcoming 25th Anniversary events from March 14th to March 16th. These events are extra special because they take place during AmeriCorps Week 2024! Please see below:

ACC Alumni Social Kickoff @ Cape Cod Beer (Thursday, 3/14/2024)

- A social-style gathering at Cape Cod Beer kicks off this celebratory weekend of events! Come play yard games, enjoy a beverage, and catch up with alumni/staff/service partners from years past. Dinner can be purchased from an on-site food truck.
- Where: Cape Cod Beer - 1336 Phinneys Lane, Hyannis, MA 02601
- When: 6:00pm to 8:00pm

ACC 25th Anniversary Celebration Banquet (Saturday, 3/16/2024)

- This banquet will feature dinner and presentations from ACC staff, alumni, and service partners, plus historical photos, posters, and reports. Come celebrate this historic milestone with us!
- Where: Sturgis Charter Public School Community Center - 529 Main Street, Hyannis, MA 02601
- When: 5:30pm to 8:00pm

Please share with your orgs and RSVP, whether you're planning to attend or not, using this link [ACC - YR25 Celebration - AmeriCorps Week 2024 \(Service Partners/Advisory Board\) - Formstack](#).

In addition to those included on this email list, we are hoping to reach some legacy partners who contributed to the early success of AmeriCorps. If anyone has a contact email/phone number for the follow folks, please share these dates and times with them!

- Roxanna Smolowitz (Marine Biological Lab)
- Tom Marcotti (Town of Barnstable)
- Pat Harcout (WBNERR)
- Debbie Fitton (Cape Light Compact)
- Bill Burt/Diane Murphy (CCCE - SEMAC)
- Rick York (Town of Mashpee)
- Sandi Porter/Glen Beasley (American Red Cross)
- Jane Crowley/Henry Lind (Town of Eastham)
- Vince Ollivier (Town of Orleans/Brewster)
- Gabrielle Belfit (Cape Cod Commission)
- C.T. Harry (CCSN/IFAW)
- Bill Clark (CCCE)

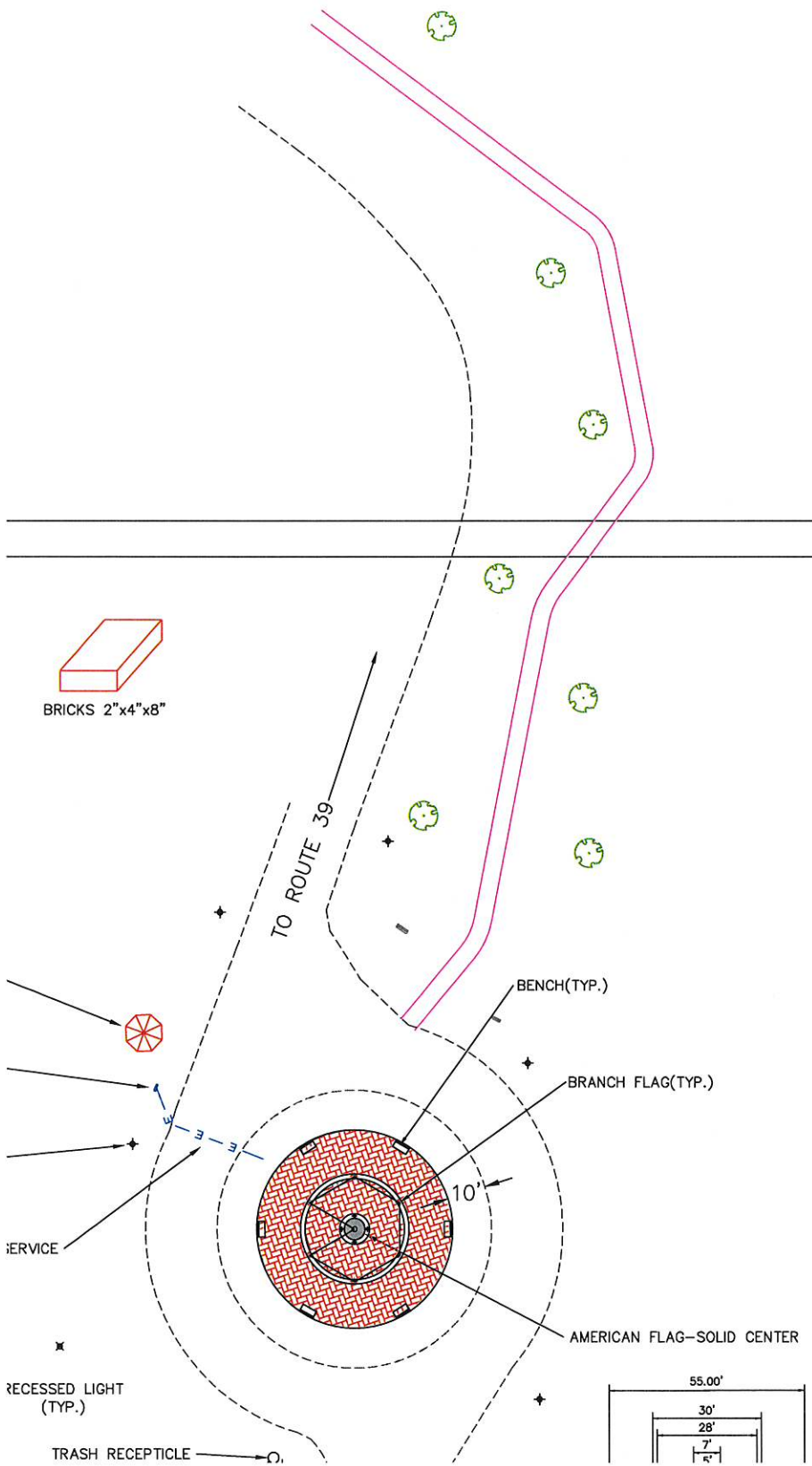
For any general questions related to the Year 25 Celebration, please contact Kat, Phoebe, or Michael (all Cc'd here). If you are no longer interested in receiving communications about the Year 25 Celebration, please respond to be removed from the mailing list.

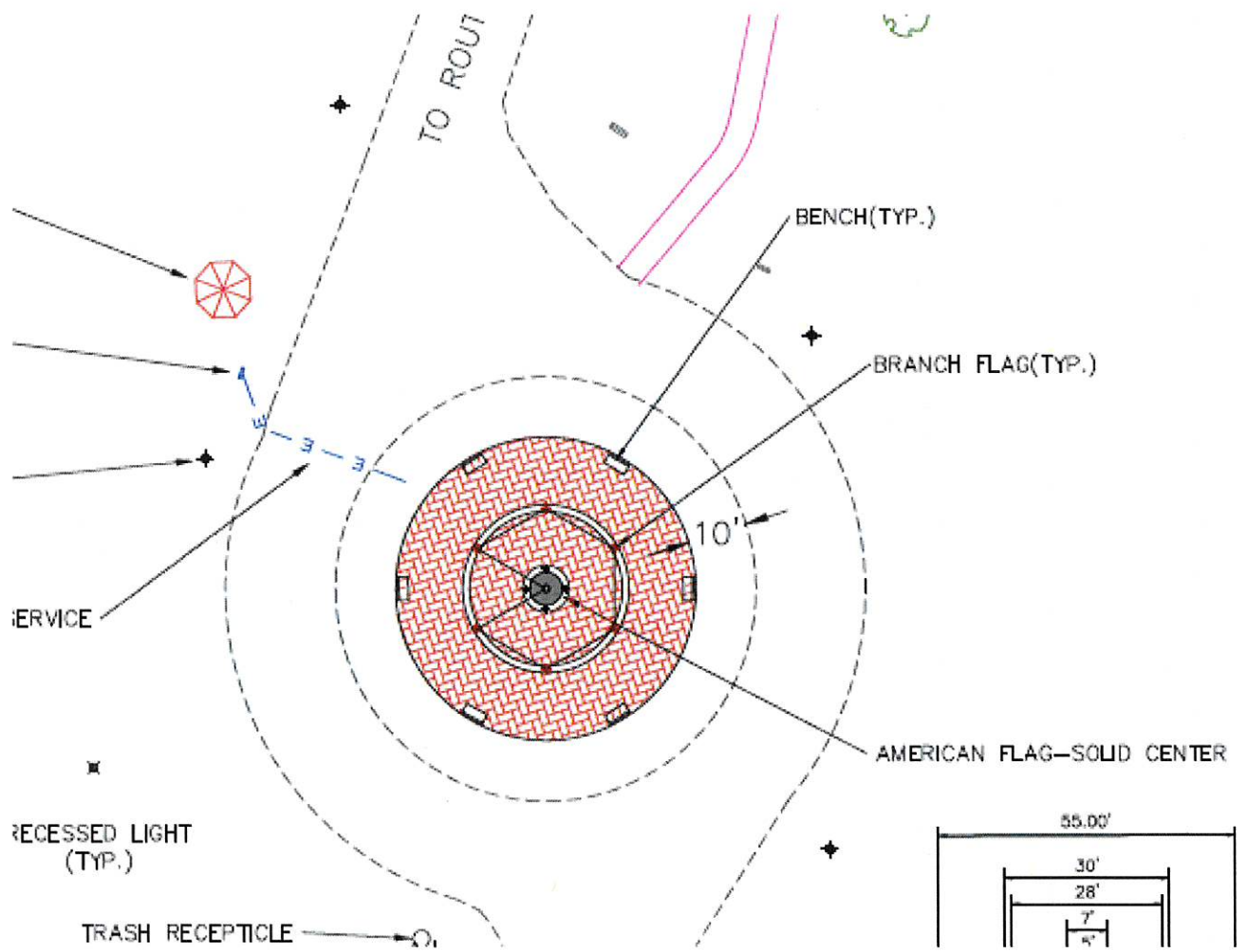
We hope to see many of you at these events and others later on in 2024!

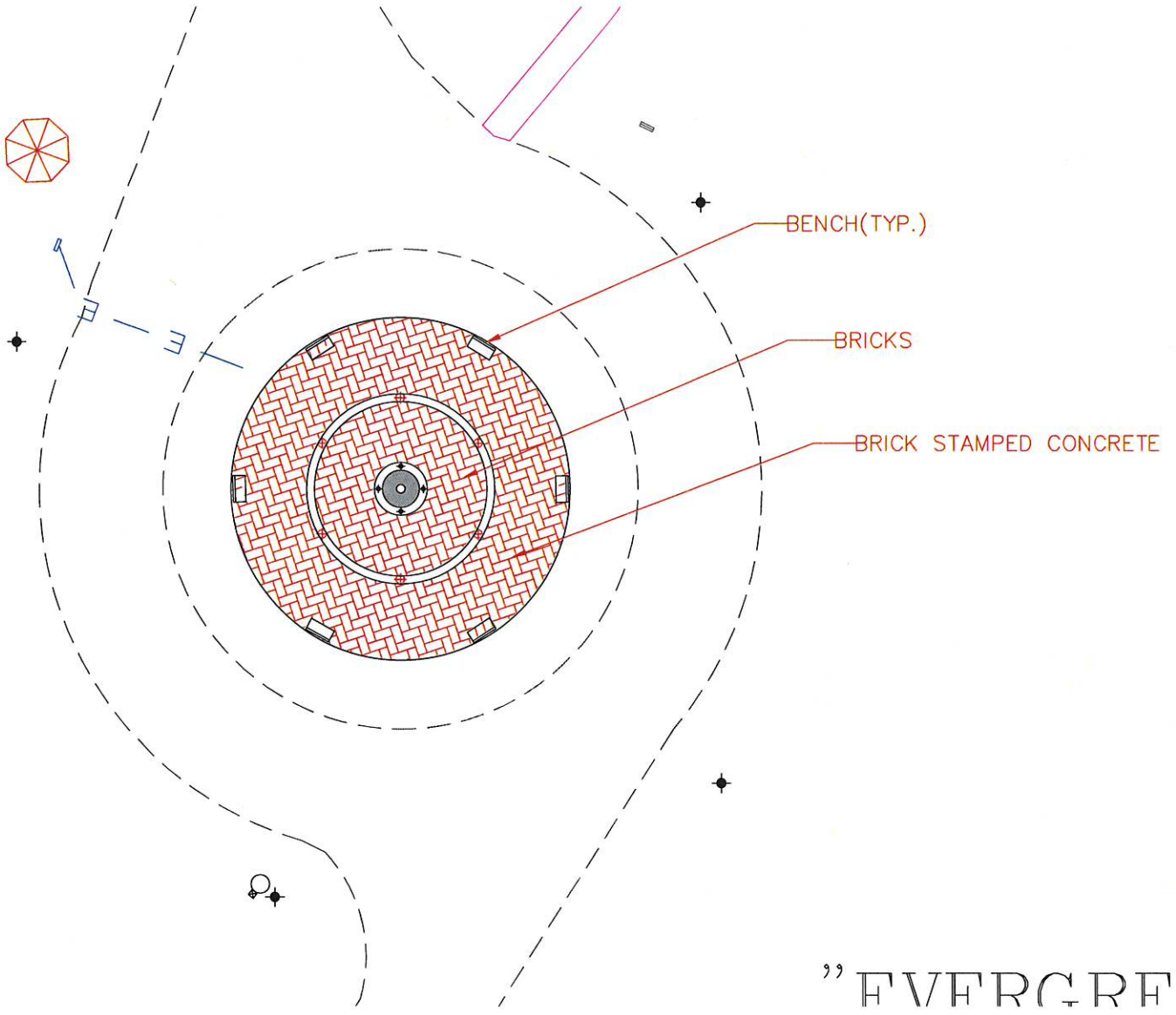
Katherine Garofoli, Program Manager

Michael Andranovich, Outer Cape Program Coordinator

Phoebe Plank, Upper Cape Program Coordinator







”EVERGREEN”

Robbin Kelley

From: Hamco Flagpoles <capecodflagpole@gmail.com>
Sent: Thursday, February 8, 2024 10:53 AM
To: Robbin Kelley
Subject: Re: Invoice from Hamco Flagpoles & Flags - For Services Rendered

Absolutely! Thank you for the update. I will have someone out there next week with the beads and to get that halyard closer to the pole.

Megan Nugnes
•Owner•
•Project Manager•

 508-778-6822

 hamcoflagpoles.com

Come Share With Us!



On Feb 8, 2024, at 10:48 AM, Robbin Kelley <rk Kelley@harwich-ma.gov> wrote:

When the flagpoles were installed they had different ropes, and 4 of them had beads loops at end that goes around pole.

We need 3 more beads one so they match.

I asked the installer if we could have them all be the same and he stated that it would be a problem. They just didn't have them in stock.

Also between the American Flag and the Pow Flag can we put something that connect the flags closer to the flag pole when the wind kicks up pulls it away like a sail.

Just want to state that everyone loves the flag poles and I am getting complements all the time.

<https://www.capecodchronicle.com/galleries/112/view>

<https://evergreenharwich.org/pages/streammemorialevent>

Thank you

Robbin Marie Kelley
Cemetery Administrator
Town of Harwich
Office: 100 Oak Street
Mailing: 732 Main Street
Harwich, MA 02645

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	
014911	511900		ADMINISTRATIVE ASST	79,812.00	.00	83,132.65	4.16
	0100-4-491-0000-000-0-1-511900-			1.00	83,132.65	83,132.65	
	SALARIES & WAGES						
	8 WEEKS @81,408.64 MI/S4						
	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-			.00	.00	.00	
014911	514000		LONGEVITY	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-514000-			.00	.00	.00	
014911	515007		SICK LEAVE BONUS PER CONTRACT	350.00	.00	350.00	.00
	0100-4-491-0000-000-0-1-515007-			1.00	350.00	350.00	
	SICK BONUS PER CONTRACT						
014911	516000		ENHANCEMENT OF SERVICES	.00	.00	25,385.28	.00
	0100-4-491-0000-000-0-1-516000-			1.00	25,385.28	25,385.28	
	HEA Part-time 19 hours per week						
	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-			1.00	325.00	325.00	
	CLOTHING ALLOWANCE						
014912	523000		WATER UTILITY	2,504.00	.00	2,504.00	.00
	0100-4-491-0000-000-0-2-523000-			1.00	434.00	434.00	
	WATER PINE GROVE CEMETERY						
	WATER NORTH HARWICH CEMETERY						
	WATER MOUNT PLEASANT CEMETERY						
	MAINTANANCE BUILDING						
	WATER MOUNT PLEASANT CEMETERY 95 SOUTH						
	WATER SOUTH HARWICH CEMETERY						
	TOWN WATER ON OLD SECTION OF EVERGREEN						

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

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



HARWICH CEMETERY COMMISSION

Office-273 Queen Anne Road, Harwich 02645

Mail -732 Main Street, Harwich, 02645

rkelly@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

Selectboard & Finance Committee

I am coming before you today to address a critical need within our Cemetery Administration- we have a critical need for an administrative assistant. I have been the Cemetery Administrator since 2004 and this is the third year in a row that I have requested a part-time administrative assistant. The total cost for a part-time HEA Administrative Assistant, nineteen hours a week, at \$25.59 per hour x 992 hours is \$25,385.28.

Our cemeteries are facing a significant increase in deaths, leading to a surge in demand for cremation burials. To address this demand effectively, we urgently need to survey old family lots for potential use and update our searchable database accordingly. However, our current capacity and resources are insufficient to meet this challenge.

Please see critical issues that we are facing below:

Increased Demand for Cremation Burials: The rise in deaths within our community has led to a much greater need for cremation burials. Many families are opting for this option due to its practicality and affordability. However, to accommodate this demand, we must identify and prepare suitable lots within our cemeteries for cremation burials. I have had several requests from residents in Harwich port who would like to be buried at Mount Pleasant Cemetery. This requires research to see if lots that appear to be vacant are unoccupied or just do not have any memorialization.

Database Indexing and Verification: To effectively manage the allocation of burial plots and maintain accurate records, we must update and verify our searchable database. This task requires meticulous attention to detail and thoroughness to ensure that all information is accurate and up to date. Without a comprehensive and reliable database, we risk confusion, errors, and inefficiencies in our burial management processes.

Administrative Burden on Cemetery Administrator: Our Cemetery Administrator is currently shouldering an unsustainable workload, especially during periods of vacation, personal leave, and illness. With no backup or support staff available to coordinate burials during these times, the Cemetery Administrator is forced to work around the clock, leading to burnout and compromising the quality-of-service delivery.

Coverage Gaps and Service Disruptions: The reliance on a single individual to manage all aspects of cemetery operations creates significant coverage gaps and service disruptions. It is simply impossible for one person to be available 24/7/365 to respond to inquiries, coordinate burials, and maintain the integrity of our cemetery grounds. This situation not only jeopardizes the quality of service we provide but also undermines the trust and confidence of the families we serve.

Considering these challenges, I propose the following course of action:

Hiring of Support Staff: We must prioritize the hiring of additional administrative support staff to assist the Cemetery Administrator in managing day-to-day operations, including database maintenance, burial coordination, and customer service. This will help

alleviate the burden on the Cemetery Administrator and ensure continuous coverage and support for families in need.

Investment in Technology: We have over the past few years implemented the searchable online website for Islandpondcemetery.org and evergreenharwich.org. These databases are incomplete and need research to data enter in old family sites, to move this project forward. This not only assists administration with locating older family burial sites, cemetery staff with mark outs for burials and with visitors in trying to locate their loved ones. The implementation of this cemetery management software or database systems has streamlined the administrative processes. This will improve efficiency, accuracy, and accessibility of information, allowing us to better serve our community and respond to increased demand for burial services.

Training and Cross-Training: To ensure continuity of service and resilience in our operations, we should provide training and cross-training opportunities for existing staff members. This will enable them to step in and support each other during times of absence or increased workload, minimizing disruptions and maintaining service quality.

Emergency Response Plan: Develop and implement an emergency response plan to address unexpected absences or emergencies affecting key personnel. This plan should outline contingency measures, backup resources, and communication protocols to ensure continuity of service and minimize disruptions during critical times.

In conclusion, the current situation facing our cemetery not only requires but demands immediate action to address the increased demand for cremation burials and alleviate the administrative burden on our staff. By investing in additional support staff, technology, and emergency preparedness measures, we can ensure that our cemetery continues to provide high-quality service to families in their time of need.

Enhancement of Services

Thank you for your attention, and I urge you to prioritize this issue and take decisive action to support our cemetery staff and the families we serve.

Sincerely,

Robbin Kelley

Cemetery Administrator

Robbin Kelley

From: Young & Fancy, Inc. <quickbooks@notification.intuit.com>
Sent: Friday, March 1, 2024 11:18 AM
To: Robbin Kelley
Subject: Estimate 1304 from Young & Fancy, Inc.
Attachments: Estimate_1304_from_Young_Fancy_Inc.pdf

Dear Town of Harwich,

Please find your estimate details here. Feel free to contact us if you have any questions. We look forward to working with you.

Have a great day!
Young & Fancy, Inc.

----- Estimate Summary -----

Estimate # : 1304

Estimate Date: 01/05/2024

Total: \$2,820.00

The complete version has been provided as an attachment to this email.

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
non-profit non profit group 3x1x3x39 pvc sign top	1	125.00	125.00
TOTAL			\$2,820.00

Accepted By

Accepted Date

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

ESTIMATE

Johnson Welding & Fabrication LLC
17 Rayber Road Unit 1
Orleans, MA 02653

johnsonweldfab@gmail.com
+1 (774) 216-1283



Town of Harwich

Bill to
Robbin Kelley
Town of Harwich

Ship to
Robbin Kelley
Town of Harwich

Estimate details

Estimate no.: 1026
Estimate date: 03/04/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Labor Fabricate and paint brackets for "Evergreen Cemetery" sign. Fabricated from stainless steel material and painted satin black to replace existed rusted steel brackets.		10	\$130.00	\$1,300.00
2.		Materials Stainless flat bar, stainless eye bolts, black paint, misc. shop consumables.		1	\$225.43	\$225.43
3.		Labor Road call to install brackets on sign, and install sign on post. (min. charge)		1	\$350.00	\$350.00
					Subtotal	\$1,875.43
					Sales tax	\$14.09
					Total	\$1,889.52

CEMETERY REVOLVING FY2024

16111004

16111002

Lot

Date	Revenue	Admin	Mark out	Returns	Expenses	PC	Balance
							\$82,130.50
	Previous Balance from FY2023						
7/7/2023		\$100.00					100.00
			\$75.00				75.00
7/19/2023		\$100.00					100.00
			\$75.00				75.00
		\$100.00					100.00
7/21/2023				3,000.00			-3,000.00
				179.76			-179.76
7/25/2023		\$100.00					100.00
		\$100.00					100.00
		\$100.00	\$75.00				75.00
		\$100.00					100.00
	\$495.00					55.00	495.00
7/31/2023	\$810.00					90.00	810.00
8/2/2023		\$100.00					100.00
			\$75.00				75.00
		\$100.00					100.00
8/3/2023	\$720.00					80.00	720.00
	\$450.00					50.00	450.00
8/4/2023		\$100.00					100.00
		\$100.00					100.00
			\$75.00				75.00
			\$75.00				75.00
			\$75.00				75.00
		\$100.00					100.00
8/8/2023	\$2,160.00					240.00	2,160.00
		\$100.00					100.00
		\$100.00					100.00
		\$100.00					100.00
8/15/2023	\$5,760.00					640.00	5,760.00
8/23/2023	\$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							160.00		1,440.00
Lot Sale Hooper EV							55.00		495.00
Mark out Funk EV				75.00					75.00
Admin Meeker IP		100.00							100.00
Admin Witherell IP		100.00							100.00
11/7/2023 Admin Witherell IP				75.00					75.00
Mark out Witherell IP									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							560.00		5,040.00
11/16/2023 Lot Sale Wilson E IP							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
Admin Simons EV		100.00							100.00
12/1/2023 Admin Oswell EV									100.00
12/5/2023 Returned Mark out Witherell IP				-75.00					-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

Cemetery Revolving Account FY 2024 First Quarter

REVENUE			
	Number		Amount
Burials	30	100	\$3,000.00
Mark outs	16	75	\$1,200.00
Cremation Lots			
Cremation Lots Residents	2	450	\$900.00
Cremation Lots Non-Residents	1	495	\$495.00
Traditional Lots			
Single	4	720	\$2,880.00
Single - N R	1	810	\$810.00
Multiples	16	720	\$11,520.00
Non-Resident	2	810	\$1,620.00
Total Revenue			\$22,425.00

EXPENSES		
	Date	Amount
Bank St Fence All Cape Fence	7/21/2023	3,000.00
Mileage Robbin Kelley	7/21/2023	179.76
Amazon - Hose	9/2/2023	45.99
Total Expenses		3,225.75

Beginning Balance	\$82,130.50
Revenue	\$22,425.00
Expenses	-\$3,225.75
Balance	\$101,329.75

Cemetery Revolving Account FY 2024 Second Quarter

REVENUE				
	Number		Amount	
Burials	17	100	\$1,700.00	
Mark outs	10	75	\$750.00	
return fee	1	-75	-\$75.00	
Cremation Lots				
Cremation Lots Residents	1	450	\$450.00	
Cremation Lots Non-Residents	1	495	\$495.00	
Traditional Lots				
Single	0	720	\$0.00	
Single - N R	0	810	\$0.00	
Multiples	9	720	\$6,480.00	
Non-Resident	0	810	\$0.00	
Lot Returns				
Jackson Hibbert PG			-\$400.00	
Patricia Perry EV			-\$900.00	
Total Revenue			\$8,500.00	

EXPENSES		
	Date	Amount
Cape Cod Fence Pine Grove Repair	10/6/2023	2,710.00
Paul Sweetser Stake EV Flag Poles	10/6/2023	500.00
Warren A Nichols Bank St Cem weed control	10/13/2023	300.00
Warren A Nichols Prepare Base for Flags PoleBase	10/13/2023	400.00
Henry T Crosby & Sons Flag Pole Base	10/16/2023	24,951.00
Henry T Crosby & Sons 2' wide skirt for lights	10/16/2023	20,100.00
Warren A Nichols Sod Veterans Circle	11/9/2023	1,000.00
Farrell Electric Install lights & Electric EV	11/9/2023	2,150.00
Amazon Light Fixtures for Vet Circle	11/9/2023	96.98
WebServices of America Software EV	12/8/2023	7,000.00
Hamco Flagpoles & Flags	12/15/2023	4,061.00
Total Expenses		63,268.98

Beginning Balance	\$101,329.75
Revenue	\$8,500.00
Expenses	-\$63,268.98
Balance	\$46,560.77

Your Monthly Portfolio Statement

January 1, 2024 - January 31, 2024

Town of Harwich Cemetery Perpetual Care Agency

ROCKLAND TRUST

2036 Washington Street
Hanover, MA 02339

Rockland Trust's Investment Management Group is committed to you and your family's financial stability. It's relationships like yours that enabled us to yet again to achieve a record year of growth. Thank you for your continued trust in us, and we look forward to a prosperous 2024.

Your financial advisor(s)

Relationship Manager: David Schiller +1 (781) 982-6518 david.schiller@rocklandtrust.com
Portfolio Manager: Brian Callow, CFA (781) 982-6460 brian.callow@rocklandtrust.com
Administrator: Heidi Bastek +1 (781) 982-6773 heidi.bastek@rocklandtrust.com

Accounts Included In This Statement

xxxx0303 Town of Harwich Cemetery Perpetual Care Agency



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Table of Contents

Schedules	Page
Overview of Your Account.....	5
Portfolio Holdings.....	6
Your Transaction Detail.....	10
For Your Information.....	11



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Overview of Your Account - xxxx0303 Town of Harwich Cemetery Perpetual Care Agency

Investment Objective: Custom IPS

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	450,457.81	447,176.62
Cash & Security Transfers	0.00	0.00
Contributions	0.00	0.00
Income & Capital Gain Distributions	580.79	7,909.36
Fees	-129.66	-908.21
Withdrawals	0.00	0.00
Change in Account Value	-1,585.18	-4,854.01
Market Value on Jan 31, 2024	\$449,323.76	\$449,323.76

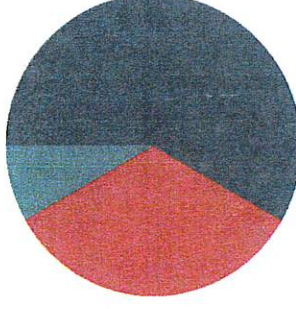
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	580.79	7,911.93
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$580.79	\$7,911.93
Total Short Term Realized Capital Gain/Loss	\$0.00	\$5,189.77
Total Long Term Realized Capital Gain/Loss	\$0.00	\$0.00
Total Realized Capital Gain/Loss	\$0.00	\$5,189.77

This summary is for your reference. It is not intended for tax-reporting purposes.

Asset Allocation on January 31, 2024

	Market Value (\$)	Percent
Common Stock	261,572.89	58.21%
Diversifying Taxable Funds	151,233.20	33.66%
Money Market Funds	36,517.67	8.13%
Total of Your Account	\$449,323.76	100.00%



Portfolio Holdings on January 31, 2024

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Share Price					
Equity					
Common Stock					
Industrials					
Emerson Electric Co (CUSIP:291011104)	138.00 91.73	12,658.74 0.00	13,453.22 -794.48	289.80 2.29%	2.81%
General Electric Co (CUSIP:369604301)	91.00 132.42	12,050.22 0.00	10,111.92 1,938.30	29.12 0.24%	2.68%
Rockwell Automation Inc (CUSIP:773903109)	48.00 253.28	12,157.44 0.00	12,923.63 -766.19	240.00 1.97%	2.71%
Total Industrials		\$36,866.40 \$0.00	\$36,488.77 \$377.63	\$558.92 1.52%	8.20%
Consumer Discretionary					
McDonald's Corp (CUSIP:580135101)	47.00 292.72	13,757.84 0.00	12,586.30 1,171.54	313.96 2.28%	3.06%
Total Consumer Discretionary		\$13,757.84 \$0.00	\$12,586.30 \$1,171.54	\$313.96 2.28%	3.06%
Consumer Staples					
Coca-Cola Co/The (CUSIP:191216100)	223.00 59.49	13,266.27 0.00	13,808.23 -541.96	410.32 3.09%	2.95%
General Mills Inc (CUSIP:370334104)	230.00 64.91	14,929.30 135.70	17,941.87 -3,012.57	542.80 3.64%	3.32%
Kimberly-Clark Corp (CUSIP:494368103)	106.00 120.97	12,822.82 0.00	14,383.26 -1,560.44	517.28 4.03%	2.85%
PepsiCo Inc (CUSIP:713448108)	75.00 168.53	12,639.75 0.00	13,260.78 -621.03	379.50 3.00%	2.81%
Procter & Gamble Co/The (CUSIP:742718109)	101.00 157.14	15,871.14 95.01	15,313.48 557.66	380.06 2.39%	3.55%



Portfolio Holdings on January 31, 2024 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Equity (continued)					
Common Stock (continued)					
Consumer Staples (continued)					
Unilever PLC (CUSIP:904767704)	265.00 48.69	12,902.85 0.00	13,464.49 -561.64	486.54 3.77%	2.87%
Total Consumer Staples		\$82,432.13 \$230.71	\$88,172.11 -\$5,739.98	\$2,716.50 3.30%	18.35%
Financials					
American International Group Inc (CUSIP:026874784)	158.00 69.51	10,982.58 0.00	9,704.90 1,277.68	227.52 2.07%	2.44%
Bank of America Corp (CUSIP:060505104)	355.00 34.01	12,073.55 0.00	10,972.20 1,101.35	340.80 2.82%	2.69%
Total Financials		\$23,056.13 \$0.00	\$20,677.10 \$2,379.03	\$568.32 2.46%	5.13%
Health Care					
Abbott Laboratories (CUSIP:002824100)	105.00 113.15	11,880.75 57.75	11,756.40 124.35	231.00 1.94%	2.64%
Bristol-Myers Squibb Co (CUSIP:110122108)	238.00 48.87	11,631.06 142.80	16,177.37 -4,546.31	571.20 4.91%	2.59%
Johnson & Johnson (CUSIP:478160104)	100.00 158.90	15,890.00 0.00	17,168.36 -1,278.36	476.00 3.00%	3.54%
Merck & Co Inc (CUSIP:58933Y105)	122.00 120.78	14,735.16 0.00	13,480.66 1,254.50	375.76 2.55%	3.28%
Pfizer Inc (CUSIP:717081103)	484.00 27.08	13,106.72 203.28	21,337.86 -8,231.14	813.12 6.20%	2.92%
Total Health Care		\$67,243.69 \$403.83	\$79,920.65 -\$12,676.96	\$2,467.08 3.67%	14.97%



Portfolio Holdings on January 31, 2024 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Equity (continued)					
Common Stock (continued)					
Information Technology					
HP Inc (CUSIP:40434L105)	368.00 28.71	10,565.28 0.00	10,565.05 0.23	405.54 3.84%	2.35%
Total Information Technology		\$10,565.28 \$0.00	\$10,565.05 \$0.23	\$405.54 3.84%	2.35%
Utilities					
Consolidated Edison Inc (CUSIP:209115104)	139.00 90.90	12,635.10 0.00	13,528.34 -893.24	461.48 3.65%	2.81%
Southern Co/The (CUSIP:842587107)	216.00 69.52	15,016.32 0.00	15,417.39 -401.07	604.80 4.03%	3.34%
Total Utilities		\$27,651.42 \$0.00	\$28,945.73 -\$1,294.31	\$1,066.28 3.86%	6.15%
Total Common Stock		\$261,572.89 \$634.54	\$277,355.71 -\$15,782.82	\$8,096.60 3.10%	58.21%
Total Equity		\$261,572.89 \$634.54	\$277,355.71 -\$15,782.82	\$8,096.60 3.10%	58.21%
Fixed Income					
Diversifying Taxable Funds					
iShares 0-5 Year TIPS Bond ETF (CUSIP:46429B747)	100.00 99.02	9,902.00 0.00	9,726.00 176.00	279.90 2.83%	2.20%
iShares 1-3 Year Treasury Bond ETF (CUSIP:464287457)	735.00 82.30	60,490.50 0.00	60,011.56 478.94	1,802.96 2.98%	13.47%
iShares 3-7 Year Treasury Bond ETF (CUSIP:464288661)	404.00 117.49	47,465.96 0.00	47,082.67 383.29	1,116.25 2.35%	10.56%
iShares 7-10 Year Treasury Bond ETF (CUSIP:464287440)	99.00 96.46	9,549.54 0.00	9,712.64 -163.10	277.99 2.91%	2.13%



Portfolio Holdings on January 31, 2024 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. /Yield at Market	% of Account
Fixed Income (continued)					
<i>Diversifying Taxable Funds (continued)</i>					
iShares MBS ETF (CUSIP:464288588)	254.00 93.80	23,825.20 0.00	24,044.78 -219.58	812.29 3.41%	5.30%
Total Diversifying Taxable Funds		\$151,233.20 \$0.00	\$150,577.65 \$655.55	\$4,289.39 2.84%	33.66%
Total Fixed Income		\$151,233.20 \$0.00	\$150,577.65 \$655.55	\$4,289.39 2.84%	33.66%
Cash and Equivalents					
<i>Income Portfolio</i>					
Fidelity Treasury Portfolio (CUSIP:31607A885)	15,483.86 1.00	15,483.86 68.72	15,483.86 0.00	830.55 5.36%	3.45%
Total Income Portfolio		\$15,483.86 \$68.72	\$15,483.86 \$0.00	\$830.55 5.36%	3.45%
<i>Capital Portfolio</i>					
Fidelity Treasury Portfolio (CUSIP:31607A885)	21,033.81 1.00	21,033.81 93.88	21,033.81 0.00	1,128.25 5.36%	4.68%
Total Capital Portfolio		\$21,033.81 \$93.88	\$21,033.81 \$0.00	\$1,128.25 5.36%	4.68%
Total Cash and Equivalents		\$36,517.67 \$162.60	\$36,517.67 \$0.00	\$1,958.80 5.36%	8.13%
Total For Your Portfolio		\$449,323.76 \$797.14	\$464,451.03 -\$15,127.27	\$14,344.79 3.19%	100.00%



Your Transaction Detail

Trade Date	Transaction Description	Principal Amount	Income Amount	Accrued Income	Realized G/L
Disbursements					
January 10, 2024	Investment Management Fee, Computed for 12020303	-129.66			0.00
Total Fees		-\$129.66	\$0.00	\$0.00	\$0.00
Total Disbursements		-\$129.66	\$0.00	\$0.00	\$0.00
Corporate Actions/Income					
<i>Dividends</i>					
January 2, 2024	Daily Rate Income on Fidelity Treasury Portfolio For Period of 12/01/23 to 12/31/23 Due on 01/02/24		63.41		0.00
January 2, 2024	Daily Rate Income on Fidelity Treasury Portfolio For Period of 12/01/23 to 12/31/23 Due on 01/02/24		94.78		0.00
January 3, 2024	Cash Dividend 0.2756 USD HP Inc For 368.00 Shares Due on 01/03/24 With Ex Date 12/12/23		101.42		0.00
January 3, 2024	Cash Dividend 1.18 USD Kimberly-Clark Corp For 106.00 Shares Due on 01/03/24 With Ex Date 12/07/23		125.08		0.00
January 5, 2024	Cash Dividend 1.265 USD PepsiCo Inc For 75.00 Shares Due on 01/05/24 With Ex Date 11/30/23		94.88		0.00
January 8, 2024	Cash Dividend 0.77 USD Merck & Co Inc For 122.00 Shares Due on 01/08/24 With Ex Date 12/14/23		93.94		0.00
January 25, 2024	Cash Dividend 0.08 USD General Electric Co For 91.00 Shares Due on 01/25/24 With Ex Date 12/27/23		7.28		0.00
Total Dividends		\$0.00	\$580.79	\$0.00	\$0.00
Total Corporate Actions/Income		\$0.00	\$580.79	\$0.00	\$0.00
Cash Sweep Activity					
January 31, 2024	Sweep sales totaling -129.66 units of Fidelity Treasury Portfolio for Portfolio-01 (Capital) (1 Transactions)	129.66			0.00
January 31, 2024	Sweep purchases totaling 580.79 units of Fidelity Treasury Portfolio for Portfolio-01 (Income) (5 Transactions)		-580.79		0.00
Total Cash Sweep Activity		\$129.66	-\$580.79	\$0.00	\$0.00
Total xxx0303 Town of Harwich Cemetery Perpetual Care Agency		\$0.00	\$0.00	\$0.00	\$0.00



For Your Information

We appreciate your business. A strong testament to good service is when a client refers a friend or relation to us as a prospective client. If you know of someone who could benefit from our services, please feel free to contact your relationship manager or contact Bill Mahoney at (781) 982-6523 email: William.Mahoney@rocklandtrust.com.

The Investment Management Group offers a variety of investment portfolios to meet your needs. Please contact your Relationship Manager with any change in your financial circumstances, your investment objective or any special factors you may want to have considered in the management of your account.

Disclosure Statements:

Investments in stocks, bonds, mutual funds and other securities are not bank deposits or obligations, are not guaranteed by any bank and are not insured or guaranteed by the FDIC, the Federal Reserve Board, or any other government agency. Investment in stocks, bonds and mutual funds involves risk, including possible loss of principal.

Rockland Trust provides administrative services for some mutual funds used as investments in client accounts. When such an arrangement is in place, the mutual fund company may compensate Rockland Trust directly for the services rendered, which may be up to maximum fee of .35% of the average fund balance per annum. Mutual fund performance is stated net of any administrative and other costs imposed by the mutual fund company, which may include compensation to Rockland Trust.

Rockland Trust uses a third party service provider for all class action filings. The service provider may receive up to 20% of the class action proceeds recovered as compensation for their services. The fee may be charged directly to the account or netted from the proceeds collected.

Rockland Trust may receive investment related services from some brokerage firms in exchange for trades it directs to those firms. These services include proprietary and third party research that assists us in our investment decision-making process. Research may involve computer software and services supporting such investment research and services. While we believe that all clients benefit from the research and services we receive, it may be that we use research services provided by commissions paid to brokers by most but not necessarily all of our clients. Examples of third party research providers that we may use include Bloomberg, Factset, Morningstar, TradeWeb and SEI.



For Your Information (continued)

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PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Robbin Kelley DEPARTMENT: Cemetery Department

FUNDING SOURCE: Cemetery Revolving Fund 16111002 - 538000

Appropriated amount: \$30,000.00 Estimated cost: _____ Actual cost: _____

PROCUREMENT METHOD:

Competitive Bidding. \$2,500 per day x 12 days

PURCHASE DESCRIPTION:

Purchase descriptions should contain the following components (see document on purchase descriptions):
Description of supplies or services required; quantities required; schedule for performance and delivery terms.

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 wood chip 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 c

PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW

Funds Available: Finance Director: Megan Green Account # 16111002-538000
DocuSigned by: 38E66678E18A4AC... UP TO \$30,000.00

Approved to proceed: Town Administrator or Designee: Joseph E. Powers
DocuSigned by: 0623C0C5799644E...

Tree Removal for Harwich Cemeteries

Funding Cemetery Revolving Account: 16111002 Total \$ 2,500.00

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u>PRUDENT PROCUREMENT</u>		
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

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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.

Robbin Kelley

From: Sarah Eaton
Sent: Wednesday, February 21, 2024 12:27 PM
To: DL for All
Subject: Website Content Migration Update

Hello All,

A reminder that CivicPlus will be starting the content migration to our new platform on Friday, February 23, 2024. This process will happen over the next several months as they build and populate the content. It's very important not to make any changes to the department/board pages while the migration is underway. If you need changes made during this time please email me. I will be keeping track of the changes and updating on the new website platform after migration.

Agendas, Minutes, News and Announcement, and Bids/RFP's will still be posted as normal. Because these are Time Sensitive items they are handled differently after the content migration. If anyone has any question please let me know.

Sarah

Sarah Eaton

Information Technology Director
Town of Harwich
732 Main Street, Harwich MA 02645
508-430-7570

Robbin Kelley

From: Thomas Daly <tdaly@cemeteryhelpfulsolutions.com>
Sent: Wednesday, February 7, 2024 1:24 PM
To: Robbin Kelley
Subject: Re: FW: Removal of ancient burials

Hi Robbin,

Per our phone conversation, in reference to the town owned church property with a cemetery and your email dated february 1, 2024.

I understand that the cemetery that was on the site is now designated a town cemetery and that you have conducted ground radar scanning to establish the boundaries of the graves from the church building being used for housing development.

I feel you have done your due diligent to be sure that there is no burials or if remains are later found near the building, they would be handled by the town cemetery administration.

If you find additional information or have other questions please give me a call.

Tom

Thomas P. Daly, CCE
CHS Consulting Group
Cemetery Helpful Solutions
65 Stanford Drive
Westwood, MA 02090

781-255-9433 office
617-640-4016 cell

e-mail: Tdaly@cemeteryhelpfulsolutions.com
www.cemeteryhelpfulsolutions.com

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----- On Tue, 06 Feb 2024 11:20:00 -0500 **Robbin Kelley** <rkelley@harwich-ma.gov> wrote -----

From: Robbin Kelley
Sent: Thursday, February 1, 2024 2:11 PM
To: tdaly@cemeteryhelpfulsolutions.com
Subject: Removal of ancient burials

Tom

I have completed a scan around one of the older churches with a burial ground in Harwich.