

**REVISED AGENDA**

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

~~TUESDAY DECEMBER 14, 2021 AT 9:00AM~~

**WEDNESDAY, DECEMBER 15<sup>TH</sup> AT 9:00 AM**

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES NOVEMBER 16, 2021.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
  - A. NEW ENGLAND CEMETERY ASSOCIATION MEETING UPDATE ON PROGRAMS; ENVIRONMENTALLY FRIENDLY AND SUSTAINABLE TURFGRASSES. OFFERING GREEN BURIALS OPTIONS IN EXISTING CEMETERIES.
  - B. EMAIL FROM DANIELLE DELANEY ON RESCHEDULING ROBBIN KELLEY ANNUAL REVIEW.
  - C. YR23 AMERICORPS CAPE COD PROJECT PROPOSALS.
  - D. JAN MOORE CPC ON AGENDA FOR THURSDAY DECEMBER 9<sup>TH</sup> PRESENTATION OF ARTICLES, EAST HARWICH UNION CEMETERY GRAVESTONES RESTORATION.
  - E. SUBMISSION OF 2021 CEMETERY COMMISSION ANNUAL REPORT TO THE BOARD OF SELECTMEN.
  - F. OTHER BUSINESS.
- IV. OLD BUSINESS
  - A. Rules and Regulations Review.
  - B. Update on shed for the South Harwich Meetinghouse.
  - C. Update on Cemetery Budget.
  - D. OTHER OLD BUSINESS.
- V. NEW BUSINESS
  - A. BILLS: SEASIDE ARBORISTS \$3,400.00, W. B. MASON 23.84 AND EVERSOURCE.
  - B. PINE GROVE CEMETERY CHAIN LINK FENCE DAMAGE.
  - C. OTHER BUSINESS.
- VI. DATE AND TIME OF NEXT MEETING
- VII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: \_\_\_\_\_  
TOWN CLERK

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

\_\_\_\_\_

**51<sup>st</sup> Annual New England Cemetery Association  
Frederick R. Laffond  
Cemetery Management Seminar  
"Moving Forward Through Uncertain Times"**

**Monday, December 6<sup>th</sup>**

7:00-8:45 AM	Breakfast and Registration
8:50	Welcome Remarks & Introduction of First-Timers
9:00 -10:00	<b>Cremation: Applying New Trends to Generate Opportunity</b> Linda Jankowski, webCemeteries,
10:00 -11:00	<b>Negative to Positive</b> Stuart Irwin, Biondan USA
11:00 -11:15	Morning Break
11:15 -11:30	Supplier Introductions
11:30 - 1:30	President's Luncheon with Keynote Speaker Jack Lechner Introduction of officers, State Reports, Scholarship Recipients, Keynote Address
1:30 - 2:30	<b>In-House vs. Out-Sourcing: Possible Solutions to Your Labor Needs</b> Don Winsett, The Davey Tree Expert Company
2:30 - 3:30	<b>Crematory Projects, From Concept to Reality</b> Christine Toson, The Tribute Companies, Inc.
3:30 - 4:30	<b>Stones &amp; Bones: How Cemetery Preservation and Education Go Hand in Hand</b> Ashlyn Rickord Werner, The Association for Gravestone Studies
4:30 - 5:00	ICCFA, Panel and Update
5:00 - 6:00	Time on Your Own
6:00 - 9:00	Social hour and Dinner

\*Un-vaccinated attendees – please wear a face covering  
\*Fully vaccinated attendees – face coverings optional

**Tuesday December 7<sup>th</sup>**

7:00-8:45 AM	Breakfast and Registration
8:50	Welcome Remarks
9:00- 10:00	<b>Environmentally Friendly &amp; Sustainable Turfgrass for New England Cemetery Operations</b> Victoria Wallace, University of Connecticut
10:00-11:00	<b>Offering Natural Burial in Your Cemetery</b> Candace Currie, Green Burial Council, Inc.
11:00-11:15	Morning Break
11:30-12:15	<b>Practical Applications of Green Burial in Existing Cemeteries</b> Patrick Healy, Green Mount; Steven Chiavaroli, GISP Mount Auburn; and Anthony Hollingshead, Swan Point Cemeteries
12:15-12:30	Supplier Introductions
12:30- 1:30	Lunch
1:30- 2:30	<b>Cemetery Trees, Risk Tolerance, Responsibility</b> Doak Marasco, The Davey Tree Expert Company
2:30- 3:00	<b>Monument Restoration</b> Gus Fraser, Mount Auburn Cemetery
3:00- 3:15	Break
3:15- 4:15	<b>After Care; Growing Pre-need Sales</b> Linda Jankowski, webCemeteries
4:15- 4:30	Seminar Recap; Evaluation; Certificates, Closing Remarks
4:30- 6:00	Time on Your Own
6:00- 9:00	Social hour and Dinner
<b>Wednesday, December 8<sup>th</sup></b>	
7:00-9:00 AM	Breakfast and Farewells
9:00- 12:00	NECA Board of Directors Meeting

**Thank you very much for attending. Please drive safely.**

**Kelly Perry**

## Robbin Kelley

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**From:** Danielle Delaney  
**Sent:** Monday, December 13, 2021 2:22 PM  
**To:** Robbin Kelley; Ellen Powell  
**Cc:** Joe Powers; Meggan Eldredge  
**Subject:** RE: Evaluation

Hi Robbin,

I will check in with Joe and get back to you.

Thanks,  
Danielle

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**From:** Robbin Kelley  
**Sent:** Monday, December 13, 2021 2:12 PM  
**To:** Danielle Delaney <[ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us)>; Ellen Powell <[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)>  
**Cc:** Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>  
**Subject:** RE: Evaluation

Danielle

Can you tell me if I will be meeting with Joe and Meggan before the end of the year?

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

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**From:** Danielle Delaney  
**Sent:** Monday, November 29, 2021 11:04 AM  
**To:** Robbin Kelley <[rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)>; Ellen Powell <[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)>  
**Cc:** Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>  
**Subject:** RE: Evaluation

Hi Robbin,

A time has been set this week for Joe and Meggan to prepare for your evaluation.

Once that meeting is completed I will reach out to you to schedule a time for the three of you to meet.

Thank you,

Danielle

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**From:** Robbin Kelley  
**Sent:** Monday, November 29, 2021 9:40 AM  
**To:** Danielle Delaney <[ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us)>; Ellen Powell <[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)>  
**Cc:** Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>  
**Subject:** RE: Evaluation

Danielle

Do you have a date for my Annual Review? I would like my Longevity before the end of the year. I will be away December 6, 7 & 8 at Conference.

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

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**From:** Danielle Delaney  
**Sent:** Wednesday, November 17, 2021 3:05 PM  
**To:** Robbin Kelley <[rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)>; Ellen Powell <[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)>  
**Cc:** Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>  
**Subject:** RE: Evaluation

I will take a look at Joe and Meggan's schedule and get back to you.

Thanks,  
Danielle

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**From:** Robbin Kelley  
**Sent:** Wednesday, November 17, 2021 2:28 PM  
**To:** Ellen Powell <[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)>  
**Cc:** Danielle Delaney <[ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us)>; Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>  
**Subject:** Evaluation

Ellen

My evaluation was cancelled due to the storm on October 27, needs to be rescheduled. I also will need to have my longevity approved at that meeting. I believe it should be by the end of the year.

Let me know when they are available.

Robbin Marie Kelley



**Robbin Kelley**

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**From:** americorps@barnstablecounty.org <noreply+49125ae1c4035282@formstack.com>  
**Sent:** Tuesday, November 23, 2021 2:06 PM  
**To:** Robbin Kelley  
**Subject:** Submission Received - ACC Project Proposal

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



**Formstack Submission For: YR 23 AmeriCorps Cape Cod - Project Proposal**  
Submitted at 11/23/21 2:06 PM

**Has your organization submitted an online project proposal in the past?:** Yes

**Please select your organization from the drop down menu. (alphabetical order):** Harwich Cemetery Department

**Department / Organization:**

**Contact Person:** Robbin Kelley

**Department/Organization Address:**

**Primary Phone Number:** (508) 430-7549

**Cell Phone:** (774) 836-8069

**Email:** rkelley@town.harwich.ma.us

**Project Title:** Native Species Garden

**Project Type:** Group Project - Monday/Friday

**Which of our focus areas does this project fit into? Select all that apply::** Natural Resource Management

**How many members are needed? (Assume 8hrs/day for group service):** 10

**Are there any specific date(s) or timing restrictions? (season, tide, weather, days of week):** April

**Project Location:** Marceline Arboretum at Island Pond

**Project Description:** Planting of new trees and shrubs in Native Species Garden. Placement of stepping walking path for visitors. Garden Area is 60 feet by 356 feet. Plants will be purchased. Design of garden will be Maddy Oerth, AmeriCorps member and Robbin Kelley

**Tools/Equipment needed by AmeriCorps Cape Cod::** Shovels, rakes, loppers and wheel barrel.

**List any other departments, organizations, or community groups involved in this project::** The Conservation Department.

**Is this project linked to a grant, or any other funding deadline?:** No

**Provide the project deadline and name of grant/type of funding::**

**Attach Additional Information (Images, maps, etc.):**

**Attach Additional Information (Images, maps, etc.):**

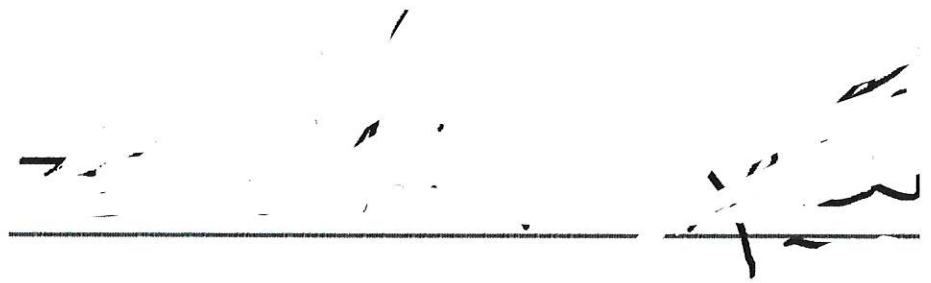
**Additional instructions or comments::**

Map of layout of the plantings will be provided at project site.

**Accept Terms:**

I agree to the Terms of Service

**Sign your name to certify that you have completed this form and that the above information is correct.:**

A handwritten signature in black ink, appearing to read "Robbin Kelley", is written over a horizontal line. The signature is somewhat stylized and includes a large flourish at the end.

[Direct Link to Image](#)

**Print Name::**

Robbin Kelley

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038



## Robbin Kelley

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**From:** americorps@barnstablecounty.org <noreply+49125ae1c4035282@formstack.com>  
**Sent:** Tuesday, November 23, 2021 2:15 PM  
**To:** Robbin Kelley  
**Subject:** Submission Received - ACC Project Proposal

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



### Formstack Submission For: **YR 23 AmeriCorps Cape Cod - Project Proposal**

Submitted at 11/23/21 2:14 PM

**Has your organization submitted an online project proposal in the past?:** Yes

**Please select your organization from the drop down menu. (alphabetical order):** Harwich Cemetery Department

**Department / Organization:**

**Contact Person:** Robbin Kelley

**Department/Organization Address:**

**Primary Phone Number:** (508) 430-7549

**Cell Phone:** (774) 836-8069

**Email:** rkelley@town.harwich.ma.us

**Project Title:** Relocation of walking path and installing split rail fence

<b>Project Type:</b>	Group Project - Monday/Friday
<b>Which of our focus areas does this project fit into? Select all that apply::</b>	Natural Resource Management
<b>How many members are needed? (Assume 8hrs/day for group service):</b>	6
<b>Are there any specific date(s) or timing restrictions? (season, tide, weather, days of week):</b>	None
<b>Project Location:</b>	Marceline Arboretum
<b>Project Description:</b>	Walking path has been relocated and approved by the Conservation Commission. New trail will connect Island Pond Cemetery to the Conservation Parcel within the Marceline Arboretum Property, trail will be lined with downed trees. Split rail fence will be installed to separate entrance/parking area and go around existing graves so that cars will not drive over them.
<b>Tools/Equipment needed by AmeriCorps Cape Cod::</b>	Post hole diggers, brush cutters, loppers, rakes and chainsaws.
<b>List any other departments, organizations, or community groups involved in this project::</b>	The conservation department
<b>Is this project linked to a grant, or any other funding deadline?:</b>	No
<b>Provide the project deadline and name of grant/type of funding::</b>	
<b>Attach Additional Information (Images, maps, etc.):</b>	
<b>Attach Additional Information (Images, maps, etc.):</b>	
<b>Additional instructions or comments::</b>	Parking is available next to walking path.



Accept Terms:

I agree to the Terms of Service

Sign your name to certify that you have completed this form and that the above information is correct.:



[Direct Link to Image](#)

Print Name::

Robbin Kelley

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

## Robbin Kelley

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**From:** Jàn Moore <janmoore8040@gmail.com>  
**Sent:** Thursday, December 2, 2021 4:50 PM  
**To:** Robbin Kelley  
**Subject:** Harwich CPC 12.9.2021  
**Attachments:** CPC Agenda 12.09.21.pdf

Hi Robbin,

You are on the agenda for next Thursday, Dec. 9, 2021 CPC Meeting, in the Donn B. Griffin Room, Harwich Town Hall. The Regular Meeting is scheduled to begin after 6:25 PM.

If you are adding to your application, email the digital copy now and bring 15 paper copies to the meeting.

See you there.

~ Jan

Sent from [Mail](#) for Windows

Application # \_\_\_\_\_

*For Administrative Use Only*

**TOWN OF HARWICH - COMMUNITY PRESERVATION  
COMMITTEE 2021 CPA PROJECT FUNDING REQUEST  
APPLICATION  
FISCAL YEAR 2022-2023**

Submission Date: October 1, 2021

**APPLICANT INFORMATION**

**Applicant:** Town of Harwich via Town Administrator

Town Committee, Board or Organization: Cemetery Commission

Legal Mailing Address: 732 Main Street, Harwich, MA 02645

Phone: 508-430-7513 Email Address: jpowers@town.harwich.ma.us

**Project Manager:** Robbin Kelley

Legal Mailing Address: 10 Glen Road, Harwich, MA 02645

Phone: 508-430-7549 Email Address: rkelley@town.harwich.ma.us

**Second Contact Person:** Steven Conner

Legal Mailing Address: 21 Black Loch Drive, Harwich, MA 02645

Phone: 508-237-7978 Email Address: sconner80@gmail.com

**PROJECT INFORMATION**

PROJECT TITLE: East Harwich Union Cemetery Gravestones

PROJECT AMOUNT REQUESTED: \$118,800 (\$108,000 quote + 10% Contingency \$10,800)

PROJECT DESCRIPTION: Cleaning, consolidation, repair and/or setting of grave markers.

1. 45 Monuments in need of repair, due to fractures or damage from falling over and /or previous failed repairs.
2. 158 Reset or New Foundations 108 headstones, 2 corner markers, 48 footstones either need to be reset or foundation repair. Monuments are leaning and are in need of treatment to be reset so that they will not topple over and to prevent future degradation.
3. New bases will be made where required.
4. 265 memorials will be cleaned and consolidated includes headstone and footstones.
5. Slate will not be consolidated but will be cleaned of biologicals.

6. Before and after digital photographs for each marker.
7. Supporting digital documentation.



East Harwich Union Cemetery earliest grave was from 1797 of Revolutionary War soldier Ebenezer Eldredge who died on 25 February 1797. Every grave tells a story of our town's past. It is our responsibility to preserve these burial places for future generations. This cemetery was opened after the old burial ground on Queen Anne Road was filled. It is located in the yard of the second Methodist Church in East Harwich and is known as the Harwich United Methodist Church (HUMC).

Earliest founding Town Members are important to the Town's heritage. This East Harwich Methodist Cemetery is a visual and cultural reminder of its past. Memorials throughout the burial grounds are in need of maintenance and restoration. The Overall goal is preservation and stabilization to prevent future damage of this historic burying grounds. Caring for historic gravestones must be done by those trained in proper cleaning and preservation techniques. The Various types of stones (slate, marble, sandstone and limestone) each require a different technique for cleaning and removing of biological growths such as lichens. Often sealants are used to prevent the invasion of moisture.

ESTIMATED START DATE: August 2022

ESTIMATED COMPLETION DATE: November 2023

**Three years from the release of funds (July 2022) funds may be rescinded automatically;waivers may be sought.**

### CPA CATEGORY

**APPLICANTS PLEASE TAKE NOTE \*\*please check boxes for all that apply\*\***

- Open Space:** This application is for the “**acquisition, preservation, rehabilitationand/or preservation of open space**”.
- Historic:** This application is for the “**acquisition, preservation, rehabilitationand/or restoration of historic resources**”. Please provide the date on which the HDHC reviewed and endorsed this application.
- Community Housing:** This application is for the “**acquisition, creation,preservation and/or support of community housing**”.
- Recreation:** This application is for the “**acquisition, creation, preservation,rehabilitation and/or restoration of land for recreational use**”.

**How does this project fit into Harwich’s Local Comprehensive Plan and/or other Plan?**

This project is part of the Cemetery Commission’s master plan, which includes Planning, Assessments and Inventories of all the cemetery properties. We are in the process of developing long-term plans for the cemeteries, particularly in the area of maintenance. This includes inventory of all the 16 cemeteries, evaluating each one’s condition and determining the course of action for preservation.

**How does this project benefit the citizens of Harwich? If appropriate, has the application sought public opinion or input? If not, why?**

Preservation the graves stones at East Harwich Union Cemetery is in the best interest of the Town. We have many people walking in the cemeteries visiting or doing genealogy, as this cemetery has Mayflower Descendants buried on the grounds. There is a need to make sure that the grounds are safe. Many of the stones are broken and face down and/or are unreadable due to biological growth covering the memorials. Many of the memorials are in pieces and will need to be reconstructed. This cemetery has a significant amount of historical monuments preserving them will ensure future generations can experience this historic burial ground. We owe it to our pioneering ancestors that their monuments are not forgotten and that their contributions will be remembered.



**Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering:**

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Harwich Cemetery Commission (Approved August 3, 2021)	
Harwich Historic Commission (Approved November 18, 2020)	
Board of Selectmen (Approved August 9, 2021 & September 27, 2021)	
Harwich United Methodist Church (Approved July 30, 2021)	
Town Administrator	
Community Preservation Commission	



**Describe their response, or provide written comments/input:**

This Article was unanimously supported by both the Harwich Cemetery Commission, Historic Commission, East Harwich Union Church and Board of Selectmen.

**PROJECT BUDGET:** Attach a dated and detailed line item project budget estimate for your funding request. If the request involves a Town-owned asset, provide the project’s projected operating expenses, including maintenance.

**COST ESTIMATE(S):** \$ 108,000 \_\_\_\_\_

Attach cost estimates or firm quotes (if available) for all projects.

**LAND and/or BUILDING ACQUISITION PROJECTS:** The following **must** also be submitted, as applicable:

- Surveys and/or plot plans for the property
- Appraisals and agreements (if not available then submit by December 1, 2021)
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor’s property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

\*\*\*\*\*

By signing below, the Applicant represents and warrants that all the information included is true and correct to the best of the signer’s knowledge and belief. Further, the Applicant acknowledges in the event that the Community Preservation Committee agrees to grant funds to Applicant (and subject to Town Meeting approval), this application together with any Terms and Conditions shall constitute a binding agreement, between the Applicant and the Community Preservation Committee. Further, Applicant acknowledges and agrees to execute any additional grant agreements should the Community Preservation Committee so request.

**ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**Signature - Chief Executive Officer or Board Chair**

**Title**

\_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 1, 2021 NO LATER THAN 4 PM**

Revised: July 23, 2021

## Robbin Kelley

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**From:** Robbin Kelley  
**Sent:** Thursday, December 9, 2021 8:00 PM  
**To:** Link Hooper  
**Cc:** Joni Seely  
**Subject:** Fw: East Harwich Union Cemetery

Link

I went before the CPC tonight and Kathy Green on the committee talked about the lack of maintenance at the cemetery. I also went to the cemetery today and there were tree limbs piled up near the fence line and debris. The other members of the committee are going there this weekend. Can it be cleaned up? I am asking for 118,800 for funding to repair the memorials.

Thank you

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















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

Town of Harwich Cemetery  
Dec. 10, 2021

East Harwich Cemetery

Rail replacement

4 @ 10'  
2@10.5'  
2@ 5'

Scope of work

Remove 1 broken granite post and replace with another post available on cemetery grounds.  
Replace 8 rails ( cut to size ) and reset existing posts as needed to secure rails.

Materials: 2,360.00  
Labor: 2,500.00

Total costs: \$ 4,860.00

Thank you

PHONE: (508)432-0007 FAX: (508)432-6006  
EMAIL: [tomblute@crobymonuments.com](mailto:tomblute@crobymonuments.com)  
WEB: [htcrosbyandson.com](http://htcrosbyandson.com)

## **2021 Cemetery Commission Annual Report**

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

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

### **Burials and Cremations**

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

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

### **Financial Statement**

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

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

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

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

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

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

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

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

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

### **Veterans Memorial Circle**

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

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

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

### **Additional Activities**

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

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

Memorial Day services were regrettably cancelled due to COVID 19.

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

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

The following upcoming projects are scheduled with help from AmeriCorps:

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

We are extremely appreciative of their assistance!

### **Focus on 2022**

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

Steven H. Conner, Chair  
Cynthia A. Eldredge  
Robert B. Thompson  
Robbin Kelley, Administrator



## RULES AND REGULATIONS FOR THE TOWN OF HARWICH

### Introduction

All visitors are reminded that the cemeteries are consecrated to the memories of those who are buried within. Dignified behavior is expected and will be required. In the many years of cemetery operation, it has been shown that it is necessary to adopt and enforce regulations to govern the conduct of visitors, to ensure respect for the dead, protect the grounds, and assure the safety of visitors. These rules and regulations have been adopted to advance and secure these public interests.

### Administration

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

To see if the Town will vote to approve the revised Cemetery Department Rules and Regulations as submitted by the Harwich Cemetery Commission, and to act fully thereon. (Changes, additions and renumbering are in BOLD and UNDERLINED and STRIKEOUTS to be DELETED.)

Harwich Cemetery Commission Rules and Regulations ~~of Harwich Cemeteries~~

Cemetery Office is located in the Harwich Community Center at 100 Oak Street, Harwich, MA 02645. Office hours Monday – Friday 8:00 AM to 3:30 PM Office Cellphone 508-430-7549. Email: [Rkelley@town.harwich.ma.us](mailto:Rkelley@town.harwich.ma.us) Website Address <https://www.harwich-ma.gov/cemetery/>

#### I. Rules

1. Town Cemeteries are open daily from dawn to dusk.
2. ~~No vehicle shall be operated in any part of the cemeteries and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.~~ **The speed limit for all vehicles shall be ten miles per hour.**
3. ~~Recreational motorecycling, roller skating, Skateboarding, and/or any other types of similar recreational sports are prohibited. The Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property. Any activity that encroaches on individual lots or graves is prohibited.~~ **Recreational activities not limited to skateboards, roller blades, bicycling for the purpose of respectful visitation are allowed other non-registered vehicles are not allowed. see number 4.**
4. **No alcohol or drugs are allowed.** Any person Anyone disturbing the **peace and** quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, **in any way** will be removed from the



- property grounds and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
5. No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds. **Vandalism of any kind is expressly prohibited. This includes, and is not limited to, monuments, fauna, or the general signage and grounds of the Harwich cemeteries.**
  6. Gravestone repairs, cleaning or rubbings require prior authorization of the Cemetery Commission. ~~or its designated agent. A copy of the Association for Gravestones Studies Gravestone Rubbings Do's and Don'ts will be provided.~~ **Pressure washing gravestones is expressly prohibited. Any damage incurred will be at the expense of the parties involved.**
  7. **Hunting is prohibited at all time.** Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

## II. Internments

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead including cremation remains.
2. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by Cemetery personnel.
3. All interments shall be enclosed in a cement vault except. Infants shall require an approved container. Cremations shall require an urn or other permanent approved container.
4. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.

## III. Cemetery Lots

1. Cemetery personnel shall furnish, to those who desire to purchase rights of burial in lots or graves, information relative to the cost of the same and the conditions upon which interments may be made. ~~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.~~
2. **The owners of rights of burial, or their heirs, shall not sell the said exclusive right of burial to other than to the Town of Harwich, as provided for under MGL Ch.114. Compensation will be no greater than the original purchase price.**
3. Assignment of right of burial shall be arranged by first contacting the Cemetery Administrator. An ~~assignment~~ **Heirs of Record Form** ~~form~~ needs to be completed, notarized and submitted to the Cemetery Administrator in order to ensure accurate recording of all assignments.



4. 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).
5. A full burial lot (minimum 4'x10') containing recorded remains, may, also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.
6. Burial lots for the interment of any indigent resident Veteran are provided at no cost and are set aside for burials of Veterans residing in the Town at the time of their entry into service and /or at the time of their death verified by the Veterans Agent and subject to the approval of the Cemetery Commission.
7. Single grave space **may will** be made available to the **any indigent** resident ~~parents and without charge for the indigent, stillborn or very young infant~~ within of the Town at the time of death. **of Harwich at no cost.**
8. ~~All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel in order to preserve as much as possible the natural appearance of cemeteries.~~ **Plot Maintenance: Flowers and plantings are the responsibility of the lot owner to maintain and remove. All flowers must be planted at the base of the monument or marker. They must not exceed one foot from the base of the monument or marker so that they won't interfere with mowing. Minor pruning of shrubs may be performed to maintain the beauty of the plots. Planting of shrubs or trees, major pruning, trimming, or removal of shrubs and trees must have prior authorization of cemetery personnel and debris must be removed by person performing such maintenance in order to preserve as much as possible the natural appearance of cemeteries. (see Lot Maintenance Form)**
9. ~~Maintenance of all plantings and maintenance and removal of all plantings and holiday arrangement placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Commission reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures.~~ **Funeral flowers will be removed after two weeks or when they become unsightly. Temporary displays that commemorate birthdays, anniversaries, etc., will be removed after 30 days by the cemetery department. The cemetery commission or designee reserves the right to remove any plantings that become overgrown or unsightly for any reason. The Town of Harwich is not liable for any items left on a grave including damage or loss of flowers, plantings or memorials for any reason.**
10. ~~Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures~~
11. **Fences, borders, curbing, hedges, trees, rampant growing plantings and crushed stone are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite, unless prior approval by Cemetery Commission. In order to create a uniform appearance the Cemetery Commission is prohibiting the following items crushed stone, fences,**



boarders, curbing, mylar balloons, alcoholic beverages for example but not limited to, and invasive rampant-growing plants are prohibited. No signs, lettered wooden boards, statues of animals (or the like), skateboards, etc. are allowed. Any bench or structure needs prior approval by Cemetery Commission before installation

12. Masons, stonecutters and all workmen shall at all times be under the control of Cemetery Commission and must carry off all rubbish and restore roads, avenues and paths, damaged by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
13. 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.

#### IV. Markers, Headstones, Monuments

1. SINGLE LOT HEADSTONE – 30” width (left to right) x 16” (front to back) plus one flush marker and/or two flush markers.
2. CREMATION LOT Cremation Lot (4’ x 3’) maximum of 2 flush markers measuring 2’ x 1’ per marker or 1 marker not to exceed 2’ x 2’.
3. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lots base or foundation with a base depth of 18” maximum and height of 48”.
4. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
5. No markers, headstones, monuments, corner markers, bench curbing or other approved structure will be permitted to be erected in the cemeteries without a sufficient foundation. All markers, headstones, monuments and other structures shall be made of granite, marble, slate, or other approved marker materials All monuments are to be centered at the head of lot or centered at the mid-line.
6. A marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial; therefore both a monument and a bench are not permitted, except on a case by case basis by Administator or Commission due to size restrictions.
7. 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.
8. Monuments and other structures that are not in compliance are subject to removal without notice.

#### V. Administration move to the beginning.

~~Under the administrative direction of the Town Administrator and the policy direction of the Cemetery Commissioners, the Cemetery Administrator shall have overall responsibility for the proper administration of Town Cemeteries in accordance with these rules and regulations and applicable Federal and State laws. The Town of Harwich Home Rule Charter and MGL Ch. 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.~~

**VI. Active Cemeteries** (*Burial space available*)

Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich  
Island Pond Cemetery, 15 Island Pond Road, Harwich Center  
Mount Pleasant Cemetery, 95 South Street, Harwich Port  
Kelley Cemetery, 18 Old Brewster Road, North Harwich  
South Harwich Cemetery, 270 Chatham Road, South Harwich  
Pine Grove Cemetery, 32 Pine Grove Road, West Harwich  
North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich

**VII. Inactive Cemeteries** (*No burial lots available for sale*)

Bank Street Burial Ground, Bank Street, near Long Road  
Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich  
Herring River, West Harwich, Herring River, West Harwich  
Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich  
Lothrop Cemetery, Off Lothrop Ave, West Harwich  
**Union Cemetery**, **AKA** Methodist Church Cemetery corner Queen Anne Rd. & 15 Church Street, East Harwich  
Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich  
Old Smith Cemetery, Bells Neck Road, West Harwich  
Ryder Cemetery, Route 39 near water tower, Harwich

Cemetery Office located @ 100 Oak Street; mail received at Town Hall, 732 Main Street  
Office phone: 508-430-7549

BUDGET PROJECTION 20231 FY 2023 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014912	517900	OTHER FRINGE BENEFITS	325.00	.00	325.00	.00
	0100-4-491-0000-000-0-2-517900-	CLOTHING ALLOWANCE	1.00		325.00	
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%	1.00	295.22	295.22	
		WATER NORTH HARWICH CEMETERY	1.00	194.60	194.60	
		INCREASE 5%	1.00	517.00	517.00	
		WATER MOUNT PLEASANT CEMETERY	1.00	198.80	198.80	
		MAINTANANCE BUILDING	1.00	210.00	210.00	
		INCREASE 5%	1.00	653.60	653.60	
		WATER MOUNT PLEASANT CEMETERY 95 SOUTH	1.00			
		INCREASE 5%	1.00			
		WATER SOUTH HARWICH CEMETERY	1.00			
		INCREASE 5%	1.00			
		TOWN WATER ON OLD SECTION OF EVERGREEN	1.00			
		AND EVERSOURCE BILLS FOR PUMP FOR WELL	1.00			
		ON 137 SECTION	1.00			
		INCREASE 5%	1.00			
		WATER ISLAND POND	1.00			
		NEW GARDENS AND TREE HAVE BEEN PLANTED FOR THE				
		ARBORETUM PROJECT AND WILL NEED ADDITIONAL				
		WATERING UNTIL ESTABLISHED.				
014912	524200	OFFICE EQUIPMENT REPAIR	.00	.00	.00	.00
	0100-4-491-0000-000-0-2-524200-					
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				
014912	578000	UNCLASSIFIED	.00	.00	.00	.00
	0100-4-491-0000-000-0-2-578000-					
		BUDGET CEILING:	5,108.10	.00	5,108.10	
		TOTALS:			5,107.51	-.01

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



BUDGET PROJECTION 20231 FY 2023 OPERATING BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	REQUEST	PERCENT CHANGE
014911	511800	PART-TIME YEAR-ROUND S&W	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-511800-		.00	.00	.00	.00
014911	511900	SALARIES & WAGES	66,434.00	.00	66,434.00	.00
	0100-4-491-0000-000-0-1-511900-	Cemetery Administrator				
	M1 STEP 10		1.00	66,434.00	66,434.00	
	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					
014911	515007	SICK LEAVE BONUS PER CONTRACT	350.00	.00	350.00	.00
	0100-4-491-0000-000-0-1-515007-	SICK BONUS PER CONTRACT	1.00	350.00	350.00	
014911	516000	ENHANCEMENT OF SERVICES	.00	.00	22,836.06	.00
	0100-4-491-0000-000-0-1-516000-	HEA Part-time 19 hours per week	1.00	22,836.06	22,836.06	
	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.					
BUDGET CEILING:			71,434.38	.00	71,434.38	
TOTALS:					94,270.44	31.97

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

# Cemetery Administration FY2022

	Actual FY2020	Budget FY2021	Budget FY2022	FY2023 Requested	TA Proposed	FY2022 to \$ dif FY2023 TA	% dif
<b>Under Contract</b>							
14911 511900 Salaries & Wages - Robbin Kelley	65131	\$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		
14911 514000 LONGEVITY	4559	\$4,650.38	\$4,650.38	\$4,650.38	\$0.00	0.00%	\$0.00
14911 515007 SICK LEAVE BONUS PER CONTRACT	350	\$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>0.00</b>
<b>Expenses</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	\$2,503.60	\$0.00	5.00%	\$119.28
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	\$1,276.28	\$1,269.00	\$0.00	-0.57%	-\$7.28
14912 578000 UNCLASSIFIED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total	\$ 75,321.00	\$ 76,509.38	\$ 76,541.98	\$99,378.04	\$ -	<b>100.00%</b>	<b>\$ (0.00)</b>
<b>Total Expenses</b>							
	\$ 5,281.00	\$ 5,075.00	\$ 5,107.60	\$5,107.60	\$ -		



## Robbin Kelley

---

**From:** Sean Libby  
**Sent:** Tuesday, December 14, 2021 9:52 AM  
**To:** Robbin Kelley  
**Subject:** RE: Bid Document  
**Attachments:** Cemetary Power.doc

Robbin,

The attached should work for the specification of work. Because it is electrical it could be considered a 149 contract or a 30B. After that is determined then you will know the advertising requirements. In the specs, I chose to leave the sizing of the wire out and up to the contractor. This way they could either use copper or aluminum conductors as long as the voltage/amperage requirements are met.

Regards,  
Sean Libby  
Town of Harwich DPW  
Facilities Maintenance Manager  
Phone (508) 430-7555  
Cell (228) 365-3434

---

**From:** Robbin Kelley  
**Sent:** Tuesday, December 14, 2021 8:49 AM  
**To:** Sean Libby <slibby@townofharwich.us>  
**Subject:** Bid Document

Sean

Can you please send me BID document? And Procurement Types 40B or ?

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

## General Description

Provide labor and materials to install a new sub-panel for power and lighting located at Evergreen Cemetery in Harwich, Massachusetts.

### 1. GENERAL PROVISIONS

Excavate approximately 1100 feet of earth and install conduit and wire from power panel to new sub-panel.

Install hand hole pull boxes where required ensuring the top of the box is level with the ground.

The wire shall be sized to maintain single phase 120 volts and 30 amps.

The new panel will be rated for exterior use with minimal room for expansion. It shall be mounted to a frame provided by the contractor.

After the installation of the conduit the trench will be backfilled, loamed and seeded.



**Seaside Arborists Tree Service**

656 County Road  
Pocasset, MA 02559  
508-540-5786



# INVOICE

**BILL TO**

Cem Robbin Kelley  
cemetery  
administrator/Harwich dpw  
Town Hall  
732 Main St.  
Harwich, MA 02645

**INVOICE #** 831  
**DATE** 12/07/2021  
**DUE DATE** 01/06/2022  
**TERMS** Net 30

---

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/02/2021	<b>Tree/Bush Pruning</b>	Tree and or Bush Pruning	1	1,700.00	1,700.00
12/03/2021	<b>Tree/Bush Pruning</b>	Tree and or Bush Pruning	1	1,700.00	1,700.00

\*\*Please note any Invoices that become past due may have an additional Finance Charge of 2.0% added to the amount due.\*\*

**BALANCE DUE**

**\$3,400.00**

Evergreen  
MT Pleasant  
Island Pond



W.B.MASON CO., INC.  
59 Centre St  
Brockton, MA 02301

Address Service Requested  
888-WB-MASON www.wbmason.com

Invoice Number	224443041
Customer Number	C1085472
Invoice Date	10/21/2021
Due Date	11/20/2021
Order Date	10/20/2021
Order Number	S118834824
Order Method	PHONE

1685 1 AB 0.461 E0080X I0103 D8252588272 S2 P8604396 0001:0001



HARWICH CEMETERY COMMISSION  
732 MAIN ST  
HARWICH MA 02645-2717

**Delivery Address**  
Harwich Cemetery Commission  
Attn.: Robbin Kelley  
100 Oak Street  
Harwich MA 02645

W.B. Mason Federal ID #: 04-2455641

**Important Messages**

Sign up for Paperless Invoicing at [wbmason.com/paperless](http://wbmason.com/paperless). Your Registration Code: 5637428059

## Looking for an easier way to see and pay bills?

Visit [WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx](http://WWW.WBMASON.COM/ACCOUNTSTATEMENT.aspx) to access your account, go paperless, review invoices and account statements, and link your checking account or credit card to make fast secure payments.

ITEM NUMBER	DESCRIPTION	QTY	U/M	UNIT PRICE	EXT PRICE
BRTDK1201	LABELS,STD,ADDRESS,1-1/8"	2	RL	11.92	23.84

**SUBTOTAL:** 23.84  
**TAX & BOTTLE DEPOSITS TOTAL:** 0.00  
**ORDER TOTAL:** 23.84  
**Total Due:** 23.84

To ensure proper credit, please detach and return below portion with your payment



W.B. MASON CO., INC.  
PO BOX 981101  
BOSTON, MA 02298-1101

Remittance Section	
Customer Number	C1085472
Invoice Number	224443041
Invoice Date	10/21/2021
Terms	Net 30
<b>Total Due</b>	<b>23.84</b>

PLEASE REFERENCE INVOICE NUMBER WHEN MAKING PAYMENT. PAY ON OUR WEBSITE OR SEND PAYMENT TO:

HARWICH CEMETERY COMMISSION  
732 MAIN ST  
HARWICH MA 02645-2717

W.B. MASON CO., INC.  
PO BOX 981101  
BOSTON, MA 02298-1101



## Robbin Kelley

---

**From:** Joni Seely  
**Sent:** Tuesday, December 7, 2021 9:43 AM  
**To:** Robbin Kelley  
**Subject:** RE: Work order  
**Attachments:** SKM\_C36821120709451.pdf; SKM\_C36821120709450.pdf; 15538.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Robbin,

Jim checked fence (photos attached) and it looks like it needs professional repair.

Hope the conference is going well,

Joni

---

**From:** Robbin Kelley  
**Sent:** Monday, December 6, 2021 3:54 PM  
**To:** Joni Seely <jseely@townofharwich.us>  
**Subject:** Work order

Joni

I received a phone call resident near Pine Grove Cemetery, she said that the fence that is in the back of the cemetery has been cut and kids have been cutting thru the property and hanging out sitting on gravesites.

Can you have Jim check the fence to see if it is in need of repair?

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











Area in question





Area in question







**Work Order #:** 15538

**Work Order Date:** 12/06/21

**Department:** CEMETERY

**Town Building:** Pine Grove Cemetery

**Town Employee:** Robbin Kelley

**Requester :**

**Citizen Requester**

**Name (text):**

**Requester Phone:**

**Town Address:** 32 Pine Grove Road

**Address:**

**Work Type:** FENCE

**Work Center:** Cemetery

**Work Description:** check fence in back of the cemetery - she got a call the fence was cut and kids are cutting through their property to get to the cemetery

**Job Status:** Received

**Priority Status:** Routine

**Date Started:** 12/7/21

**Date Completed:** 12/7/21

**Description of Action**

**Taken:**

Check Fence as requested. Fence is chain link style and broken/Cut in several places. Took photos. Fence needs to be professionally repaired by a fence company or replaced as has been talked about for several years with no progress.

**Employee Cost: \$0.00**  
**Equipment Cost: \$0.00**  
**Material Cost: \$0.00**  
**Inventory Cost: \$0.00**  
**Purchase Order Cost: \$0.00**

**Uploaded Files**

**Date**

12/06/2021

**File Name**

[10243651-work order.msg](#)

**Uploaded by**

**Total Cost: \$0.00**

**Signature:**

**Date:** 12/7/21