

AGENDA  
CEMETERY COMMISSION MONTHLY MEETING  
TUESDAY DECEMBER 15, 2020 AT 8:00AM

**REMOTE PARTICIPATION ONLY**  
**OPEN PUBLIC FORUM – NEW STEPS – PLEASE READ**

1. First, send an email to [comment@town.harwich.ma.us](mailto:comment@town.harwich.ma.us) (send emails at any time after the meeting agenda has been officially posted)
  - a. In the subject line enter “request to speak, your name”
  - b. In the body of the email please indicate which specific agenda item you wish to speak on.  
No further detail is necessary.
2. The meeting will close to new attendees promptly at the scheduled start time for the meeting, generally 8:00 AM. It will remain closed to new attendees until agenda items with scheduled speakers are reached. This is to minimize interruptions. You may join prior to (8:00) or when the meeting has been opened up. You may participate using your computer and the GoToMeeting interface or simply using your phone. Connection information can be found below.
3. After the Chairman has opened the floor to those wishing to speak callers will be taken in the order the emails are received. **Use \*6 to mute and unmute your phone.**  
When you join the meeting by phone you should turn off channel 18 or your computer if streaming the meeting.

Meeting of the Cemetery Commission  
Tuesday, December 15, 2020 8:00 AM – 10:00 AM  
**Please join my meeting from your computer, tablet or smartphone**  
<https://global.gotomeeting.com/join/514201893>  
**You can also dial in using your phone. United States: +1 (312) 757-3121**  
**Access Code: 514-201-893**

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES FROM DECEMBER 1, 2020.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
  - A. **Cemetery Budget for FY2022 submitted to Munis for review by Town Administration.**
  - B. OTHER BUSINESS.
- IV. OLD BUSINESS
  - A. **Annual Town Report to the Board of Selectmen.**
  - B. **End of the Year totals for Cemetery Revolving Account.**
  - C. **Update on CPC Articles.**
  - D. **Cemetery Signs.**
  - E. OTHER OLD BUSINESS.
- V. NEW BUSINESS
  - A. **BILLS: W. B. MASON \$127.98.**
  - B. OTHER BUSINESS.
- VI. DATE AND TIME OF NEXT MEETING
- VII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

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

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

BUDGET PROJECTION 20221 FY 2022 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	22,751.89	.00
	0100-4-491-0000-000-0-1-511800-	HEA Part-time 19 hours per week B5/1 to B5/2	1.00	22,751.89	22,751.89	
		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.				
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 SEIU Contract	1.00	66,434.00	66,434.00	
014911	513000	OVERTIME	.00	.00	.00	.00
	0100-4-491-0000-000-0-1-513000-					
014911	514000	LONGEVITY	4,650.38	1,103.72	4,650.38	.00
	0100-4-491-0000-000-0-1-514000-	LONGEVITY FOR ROBBIN KELLEY 66,434 X 7% = 4650.38	1.00	4,650.38	4,650.38	
014911	515007	SICK LEAVE BONUS PER CONTRACT	350.00	325.00	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	.00	.00
	0100-4-491-0000-000-0-1-516000-					
BUDGET CEILING:						
TOTALS:			71,434.38	1,428.72	71,434.38 94,186.27	31.85

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

# Cemetery Administration FY2022

	20 Budget	21 Requested	TA Proposed	22 Requested	TA Proposed	% dif 21	% dif 20 to 21
<b>Under Contract</b>							
14911 511900 Salaries & Wages - Robbin Kelley	64522	66434	66434	66434	66434	0.00%	0
14911 511800 Salaries & Wages - PT Admin Sec			0	22752			<b>22752</b>
14911 514000 LONGEVITY	4559	4650	4650	4650	4650	0.00%	0
14911 515007 SICK LEAVE BONUS PER CONTRACT	350	350	350	350	350	0.00%	0
14912 517900 OTHER FRINGE BENEFITS	325	325	325	325	325	0.00%	0
	<b>69,756.00</b>	<b>71,759.00</b>	<b>71,759.00</b>	<b>94,511.00</b>			<b>22,752.00</b>

<b>Expenses</b>							
14912 523000 WATER UTILITY	2310	2352	2352	2385		1.40%	<b>33</b>
14912 534400 TELEPHONE & TELEDATA SERVICES	612	612	612	612		0.00%	0
14912 542000 OFFICE SUPPLIES	507	510	510	510		0.00%	0
14912 573000 DUES, SUBSC & TRAVEL	1859	1886	1276	1276		0.00%	0
14912 578000 UNCLASSIFIED	0	0	0	0		0.00%	0
Total	\$ 75,044.00	\$ 77,119.00	\$ 76,509.00	\$ 99,294.00		29.78%	<b>\$ 22,785.00</b>

Total Expenses	\$ 5,288.00	\$ 5,360.00	\$ 4,750.00	\$ 4,783.00
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# Cemetery Administration FY19 to FY21

<b>Under Contract</b>		19 Budget	19 Actual	20 Budget	21 Requested	TA Proposed	% dif 20 to 21	\$ dif 20 to 21
14911	511900 Salaries & Wages	61059	61057	64522	66434	66434	2.96%	1912
14911	514000 LONGEVITY	3663	3663	4559	4650	4650	2.00%	91
14911	515007 SICK LEAVE BONUS PER CONTRACT	325	350	350	350	350	0.00%	0
14912	517900 OTHER FRINGE BENEFITS	325	90	325	325	325	0.00%	0
		<b>65,372.00</b>	<b>65,160.00</b>	<b>69,756.00</b>	<b>71,759.00</b>	<b>71,759.00</b>		<b>2,003.00</b>

<b>Expenses</b>		19 Budget	19 Actual	20 Budget	21 Requested	TA Proposed	% dif 20 to 21	\$ dif 20 to 21
14912	523000 WATER UTILITY	2176	1520	2310	2352	2352	1.82%	42
14912	534400 TELEPHONE & TELEDATA SERVICES	0	0	612	612	612	0.00%	0
14912	542000 OFFICE SUPPLIES	508	574	507	510	510	0.59%	3
14912	573000 DUES, SUBSC & TRAVEL	1533	1597	1859	1886	1276	<b>-31.36%</b>	<b>-583</b>
14912	578000 UNCLASSIFIED	0	706	0	0	0	0.00%	0
	<b>Total</b>	<b>\$ 69,589.00</b>	<b>\$ 69,557.00</b>	<b>\$ 75,044.00</b>	<b>\$ 77,119.00</b>	<b>\$ 76,509.00</b>	<b>1.95%</b>	<b>\$ (538.00)</b>

<b>Total Expenses</b>	<b>\$ 4,217.00</b>	<b>\$ 4,397.00</b>	<b>\$ 5,288.00</b>	<b>\$ 5,360.00</b>	<b>\$ 4,750.00</b>
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## 2020 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. 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 Commission meets the first Tuesday of each month. We have had seven meetings this year with four canceled due to lack of quorum. This was addressed with the appointment of Robert Thompson who joined our Commission on October 5, 2020.

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.

We had a total of 61 burials for the year. We have 30 families who have lost loved ones during this past year and due to the COVID epidemic guideline, are waiting to have services when it is safe for their families to travel. Of those who were interred 23 were Traditional/Casket burials and 39 were cremation burials. Each year the number of cremation burials is increasing, and the Commission will be exploring revisions in certain lot sizes to better accommodate this trend.

As of December 2020, the balance in the Cemetery Revolving Fund was \$93,329.84 of which \$30,110.00 is reserved for Arboretum Mapping and Software leaving an available balance of \$63,219.84.

During the past year the Commission's work included:

- Island Pond Cemetery was certified as a Wildlife Habitat.
- We continued with the cleanup of the cemeteries from the July 2019 Tornado. Damage to the trees was significant and removal of damaged and hanging limbs has continued.
- Approval of Town Meeting Article #18 for Memorial Tree Replacement. The article was funded by the expendable portion of the Cemetery Perpetual Care Fund total cost was \$20,000 and it was for the replacement of trees that were lost due to the Tornado of 2019. The cemeteries lost over 400 trees with the Town Cemeteries with the largest loss being 275 in Island Pond, 75 in Mount Pleasant, and 24 in Evergreen. Replanting of trees at this location and in the other Town Cemeteries is necessary to properly maintain our cemeteries.
- Approval of Town Meeting Article #32 for the Pine Grove Cemetery Gravestone Conservation & Preservation with use of the Historic Preservation Reserve, \$75,000 to fund the repair and restoration of gravestones and monuments at Pine Grove Cemetery. There are 23 monuments in need of repairs; 116 monuments with new foundations or to

be reset; 8 large memorials to be cleaned and consolidated. A total of 147 memorials will be cleaned and consolidated.

- Submitted CPC Article for the Veterans Memorial Circle at Evergreen Cemetery for \$43,000. It will consist of The American Flag in the center next to the gazebo and surrounded by the flags of each branch of the military. A letter from Wilfred Remillard, retired Veterans Agent from the Town of Harwich included, "This array of flags will serve to honor all of our Nation's Veterans and to display the pride and patriotism of our community."

- Submitted CPC Article for the Gravestone Conservation & Preservation for the East Harwich Union Cemetery for \$102,000. Many of the stones within this cemetery are over 200 years old. The oldest being of Revolutionary War Soldier Ebenezer Eldredge who died in 1797. There are 65 repairs needed: 45 Monuments and 20 footstones due to fractures or damage from falling over and/or previous failed repairs. 209 Reset or New Foundation: 107 headstones, 2 corner markers, 100 footstones either need to be reset or require 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. New bases will be made where required. 265 memorials will be cleaned and consolidated including headstones and footstones. Slate will not be consolidated but will be cleaned of biologicals. The total number of monuments is 316. This Article was unanimously supported by the Historic Commission.

- Submitted CPC Article for Historic Restoration of Fence Posts & Rails at East Harwich Union Cemetery for \$127,750. There are 24 Stony Creek granite posts that are broken or have fractures that need to be replaced. This requires digging up and removing the broken posts. Removal of any trees or shrubs. Installing new posts installing new rails. This Article was unanimously supported by the Historic Commission.

- Marceline Arboretum at Island Pond: Robbin Kelley, our Administrator has been working with Ashley Boudreau, an AmeriCorps member from September until July 2020 every Tuesday and Wednesday. We are very fortunate to have Ashley working with Robbin on the Island Pond Arboretum. Ashley has completely indexed the trees for the Arboretum and Island Pond property. She has helped put a brochures together with this information for future visitors. We currently have over fifty species of tree identified.

- Letter from Board of Selectmen approving the naming of the James G. Marceline Arboretum at Island Pond Cemetery at their February 10, 2020 meeting.

- Preparing documentation for Level I Accreditation for Marceline Arboretum at Island Pond Cemetery. We have developed the Marceline Arboretum Plan and it has been updated with the help of Amy Usowski, Conservation Administrator, Diane DiGennaro, and Gerie Schumann who are both on the garden club and are master gardeners. The administrator continues to work with Amy Usowski, as well as Russell Norton, Agriculture & Horticulture Extension Educator from Cape Cod Cooperative Extension. Russell and Amy are both assisting us with information we need to verify species and

recommendation for implementation of new plantings in the Arboretum. There was no charge for this service through the Cape Cod Cooperative Extension.

- AmeriCorps Cape Cod Service project for Invasive species removal at Island Pond Cemetery. Eight service members removed invasive species consisting of Japanese knotweed, Asiatic Bittersweet, and Briars.

- A new sign was made for the East Harwich Methodist Cemetery.

- Local historian, Duncan Berry, led a talk at Pine Grove Cemetery along with Harwich Historical Society and Robbin Kelley, Cemetery Administrator on Prominent Residents of West Harwich.

- Robbin Kelley and Ashley Boudreau lead a tour for the Harwich Garden Club members at the Marceline Arboretum at Island Pond Cemetery with the newly created map which included the locations of the trees in the cemetery and within the conservation parcel of the Arboretum property.

- Cemetery Arboretum Mapping and Software Project. Article #32 to be funded by the Cemetery Revolving Account to map the cemetery property estimated cost was \$30,110.00 with an additional cost of \$7,000 for hosting website and online App. Software will allow visitors to find family members plots. It will also show all the species of trees on the property. This went out for bids for proposals. The town was in negotiations with the vendor, but they did not come to an agreement and it was rescinded. It will be going back out to bid. We are working with Griffin Ryder on this procurement.

- Grant for Equitable Parks and Green Spaces in Small in Midsize Cities was successfully submitted to the Robert Wood Johnson Foundation on September 9th. We are hopeful we will receive the grant when it is awarded in December. If not, the Administrator will research for other grants that don't require matching funds.

- Continue to inventory all the cemetery plots in the town-owned cemeteries to be able to locate the older historic burials.

- Fixed electrical problem to the pump at Evergreen Cemetery.

- Ordered Veterans Memorial Flag holders 50 for WWI and 50 for WWII

Items that will be addressed by the Commission in 2021:

- We have updated the Rules and Regulations for all the town-owned cemeteries. The Harwich Center Cemetery has been removed from the list of town-owned cemeteries. These changes were supposed to go to the Annual Town Meeting in 2021 but were removed and will be brought before the Annual Town Meeting for approval in 2022.

- Cemetery Administrator will be researching all of the Veterans to make sure that they have flag holders. We have several Civil War Veterans that currently don't have flag

holders. We would like all of our veterans to have flags placed on their graves for Memorial Day.

- Request from Yarmouth Ancient Cemetery and Brewster Cemetery to have Robbin Kelley do Ground Penetrating Radar (GPR) surveys at their sites. Ground Penetrating Radar will be done in late winter or early spring.

- Install the new signs at Island Pond Cemetery and at West Harwich Baptist Church Cemetery.

- Finalize the Kelley Cemetery Land taking from 2008 and get the map filed at Barnstable Registry of Deeds.

- 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.

Respectfully submitted,

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



# Harwich Cemetery Commission

## Cemetery Master Plan

### MISSION STATEMENT

The Harwich Cemetery Commission's Mission is to preserve Harwich Cemeteries as it pays homage to those who built our town and made it what it is today. We owe it to our pioneering ancestors that their monuments are not forgotten, and their contributions are remembered for future generations to come. The Cemetery Commission is hoping to educate the public on the historical importance of our cemeteries.

### Develop a master plan and an implementation plan

- Develop short and long-term planning and improvements. Including expansion opportunities for each of the cemeteries.
- Preservation of memorials and historic landscaping.
- Maintaining the picturesque historic landscape while solving the of public issues of safety, security, appropriateness of use.
- Recommend maintenance practices that are for current and future cemetery needs.
- Increase the quality and quantity of passive recreation opportunities.
- Market the developed Harwich Cemetery Master Plan in consideration for future grant awards.

### HARWICH CEMETERIES

The Harwich Cemetery Department oversees the following cemeteries: All of the cemeteries both Town-owned and/or maintained will need to be evaluated for available grave space, condition of memorials and grounds, fencing, and landscaping, indexing of existing burials.

#### 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

#### Inactive Cemeteries (No burial plots 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  
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 the water tower, Harwich

## **PURPOSE AND GOALS**

A primary goal for this master plan is for the future availability of internment space and the impact on the landscape character of these historic cemeteries. Ensuring that the complete landscape character, including the layout of gravesites, is reinforced and maintained. The purpose of this master plan is to develop a strategy for all the Harwich cemeteries with recommendations and an implementation plan for all of its properties keeping in mind the public uses, cemetery development, historical importance, and horticultural and maintenance improvements.

General goals include restoration and rehabilitation of this historic resource, strengthening of an overall image with existing natural and historic assets, expansion of internment potentials, improvement of accessibility for all, and increasing educational and passive recreation opportunities. This master plan sets guidelines necessary to meet the town cemetery needs for the future while maintaining the visual and other qualities that make all of our Harwich Cemeteries a valuable historic cultural resource for the town.

The overall goal is to maintain the historic integrity of all of our cemeteries while making the necessary rehabilitations, accommodate existing and proposed changing needs and conditions. While “restoration” is applicable to the grave markers, “rehabilitation” is applicable to structural elements, drives, and fences. The primary focus of recommendations for improvement is an expansion of internment opportunities as well as the protection, stabilization, and preservation of historic monuments and cemetery fencing. These efforts will prevent significant deterioration of these valuable resources and reduce risk to visitors.

### **New Development for Burial Space**

Cemetery Development for newly expanded areas for interments to serve Harwich residents for the future by allocating 20% of the new space for cremated remains and 80% of the new space for in-ground interments in traditional lots. Cemeteries for expansion are Evergreen in East Harwich, Mount Pleasant in Harwich Port, and Island Pond in Harwich Center.

- In cremation lots only flat flush makers will be permitted for maintenance.
- Traditional lots can accommodate a traditional casket burial or a cremation burial. These lots will be able to have upright memorials.
- Installation of columbarium wall.

## **Landscape Character**

Provide vegetative screening at the perimeter edges to visually separate each section of the cemeteries creating an experience for the cemetery visitors. Reinforce woodland edges with appropriate understory plantings in conjunction with the removal of invasive vegetation and detrimental growth. Restore lawn areas where necessary. Additional improvements need to be made related to landscape issues such as pruning, planting and removals, and accessible pathways.

## **Access**

Maintain the historic pathways and egress points. Addressing roadways within all the cemeteries to better accommodate large service vehicles. Create a more appropriate parking area within the cemeteries for funeral services and passive recreation.

## **Parking**

There is no obvious parking area anywhere within the cemeteries. Parking is usually on the paved roadways or grass/dirt pathways. These create impassable situations when cars are parked on both sides of the roadways/paths and often cause issues within the grounds.

## **Pedestrian and Handicap Access**

The Island Pond Cemetery and Kelley Cemetery are accessible by Cape Cod Rail Trail all of the other cemeteries have to be accessed by driving into the cemeteries, as there is no walk connection into these cemeteries. Except for some paved and dirt/grass internal paths, for the most part, pedestrians walk on paved drives. Most visitors arrive in vehicles and use them to get to their destinations inside the cemetery.

Objectives To provide pedestrian and handicap access and meet current safety standards while restoring historic character. To maintain adequate visitor and maintenance access to the site. To add handicap accessibility to all the cemeteries.

## **MAINTENANCE MANAGEMENT**

### **Grave Markers and Monuments**

General conservation recommendations should be taken into consideration once a cemetery wide or individual stone restoration program is undertaken. Initial work should be done by professional conservators. Cleaning of monuments to remove biological growth.

### **Security and Vandalism**

Although vandalism is not a significant issue at this time, continue to monitor these detrimental activities. Littering within the cemeteries has been an issue and there have been

groups of young adults drinking, leaving alcoholic nips and household trash being dump in undeveloped areas within the cemeteries.

### **Site Facilities**

Provide a consistent sign for the cemeteries including identification, regulatory, informational, and interpretive signs.

### **Drainage Management**

- Eliminate ponding in the older part of the cemeteries.
- Installation and maintaining of catch basins.
- Addressing erosion on hilling areas within the cemeteries.
- Planting vegetation and ground cover.

### **Water Utilities**

- Installing a Well system within the cemeteries if possible.
- Installation of spigots for watering.
- Installation of electrical services to the irrigation system.

### **Rules and Regulations**

- Update and consolidate rules and regulations.
- Update regulations for lot size and usage.
- Update monument size and monument placement on older family lots

### **Future Needs for each of the Sites**

- Create brochures for each of the cemeteries, including the history and historical significance of each. This will create a greater appreciation and use of this historic open space.
- Inventory Cemeteries for available space and possible expansions.
- Inventory all existing burials and create a searchable database including Veterans, Sea Captains, historically significant Harwich residents for future tours and for genealogical resources for family members.
- Identify areas for grounds maintenance improvements within each of the Town maintained cemeteries.

This Master Plan was updated from the Harwich Cemetery Comprehensive plan that was created in 2000.

## Robbin Kelley

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**From:** Robbin Kelley  
**Sent:** Wednesday, December 9, 2020 8:56 AM  
**To:** Joe Powers  
**Cc:** Danielle Delaney  
**Subject:** CPC Aricles:  
**Attachments:** HP1 and HP2 CPC Articles.pptx; General Law - Part I, Title XVI, Chapter 114, Section 18.pdf; 2020 CPC Project Funding Request Application FY2021 East Harwich Methodist Fence (2).docx; 2020 CPC Project Funding Request Application FY2021 East Harwich Methodist Gravestones (3).docx

Joe

I had met with CPC on Thursday night and Donna Kalinick requested that I get legal opinion on the East Harwich Methodist Gravestone and Fence Articles as the property is owned by the church, but is maintained by the Town. I am attaching my power point as they are brief for a overview for you to see. I am also attaching Mass state law Chapter 114 Section 18.

Section 18. Any town having within its limits an abandoned or neglected burying ground may take charge of the same and keep it in good order, and may appropriate money therefor, but no property rights shall be violated and no body shall be disinterred. No fence, tomb, monument or other structure shall be removed or destroyed, **but the same may be repaired or restored.**

Donna is concerned and you can view her questions for legal opinion at about 1:00 hour into meeting of Dec. 3rd 2020 meeting of the Harwich CPC.

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

**Part I** ADMINISTRATION OF THE GOVERNMENT

**Title XVI** PUBLIC HEALTH

**Chapter 114** CEMETERIES AND BURIALS

**Section 18** CARE OF NEGLECTED BURIAL PLACES WITHIN LIMITS OF TOWN

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Section 18. Any town having within its limits an abandoned or neglected burying ground may take charge of the same and keep it in good order, and may appropriate money therefor, but no property rights shall be violated and no body shall be disinterred. No fence, tomb, monument or other structure shall be removed or destroyed, but the same may be repaired or restored.

## Robbin Kelley

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**From:** Robbin Kelley  
**Sent:** Friday, December 11, 2020 9:30 AM  
**To:** Griffin Ryder  
**Subject:** Contingency for CPC

Griffin

Can you give me a call or let me know what number I should put on the following CPC Articles

Gravestones Conservation & Preservation Total \$102,000 no contingency.

Historic Restoration of Fence Posts & Rails \$127,750 (had \$5,000 for contingency)

Veterans Memorial Circle \$43,000 but just received information that I need to add Space Force, if we are placing branches of service. New quote for the flag poles and flags was 15,058 and changed to 17,833 which increased of 2,775 so project total with is \$45,775 without contingency.

Please advise me to what I need to send to CPC.

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

# GLOBAL WAR ON TERRORISM

In honor of all who have served and paid the ultimate sacrifice in America's War on Terror



BE ON GUARD. STAND TRUE TO WHAT YOU BELIEVE. BE COURAGEOUS.  
CORINTHIANS 16:13



## Robbin Kelley

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**From:** Jeffrey Beatty <jeffrey.k.beatty@gmail.com>  
**Sent:** Thursday, December 10, 2020 3:17 PM  
**To:** Robbin Kelley  
**Subject:** Re: Veterans Memorial circle

Dear Robbin and Commission,

First of all thank you for this beautiful project. It is truly reflective of how Harwich views its Veterans and I salute the entire town for that. You were kind enough to let this Wash-ashore (1973-2018) speak at two occasions at the Memorial Day Ceremony and it was truly one of the greatest honors of my life, a son of Harwich delivering the Memorial Day address. Thank you.

I would make one suggestion. The Department of Defense recently added a new Branch of Service, The U.S. Space Force. it would be correct to include this equal branch of our Armed Forces in your tribute and I hope you will do so.

Thank you again for all you do to honor our Veterans.

Sincerely,

Jeffrey K Beatty

Major US Army Retired

Delta Force Purple Heart Veteran

2426 Bayberry Court  
The Villages, FL 32162  
352-600-0334

## Hamco Flagpoles and Flags

508-778-6822  
capecodflagpole@gmail.com



### ADDRESS

Evergreen Cemetary (New)  
273 Queen Ann Rd.  
Harwich, Ma 02645

### SHIP TO

Evergreen Cemetary (New)  
1403 Orleans Rd  
Harwich, MA

**Quote 1472**

**DATE 10/21/2020**

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
<b>35I Aeolus Series</b>	35' Standard Duty/Commercial Internal Halyard  Gold anodized aluminum ball - Polyester halyard* Wire core retaining ring Vinyl covered counterweight Stainless steel and nylon internal cam cleat - hand hole door with security system Security driver to access hand hole Composite flash collar Brass snaps with vinyl covers Internal stationary single sheave fiberglass truck Fiberglass ground sleeve	1	2,650.00	2,650.00T
<b>30I Aeolus Series</b>	30' Standard Duty/Commercial Internal Halyard  Gold anodized aluminum ball - Polyester halyard* Wire core retaining ring Vinyl covered counterweight Stainless steel and nylon internal cam cleat - hand hole door with security system Security driver to access hand hole Composite flash collar Brass snaps with vinyl covers Internal stationary single sheave fiberglass truck Fiberglass ground sleeve	6	2,150.00	12,900.00T
<b>35' Aeolus Series Installation w/Sleeve</b>		1	550.00	550.00
<b>30' Aeolus Series Installation</b>	Standard Ground Set	6	450.00	2,700.00

Proud to be Cape Cod's flagpole for over 30 years!  
Visit us at [www.hamcoflagpoles.com](http://www.hamcoflagpoles.com)

PRODUCT/SERVICE DESCRIPTION	QTY	RATE	AMOUNT
<b>5 X 8 Service Flag</b> Army/Navy/Marine Corps/Coast Guard/Air Force/Space Force-Annin	6	79.00	474.00T
<b>6 X 10 Nylon</b> USA Annin NyGlo	1	119.00	119.00

Tax exempt  
 10% discount off multiple flagpole order  
 Upon acceptance of this estimate please remit deposit amount of \$7500.00  
 Please allow 2 weeks once deposit has been received and processed for installation/service.  
 Deposits can be made securely online or please mail payment to:  
 32 Cranberry Ln.  
 Centerville, MA 02632

SUBTOTAL	19,393.00
TAX	0.00
DISCOUNT	-1,555.00

**TOTAL \$17,838.00**

Accepted By

Accepted Date



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

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

Invoice Number	215884763
Customer Number	C1085472
Invoice Date	11/25/2020
Due Date	12/25/2020
Order Date	11/24/2020
Order Number	S109426134
Order Method	PHONE

2269 1 AB 0.419 E0100X I0140 D6893179161 S2 P7863723 0001:0001



HARWICH CEMETERY COMMISSION  
732 MAIN ST  
HARWICH MA 02645-2717

**Delivery Address**  
Harwich Cemetery Commission  
Attn.: Robin  
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
HEW3YP00AN	INKCART,HP962 COMO,CMY 3/PK-2.1K	2	PK	63.99	127.98

**SUBTOTAL:** 127.98  
**TAX & BOTTLE DEPOSITS TOTAL:** 0.00  
**ORDER TOTAL:** 127.98  
**Total Due:** 127.98

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



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

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

Remittance Section	
Customer Number	C1085472
Invoice Number	215884763
Invoice Date	11/25/2020
Terms	Net 30
<b>Total Due</b>	<b>127.98</b>

Amount Enclosed \$ \_\_\_\_\_

HARWICH CEMETERY COMMISSION  
732 MAIN ST  
HARWICH MA 02645-2717

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