

AGENDA  
CEMETERY COMMISSION MONTHLY MEETING  
TUESDAY JUNE 8, 2021 AT 8:00AM  
**REVISED AGENDA**

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

Meeting of the Cemetery Commission  
Tuesday June 8, 2021 8:00 AM – 10:00 AM  
**Please join my meeting from your computer, tablet or smartphone**  
<https://global.gotomeeting.com/join/630545293>  
**You can also dial in using your phone.** United States: +1 (408) 650-3123  
**Access Code: 630-545-293**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Harwich Cemetery Commission on Tuesday June 8, 2021 at 8 AM will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES APRIL 27 AND MAY 21.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
  - A. **Email from Wendy Tulloch, Assistant Town Accountant on Account Balances for Cemetery Trust and Cemetery Revolving Account.**
  - B. **Email from Dawn Fancy on signs for cemeteries.**
  - C. **Email from Ellen Powell, Selectmen/Administrator's Office on Vacation Carryover Request for Cemetery Administrator.**
  - D. **Email from Web Services of American on update to Marceline Arboretum Software.**
  - E. **Flyer for the Art in the Arboretum signup for Artists and Musicians.**
  - F. **Email from Chris Nickerson, DPW on patchwork/berms in Mount Pleasant Cemetery and Island Pond Cemetery.**
  - G. OTHER BUSINESS.
- IV. OLD BUSINESS
  - A. **Update on CPC Article form 2020 Town Meeting Pine Grove Gravestone. Email from Meggan Eldredge on procurement, Invitation for BIDS.**
  - B. **Update on Civil War Veterans.**
  - C. **Upcoming Tours at cemeteries. Grand Opening of Marceline Arboretum, Annual Tree Tour, and Art in the Arboretum.**
  - D. **Update from Paul Sweetser on Kelley Cemetery Survey and Bank Street Cemetery.**
  - E. OTHER OLD BUSINESS.
- V. NEW BUSINESS

- A. NEW DEEDS:
- B. **Bills: Eversource \$8.91, One Site \$16.40, \$56.80 for Irrigation for Island Pond, W. B. Mason 69.37, Web Services of America \$9,837.50 for Arboretum Software and Mileage for Robbin Kelley.**
- C. OTHER BUSINESS.

VI. TOUR OF EVERGREEN CEMETERY FOLLOWING MEETING.

VII. DATE AND TIME OF NEXT MEETING

VIII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

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

\_\_\_\_\_

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



JOURNAL DETAIL 2021 10 TO 2021 10

FOR 2021 10

ACCOUNTS FOR: 1611 CEMETERY LOT SALES REVOLVING  
ORIGINAL APPROP TRANS/ADJSMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCE/REQ AVAILABLE BUDGET % USED

16111002 CEMETERY LOT SALES REV									
538000 OTHER PURCHASED SERVICES									
16111002 538000	OTHER PURCHASED SERVICES	100,000.00	1,854.48	0.00	98,145.52		1.9%		
	0.00	100,000.00							
TOTAL OTHER PURCHASED SERVICES		100,000.00	1,854.48	0.00	98,145.52		1.9%		
558000 UNCLASSIFIED SUPPLIES									
16111002 558000	UNCLASSIFIED SUPPLIES	0.00	149.99	20,013.00	-20,162.99		100.0%*		
2021/10/000011	04/01/2021 POE	20,013.00							
2021/10/000173	04/15/2021 API	149.99	VERMEER WIRELES	681454887-00001				224132	
TOTAL UNCLASSIFIED SUPPLIES		0.00	149.99	20,013.00	-20,162.99		100.0%		
578000 UNCLASSIFIED									
16111002 578000	UNCLASSIFIED	0.00	6,910.24	0.00	-6,910.24		100.0%*		
2021/10/000173	04/13/2021 API	845.00	ALL CAPE FENCE,					224046	
2021/10/000173	04/13/2021 API	1,000.00	HENRY T CROSBY					224086	
2021/10/000173	04/13/2021 API	1,775.00	INDEPENDENT					224089	
2021/10/000173	04/13/2021 API	1,700.00	SEASIDE ARBORIS					224116	
2021/10/000325	04/27/2021 API	215.77	AGWAY OF DENNIS					224216	
2021/10/000325	04/27/2021 API	250.00	HENRY T CROSBY					224267	
TOTAL UNCLASSIFIED		0.00	6,910.24	0.00	-6,910.24		100.0%		



ACCOUNTS FOR: 1611 CEMETERY LOT SALES REVOLVING ORIGINAL APPROP TRANS/ADJSMTS	REVISSED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
583000 CEMETERY MTG/SEMINARS					
16111002 583000 CEMETERY MTG/SEMINARS	0.00	105.00	0.00	-105.00	100.0%*
TOTAL CEMETERY MTG/SEMINARS	0.00	105.00	0.00	-105.00	100.0%
TOTAL CEMETERY LOT SALES REV	100,000.00	9,019.71	20,013.00	70,967.29	29.0%
16111004 CEMETERY LOT SAL REVOLVING					
481003 CEMETERY LOT SALES					
16111004 481003 CEMETERY LOT SALES	-100,000.00	-60,930.00	0.00	-39,070.00	60.9%*
2021/10/000110 04/07/2021 CRP	-100.00 REF 1954330		ADMIN		
2021/10/000110 04/07/2021 CRP	-2,880.00 REF 1954330		CEMETERY RECEIPTS		
2021/10/000185 04/14/2021 CRP	-150.00 REF 1957292		ADMIN		
2021/10/000185 04/14/2021 CRP	-9,360.00 REF 1957292		CEMETERY RECEIPTS		
2021/10/000204 04/09/2021 CRP	-200.00 REF 1952448		ADMIN		
2021/10/000206 04/16/2021 CRP	-100.00 REF 1952448		ADMIN		
2021/10/000263 04/20/2021 CRP	-275.00 REF 1964448		ADMIN		
2021/10/000270 04/23/2021 CRP	-250.00 REF 1965008		ADMIN		
2021/10/000271 04/21/2021 CRP	-6,570.00 REF 1964936		CEMETERY RECEIPTS		
2021/10/000338 04/29/2021 CRP	-100.00 REF 1967105		ADMIN		
TOTAL CEMETERY LOT SALES	-100,000.00	-60,930.00	0.00	-39,070.00	60.9%*
TOTAL CEMETERY LOT SALES	-100,000.00	-60,930.00	0.00	-39,070.00	60.9%
TOTAL CEMETERY LOT SAL REVOLVING	-100,000.00	-60,930.00	0.00	-39,070.00	60.9%
TOTAL CEMETERY LOT SALES REVOLVING	0.00	-51,910.29	20,013.00	31,897.29	100.0%
TOTAL REVENUES	0.00	-60,930.00	0.00	-39,070.00	
TOTAL EXPENSES	-100,000.00	-60,930.00	0.00	-39,070.00	



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TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS

APRIL PERIOD 10

JOURNAL DETAIL 2021 10 TO 2021 10

FOR 2021 10

ACCOUNTS FOR: 1611 CEMETERY LOT SALES REVOLVING  
ORIGINAL APPROP TRANS/ADJSTMS

REVISSED BUDGET

YTD ACTUAL

ENCUMBRANCE/REQ AVAILABLE BUDGET % USED

ACCOUNTS FOR: 1611 CEMETERY LOT SALES REVOLVING ORIGINAL APPROP TRANS/ADJSTMS	REVISSED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
0.00	100,000.00	9,019.71	20,013.00	70,967.29	
PRIOR FUND BALANCE		71,981.28			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES		51,910.29			
REVISED FUND BALANCE		123,891.57			



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TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS  
APRIL PERIOD 10

FOR 2021 10

JOURNAL DETAIL 2021 10 TO 2021 10

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
0.00	0.00	0.00	-51,910.29	20,013.00	31,897.29	100.0%

GRAND TOTAL

\*\* END OF REPORT - Generated by Wendy Tulloch \*\*



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TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS

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APRIL PERIOD 10

JOURNAL DETAIL 2021 10 TO 2021 10

FOR 2021 10

ACCOUNTS FOR: 8025 CEMETERY TRUST FUND  
ORIGINAL APPROP TRANS/ADJSMTS

REVISED BUDGET YTD ACTUAL ENCUMBRANCE/REQ AVAILABLE BUDGET % USED

8025 CEMETERY TRUST FUND						
596000 OFUS						
8025 596000	0.00	INTERFUND TRANSFERS OUT	0.00	20,000.00	0.00	-20,000.00 100.0%*
TOTAL OFUS	0.00		0.00	20,000.00	0.00	-20,000.00 100.0%
TOTAL CEMETERY TRUST FUND	0.00		0.00	20,000.00	0.00	-20,000.00 100.0%
80254912 CEMETERY TRUST FUND EXPENSE						
578000 UNCLASSIFIED						
80254912 578000	0.00	UNCLASSIFIED	24,088.69	0.00	0.00	24,088.69 .0%
TOTAL UNCLASSIFIED	0.00		24,088.69	0.00	0.00	24,088.69 .0%
TOTAL CEMETERY TRUST FUND EXPENSE	0.00		24,088.69	0.00	0.00	24,088.69 .0%
80254914 CEMETERY TRUST FUND REVENUE						
410000 BALANCE FORWARD						
80254914 410000	0.00	BALANCE FORWARD	-24,088.69	0.00	0.00	-24,088.69 .0%*



ACCOUNTS FOR: 8025 CEMETERY TRUST FUND ORIGINAL APPROP	TRANS/ADJSMTS	REVISSED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
TOTAL BALANCE FORWARD	0.00	-24,088.69	0.00	0.00	-24,088.69	.0%
480110 CEMETERY LOT SALES						
80254914 480110	CEMETERY LOT SALES 0.00	0.00	-5,920.00	0.00	5,920.00	100.0%
2021/10/000110	04/07/2021 CRP -320.00 REF 1954330					
2021/10/000185	04/14/2021 CRP -1,040.00 REF 1957292					
2021/10/000271	04/21/2021 CRP -730.00 REF 1964936					
TOTAL CEMETERY LOT SALES	0.00	0.00	-5,920.00	0.00	5,920.00	100.0%
482001 INVESTMENT REVENUE						
80254914 482001	CEMETERY TRUST INVEST REV 0.00	0.00	-445.80	0.00	445.80	100.0%
TOTAL INVESTMENT REVENUE	0.00	0.00	-445.80	0.00	445.80	100.0%
TOTAL CEMETERY TRUST FUND REVENUE	-24,088.69	-24,088.69	-6,365.80	0.00	-17,722.89	26.4%
TOTAL CEMETERY TRUST FUND	0.00	0.00	13,634.20	0.00	-13,634.20	100.0%
TOTAL REVENUES	0.00	-24,088.69	-6,365.80	0.00	-17,722.89	
TOTAL EXPENSES	24,088.69	24,088.69	20,000.00	0.00	4,088.69	
PRIOR FUND BALANCE			24,088.69			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES			-13,634.20			
REVISED FUND BALANCE			10,454.49			





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TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS

APRIL PERIOD 10

JOURNAL DETAIL 2021 10 TO 2021 10

FOR 2021 10

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JOURNAL DETAIL 2021 10 TO 2021 10

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
0.00	0.00	0.00	13,634.20	0.00	-13,634.20	100.0%
GRAND TOTAL						

\*\* END OF REPORT - Generated by Wendy Tulloch \*\*

# CEMETERY REVOLVING

Date	16111004 Revenue	16111002 Expenses	Balance
Previous Balance from FY2020			\$71,981.28
7/8/2020 Admin King IP	\$100.00		100.00
Admin Bunzick EV	\$100.00		100.00
7/13/2020 Markout Fitzgerald MP	\$75.00		75.00
Markout Russo IP	\$75.00		75.00
Markout Armstrong SH	\$75.00		75.00
Admin Anderson PG	\$100.00		100.00
Markout Ahokas PG	\$75.00		75.00
Markout Koopman	\$75.00		75.00
7/16/2020 Admin Armstrong	\$100.00		100.00
7/16/2020 Lot Return Ristaino	-\$900.00		-900.00
7/27/2020 Markout Bunzick EV	\$75.00		75.00
Admin Hor EV	\$100.00		100.00
Markout Frederick EV	\$75.00		75.00
8/4/2020 Admin Aubertine/Rose IP	\$100.00		100.00
Lot Sale Murphy IP	\$1,440.00		1,440.00
Lot Sale Bunzick EV	\$450.00		450.00
8/6/2020 Admin Gulick MP	\$100.00		100.00
Markout Gulick MP	\$75.00		75.00
Admin Hobbs IP	\$100.00		100.00
Markout Ricketts IP	\$75.00		75.00
Markout Campbell IP	\$75.00		75.00
Admin Tompkins IP	\$100.00		100.00
Lot Sale Kelley IP	\$1,440.00		1,440.00
Lot Sale Kenney IP	\$1,440.00		1,440.00
8/17/2020 Haarman Electric Power Well EV		\$263.48	-263.48
8/18/2020 Forestry Supplies Watering Bags for Trees		\$271.96	-271.96
8/19/2020 Admin McGrath Edward MP	\$100.00		100.00
Admin McGrath Rueth MP	\$100.00		100.00
8/21/2020 Lot Sale Madison IP	\$450.00		450.00
Lot Sale Sully EV	\$1,440.00		1,440.00
8/31/2020 Admin Thatcher PG	\$100.00		100.00
Admin Duke IP	\$100.00		100.00
9/1/2020 Markout Sully EV	\$75.00		75.00
Markout Briggs IP	\$75.00		75.00
Admin Wooland EV	\$100.00		100.00
Lot Sale Ritter MP	\$2,430.00		2,430.00
9/3/2020 Markout Thatcher PG	\$75.00		75.00
9/10/2020 Lot Sale Doyle IP	\$450.00		450.00
Admin Murphy IP	\$100.00		100.00
9/14/2020 Lot Sale Kendall IP	\$1,440.00		1,440.00
9/18/2020 Admin Sullivan MP	\$100.00		100.00
Lot Sale Shearer IP	\$720.00		720.00
Markout Kendall IP	\$75.00		75.00
9/22/2020 Lot Sale Gonzales NH	\$1,440.00		1,440.00
Admin Stark EV	\$100.00		100.00
9/22/2020 Fairlawn Poison Ivy MP		\$66.00	-66.00
9/23/2020 Admin Rust IP	\$100.00		100.00
Markout Driscoll EV	\$75.00		75.00

	Admin Marino IP	\$100.00		100.00
9/28/2020	Lot Sale Blake, J IP	\$720.00		720.00
	Lot Sale Blake, S IP	\$720.00		720.00
	Lot Sale Hardy IP	\$720.00		720.00
	Lot Sale Reardon IP	\$720.00		720.00
9/30/2020	Admin McNeil PG	\$100.00		100.00
10/5/2020	Admin Small SH	\$100.00		100.00
	Admin Madison IP	\$100.00		100.00
	Admin Dunne J IP	\$100.00		100.00
	Admin Dunne I IP	\$100.00		100.00
	Markout Dunne IP	\$75.00		75.00
	Markout McNeil PG	\$75.00		75.00
	Markout Duke IP	\$75.00		75.00
	Admin Kendall IP	\$100.00		100.00
10/13/2020	Admin Funk EV	\$100.00		100.00
	Lot Sale Meier NH	\$1,440.00		1,440.00
10/27/2020	Lot Sale Woodland EV	\$1,440.00		1,440.00
11/2/2020	Admin Rutherford IP	\$100.00		100.00
	Lot Sale Bunzick EV	\$450.00		450.00
11/3/2020	Admin Gardner MP	\$100.00		100.00
	Markout Gardner MP	\$75.00		75.00
	Markout Murphy IP	\$75.00		75.00
	Markout Doyle IP	\$75.00		75.00
	Markout Eldridge EV	\$75.00		75.00
	Markout Hudson MP	\$75.00		75.00
	Markout Hudson MP	\$75.00		75.00
11/12/2020	Admin Chase EV	\$100.00		100.00
	Admin Leighton IP	\$100.00		100.00
	Admin Oberg EV	\$100.00		100.00
11/17/2020	W. B Mason New Desk		\$959.30	-959.30
11/20/2020	Admin Sully EV	\$100.00		100.00
	Admin Runnels PG	\$100.00		100.00
11/30/2020	Admin Wright SH	\$100.00		100.00
	Admin Maloney IP	\$100.00		100.00
	Admin Kane IP	\$100.00		100.00
12/1/2020	Temple Aluminum Veteran Grave Flag Holders		\$1,020.10	-1,020.10
12/2/2020	Admin Rioux IP	\$100.00		100.00
12/4/2020	Admin McCabe PG	\$100.00		100.00
	Markout Perrin IP	\$75.00		75.00
	Markout Chase EV	\$75.00		75.00
12/15/2020	Admin Pergola IP	\$100.00		100.00
12/23/2020	Admin Pinkham EV	\$100.00		100.00
	Lot Sale Carlson IP	\$1,620.00		1,620.00
12/31/2020	Lot Sale Driscoll IP	\$1,440.00		1,440.00
	Markout Baker/Sullivan MP	\$75.00		75.00
1/4/2021	Lot Sale Campbell MP	\$720.00		720.00
1/5/2021	Liberty Metalworks sign at Old Meth Cem Install		\$1,525.00	-1,525.00
1/11/2021	Admin Barrett MP	\$100.00		100.00
1/15/2021	Markout Carey IP	\$75.00		75.00
	Markout Thompson IP	\$75.00		75.00
	Markout Thompson IP	\$75.00		75.00
1/21/2021	Admin Mulcahy IP	\$100.00		100.00
	Admin Koch IP	\$100.00		100.00
1/23/2021	Lot Sale Little EV	\$2,160.00		2,160.00
1/27/2021	Admin Maciel EV	\$100.00		100.00

	Admin Holmes IP	\$100.00		100.00
	Lot Sale Heap IP	\$2,880.00		2,880.00
	Lot Sale Becker IP	\$810.00		810.00
	Lot Sale Carlton IP	\$810.00		810.00
2/4/2021	Markout Rutherford IP	\$75.00		75.00
	Markout Guertin IP	\$75.00		75.00
2/9/2021	Lot Sale Cook EV	\$1,440.00		1,440.00
2/24/2021	Admin Nahass EV	\$100.00		100.00
3/1/2021	Admin Anderson PG	\$100.00		100.00
3/2/2021	MMA Annual Meeting & Conference RK		105.00	-105.00
3/24/2021	Admin Milberg IP	\$100.00		100.00
	Admin Chase PG	\$100.00		100.00
	Admin Bacon MP	\$100.00		100.00
	Admin Robinson MP	\$100.00		100.00
	Admin McGalliard IP	\$100.00		100.00
3/29/2021	Admin Ritz EV	\$100.00		100.00
3/31/2021	Lot Sale Burnett IP	\$3,240.00		3,240.00
	Markout Barrett MP	\$75.00		75.00
	Markout Jones IP	\$75.00		75.00
	Markout MeMichele EV	\$75.00		75.00
	Admin Lamb IP	\$100.00		100.00
	Markout Wright SH	\$75.00		75.00
	Admin Meier NH	\$100.00		100.00
	Markout Meier NH	\$75.00		75.00
4/6/2021	Lot Sale Thompson IP	\$2,880.00		2,880.00
	Admin Burnett IP	\$100.00		100.00
4/9/2021	Admin Rose IP	\$100.00		100.00
	Admin Lewis IP	\$100.00		100.00
4/13/2021	All Cape Fence MT PL Repair		845.00	-845.00
	Henry T. Crosby Marker Davidson MP		1,000.00	-1,000.00
	Independent Envir Consult. Wetland Rep IP		775.00	-775.00
	Seaside Arbotrists - Tree Removal IP		1,700.00	-1,700.00
4/13/2021	Lot Sale Ford, S IP	\$2,880.00		2,880.00
	Lot Sale, Barnicle IP	\$3,240.00		3,240.00
	Lot Sale, Ford, P IP	\$3,240.00		3,240.00
	Admin Hall NH	\$100.00		100.00
	Admin Razinha NH (Half)	\$50.00		50.00
4/16/2021	Admin Ford IP	\$100.00		100.00
4/20/2021	Admin Long IP	\$100.00		100.00
	Admin Bassett IP	\$100.00		100.00
	Markout Bassett IP	\$75.00		75.00
4/20/2021	Lot Sale Flaherty IP	\$810.00		810.00
	Lot Sale Thacher IP	\$5,760.00		5,760.00
4/23/2021	Admin Razinha NH (Half)	\$50.00		50.00
	Admin Pires IP	\$100.00		100.00
	Admin Flaherty IP	\$100.00		100.00
	Stump Grinder		20,013.00	-20,013.00
4/27/2021	Agway Pollinator Garden IP		226.07	-226.07
	Henry T. Crosby repair Wheeler IP		250.00	-250.00
	W. B Mason Exchange Desk		126.89	-126.89
4/28/2021	Admin Thacher IP	\$100.00		100.00
5/7/2021	Lot Sale Kahn/Stiffemire IP	\$3,600.00		3,600.00
5/20/2021	Lot Sale DaLuze IP	\$720.00		720.00
	Admin Lersch, Richard IP	\$100.00		100.00
	Mark out Kineke MP	\$75.00		75.00

	Admin Jordan IP	\$100.00	100.00
	Admin Briggs IP	\$100.00	100.00
	Mark Out Baby Benj IP	\$75.00	75.00
	Admin Eldridge MP	\$100.00	100.00
	Mark out Eldirdge MP	\$75.00	75.00
	Mark out Madison IP	\$75.00	75.00
5/25/2021	Robert Childs Rental Irrigation puller	250.00	-250.00
	Robert Childs Rental Irrigation puller	225.00	-225.00
	Site One PVC fittings IP	103.22	-103.22
	Site One PVC Clamps IP	16.32	-16.32
	Site One Poly inserts IP	184.38	-184.38
	Site One Teflon Tape & Pipe IP	1,569.29	-1,569.29
	Site One King Ratchet pipe cutters IP	224.26	-224.26
	Site One busing & elbow 90 degree	7.91	-7.91
	Site One crimp clamp IP	19.97	-19.97
	Site One water hose & shut offs IP	190.40	-190.40
	Aggregate Indust Asphalt IP entrance	816.13	-816.13
	Agway plantings for entrance IP	236.19	-236.19
	Agway stake kits & plantings EV & IP	392.53	-392.53
	Hinckley Home 4x4x10 syp MCQ	251.38	-251.38
	Seaside Arborists IP	1,700.00	-1,700.00
	Site One Threaded PCV Nipples IP	366.79	-366.79
	Site One Wire Mesh Grip, Values, inserts	569.28	-569.28
	Site One poly pipe IP	222.60	-222.60
	Site One Matco Ball Valve IP	90.12	-90.12
	The Farm 2 Royal Raindrop 2 Spruce trees IP	1,140.00	-1,140.00
6/2/2021	Admin Nichols EV	\$100.00	100.00
	Admin Lersch, Ramona IP	\$100.00	100.00
	Admin Grealey KE	\$100.00	100.00
	Admin DaLuze IP	\$100.00	100.00

\$67,250.00	\$37,722.57		101,508.71
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## Robbin Kelley

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**From:** Dawn Fancy <dawn@capecodcustomsigns.com>  
**Sent:** Thursday, June 3, 2021 9:34 AM  
**To:** Robbin Kelley  
**Subject:** Re: Sign

Hello Robin,

We are getting close. Both signs are completely carved, they need a few more coats of paint in the lettering and then the 23k gold leaf on the cove edges.

We can probably say they can be installed on Tuesday the 8th. But let me confirm that for sure on Monday.

Have you talked to Shane to see if he is available that day. Isn't your event on Wednesday the 9th?

We are really pushing to get it done for that.

Let me know about Shane.

Thank you,

Dawn

## Robbin Kelley

---

**From:** shane mazaros <libertymetalworks3579@gmail.com>  
**Sent:** Friday, June 4, 2021 4:06 PM  
**To:** Robbin Kelley  
**Subject:** Island pond/ arboretum signs

Hi Robbin, Just wanted to touch check in with you regarding if the proposal for the signs was accepted. I also wanted to discuss potential price differences since lumber prices have gone through the roof. Please get back to me at your convenience.

Thank you,

Shane Mazaros  
Libertymetalworks

## Robbin Kelley

---

**From:** Ellen Powell  
**Sent:** Wednesday, June 2, 2021 3:36 PM  
**To:** Robbin Kelley  
**Cc:** Meggan Eldredge  
**Subject:** Vacation Carryover Request  
**Attachments:** 20210602152747783.pdf

Please see attached Vacation Carryover Request.

Thank you,  
Ellen

Ellen Powell  
Selectmen/Administrator's Office  
Town of Harwich  
[epowell@town.harwich.ma.us](mailto:epowell@town.harwich.ma.us)  
508-430-7513



OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, Town Administrator  
Meggan M. Eldredge, Assistant Town Administrator

732 MAIN STREET, HARWICH, MA 02645



Memo

To: Robbin Kelley

From: Joseph F. Powers, Town Administrator *JFP*

CC: Board of Selectmen  
Meggan Eldredge, Assistant Town Administrator/HR  
Susan Kerr, Payroll  
Personnel File

RE: Vacation Carryover Request

---

Dear Robbin,

I am in receipt of your request to carryover vacation time earned in FY 2021 into FY2022. As a member of the Harwich Management Employees Association SEIU 888 collective bargaining unit, you are subject to the provisions set forth in Article 8, section c of the contract. This section reads as follows:

*"Employees may carry over up to ten (10) days of vacation leave but it must be used within the first six (6) months of the new fiscal year. Additional vacation leave may be carried over from year to year with written approval of the Town Administrator."*

Your request to carryover up to 70 hours of unused vacation time has been approved subject to the following: vacation time carried over from FY 2021 must be used within six months and no later than December 31, 2021. Any carried-over vacation time not used by December 31, 2021 will dissolve.

Your request to carry over an additional 35 hours, for a total of 105 hours), is denied. There has been no prohibition of taking vacation time over the last 12 months.

Please note that every attempt to take your earned vacation time should be made in the fiscal year in which it is earned. Future requests for carryover of vacation time will require evidence that your time off requests have been denied or that an unforeseen event prevented you from using your benefit time. Proper management of benefit time is required in order to prevent carryover into the next fiscal year.

# Project Update

6/04/21

## "HARWICH CEMETERY COMMISSION"

### Island Pond Cemetery Online Tour & Management Platform Version 1.0



capeecom  
.com



the  
cape map app



VisitCapeCod  
.com

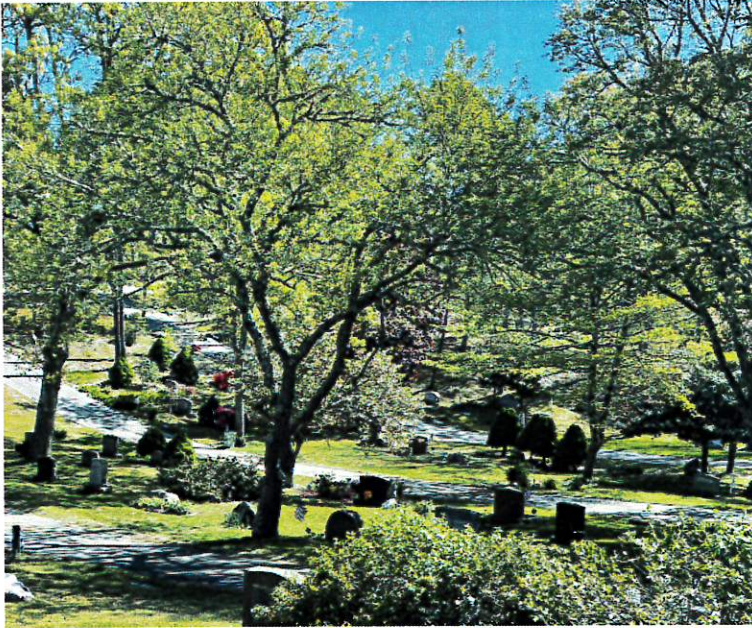
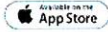


StreamPros  
.net

### Web Services of America, llc.

Address.: 221 Depot St. Dennis Port, MA 02639

Office:877.932.1872 Mobile: 508.335.52



Lorem Ipsum is  
 simply dummy text

# MOCK -UP

Lorem Ipsum is simply  
 dummy text

Lorem Ipsum is simply dummy text of the printing and typesetting  
 industry. Lorem Ipsum has been the industry's

Lorem Ipsum has been the industry's standard dummy text ever since the  
 1500s, when an unknown printer took a galley of type and scrambled it to  
 make a type specimen book. It has survived not only five centuries, but also

Read More



06/04/21

Dear Robbin:

Above you will find the mock up of the design that we will be working with. Of course the design is in its mock up stage and because the site design can only be fully integrated as the elements of the project become ready. Above is the design direction we are moving on, however, this is just a few pasted graphics.

The website and the mobile app are customized and are being built with "Laravel 8" which includes the admin management portal. While I used Wordpress to put up temporary Coming Soon page for videos and announcements. The actual platform requires lots of different completions of the DB with dependancies on each other to create site functionality. At this point we have compiled many dependencies and, as you know, there are more to come. Such as our conversation earlier today. Now that we compiled a basis for the developmental logic to be programmed we have the means to start building pages. This website is intensely driven, and dependent, on programming and algorithms.

At this point we are approximately 1/3rd of the way through the project. There is a team of 5 individuals working on the project deliverables that depend upon each other. These include 2 programmers, one for the website and one for the mobile development, a graphic designer, and a network engineer specializing in the AWS network set-up and security, and of course my daily contributions.

As, I submit invoices I will be submitting a progress report. My plan is to submit invoices monthly.

Below is a list of what we have done to date. I hope this provides you with a more complete overview of the process, and do not hesitate fo reach out with any questions.

Best regards;

Steve

**Project Setup Tasks:**

- (1) WBS - Done
- (2) DB - Done
- (3) Design template creation/ approval - Done

**Frontend Work Status:**

- (1) Integrated approved design for header, footer and homepage in application - Done
- (2) We are creating more screens based the approved templates - WIP
- (3) Login screen theming - WIP

**Backend Work Status:**

- (1) Login - Done
- (2) User Management - Done
- (3) Company Management - Done
- (4) Roles and Rights Management For Super Admin, Admin and Users - Done
- (5) User Roles mapping - Done

**Import Information Into Database:**

Just for the information that we are giving provision to import existing data into the system by using csv, txt , excel and access.db file types.

## **On Location Design/Development**

- (1) Photo Shoot & Crop 50 HD Images
- (2) On Location Interviews, and videos
- (3) Edit Video, add titles, create logo, add music, transcode and update video
- (4) Register Domain, Create. Coming Soon website in WordPress, set-up email server with addresses.
- (5) Register & Establish Play Store iPhone development accounts.
- (7) Visits to Cemetery to take various Drone Video Files.
- (8) Create various designs for graphic requirements
- (9) Set-Up Separate Shared Server For WP site
- (10) Visit locations 5/28, 5/29 5/30 to establish required protocols for capturing the latitude and longitude to be used for the Virtual Tours.
- (11) Research, purchase and test the best app for capturing gps requirements.
- (12) Download, inspect and upload 63 folders containing GPS locations with 189 images for the Mobile app.
- (13) Establish AWS dedicated Instance, and storage bucket for the permanent website and mobile app.

# ART IN THE ARBORETUM

## ***CALL FOR ARTISTS AND MUSICIANS!***

We are looking for local artists to join us for our art show. All artists are welcome and there are no fees to participate.

**WEDNESDAY, JULY 21ST 2021 11AM-4PM**



RAIN DATE:  
THURSDAY, JULY 22ND 2021  
11AM-4PM



Interested in participating? Fill out an Expression of Interest Form by June 25th 2021. For more information, please visit [marcelinearboretum.org](http://marcelinearboretum.org) or call Robbin Kelley at 508-430-7549.



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### **Expression of Interest Form**

**Wednesday July 21st 2021 / 11AM-4PM / 15 Island Pond Road Harwich, MA 02645**

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Type of art you will be showcasing \_\_\_\_\_

If you have a website list here \_\_\_\_\_

Space required \_\_\_\_\_

I have read and agree to abide by all rules and regulations listed below

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Email the completed form to [info@marcelinearboretum.org](mailto:info@marcelinearboretum.org) / 508-430-7598  
along with examples of your work**

---

### **Rules & Regulations for Art in the Arboretum**

- A completed Expression of Interest Form does not guarantee a space, you must be confirmed by the Cemetery Administrator prior to the event.
- Live or recorded is allowed but must be respectful.
- If you are approved to participate in the event, you will be assigned a designated space.
- You are responsible for unpacking, setting up, and packing up your artwork.
- You are responsible for parking your car. After initial set up, your car must be moved to designated parking areas.

## Robbin Kelley

---

**From:** Chris Nickerson <cnickhighway@comcast.net>  
**Sent:** Monday, May 3, 2021 3:35 PM  
**To:** 'Don DiGiacomo'; johncantocompany@gmail.com; 'Mike Collopy'  
**Cc:** Griffin Ryder; Meggan Eldredge; Robbin Kelley  
**Subject:** Cemetery Patching

Good afternoon,

We are seeking pricing on some patchwork/berms in Mount Pleasant Cemetery and Island Pond Cemetery. I have listed below the locations, descriptions and approximate measurement of the work. Please look at all location and submit a quote if you are interested and available to do the work. All work areas are marked in pink marking paint and all pertinent info is included. The Quotes should be made out to Robbin Kelley, Cemetery Administrator and all invoicing will be to the same. Please respond no later than May 21, 2021 or you will be considered non-responsive for this particular work.

### Island Pond Cemetery

#### Cranberry Way

- Cut two 2 foot wide key ways

- Machine level small area (marked)

- Machine pave approx.. 170 lf with berm (leave 2ft waterway at low point) with a minimum of 1.5 in of asphalt

#### Harwich Ave North

- Install 95 feet of berm with a drag box from Harwich Ave towards bottom of hill as marked

- Install 60 feet of berm with a drag box from South Ave to Harwich Ave as marked

### Mount Pleasant Cemetery

#### Pine Ave at Third Ave

- Cut three 2 foot wide key ways

- Saw cut and remove 3x3 area marked around roots

- Patch area with 3 in. of t-base and 1.5 inches of asphalt

- Overlay with 1.5 inches of asphalt approx.. 80 x 10 area

#### Pine Ave at Second Ave

- Radius repair by grinding existing asphalt to a depth of 1.5 inches

- Excavate dirt portion to accommodate 3 inches if t-base and 1.5 inches of asphalt

- Re-pave ground asphalt and overlay new area with 1.5 inches of asphalt

#### Pine Ave at Second Ave

- Saw cut and excavate marked area to a depth of 5.5 inches and remove all roots in that area

- Install 3 inches of t-base and 2.5 inches of asphalt

- Area is approx. 100 sq. ft.

I can be available to answer any and all questions by calling me at 508-237-2245

Thanks in advance



## Robbin Kelley

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**From:** Mike Collopy <mcollopy@rjnardone.com>  
**Sent:** Friday, May 21, 2021 8:21 AM  
**To:** Robbin Kelley  
**Cc:** Chris Nickerson  
**Subject:** Cemetery Paving  
**Attachments:** Harwich - Cemetery Paving.pdf

Robbin,

Here is the price for repairing and paving those areas that Chris Nickerson asked me to look at.

Michael Collopy

RJ Nardone Paving & Sealcoating  
(o) 508-394-4177  
(fax) 508-394-6310  
(cell) 774-999-9690



<b>PROPOSAL</b>
DATE: 05/21/2021

Phone: 508-394-4177 Fax: 508-394-6310

TOWN OF HARWICH  
CEMETERY DIVISION

Attn: Robbin Kelley

Customer Contact Information:
-------------------------------

Phone:
email: rkelly@town.harwich.ma.us

R. J. Nardone is a fully insured company who supports our community and local businesses. DBE & WBE SOMWBA CERTIFIED	
DESCRIPTION OF WORK TO BE PERFORMED:	
Island Pond Cemetery	
Cranberry Way	
Cut two 2 foot wide key ways	
Machine level small area (marked)	
Machine pave approx.. 170 lf with berm (leave 2ft waterway at low point) with a minimum of 1.5 in of asphalt	
Harwich Ave North	
Install 95 feet of berm with a drag box from Harwich Ave towards bottom of hill as marked	
Install 60 feet of berm with a drag box from South Ave to Harwich Ave as marked	
Mount Pleasant Cemetery	
Pine Ave at Third Ave	
Cut three 2 foot wide key ways	
Saw cut and remove 3x3 area marked around roots	
Patch area with 3 in. of t-base and 1.5 inches of asphalt	
Overlay with 1.5 inches of asphalt approx.. 80 x 10 area	
Pine Ave at Second Ave	
Radius repair by grinding existing asphalt to a depth of 1.5 inches	
Excavate dirt portion to accommodate 3 inches if t-base and 1.5 inches of asphalt	
Re-pave ground asphalt and overlay new area with 1.5 inches of asphalt	
Pine Ave at Second Ave	
Saw cut and excavate marked area to a depth of 5.5 inches and remove all roots in that area	
Install 3 inches of t-base and 2.5 inches of asphalt	
Area is approx. 100 sq. ft.	
<b>PRICE:</b>	<b>\$ 17,000.00</b>

Any alteration or deviation from above specifications involving extra costs, will be executed only upon verbal orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Not responsible for landscaping, irrigation and private underground utilities. Workers Compensation and Public Liability Insurance on above work to be taken out by R.J. Nardone Construction Inc. Interest will be charged on all invoices due past 30 days at 1.5% per month (18% per annum). PRICE WILL BE HELD FOR THIRTY (30) DAYS.

Respectfully submitted by: Michael Collopy

Date accepted: \_\_\_\_\_ Signature \_\_\_\_\_

## Robbin Kelley

---

**From:** Meggan Eldredge  
**Sent:** Thursday, June 3, 2021 8:50 AM  
**To:** Danielle Delaney  
**Cc:** Robbin Kelley  
**Subject:** Pine Grove Cemetery Monument Restoration\_Ad FY 22  
**Attachments:** Pine Grove Cemetery Monument Restoration\_Ad FY 22.doc

Please run this ad in next week's Chronicle. The ad provided last week with the same name should be pulled (it didn't make it into today's paper due to the deadline change from the holiday) and replaced with the attached ad.

Thank you!

*Meggan M. Eldredge*  
*Assistant Town Administrator*  
*Town of Harwich*  
*732 Main Street*  
*508-430-7513 ext. 3344*

TOWN OF HARWICH  
INVITATION FOR BIDS  
PINE GROVE CEMETERY GRAVESTONE CONSERVATION

Sealed bids for the Pine Grove Cemetery Gravestone Conservation for the Town of Harwich will be received at the Office of the Town Administrator, Town Hall, 732 Main Street, Harwich, MA 02645 until **1:00 P.M., Thursday, June 24, 2021** at which time all bids will be publicly opened and read via a virtual meeting. Bids received after this time will be rejected. Delivery of the bids will be at the bidder's expense. Any and all damages that may occur due to packaging, shipping or timely arrival will be the sole responsibility of the bidder. All bids must be submitted in one sealed envelope clearly marked: "**Bid for Pine Grove Cemetery Gravestones Conservation and Preservation**".

Information for bidders, bid forms, specifications and other contract documents may be examined or obtained from the Town of Harwich website at the following address: <https://www.harwich-ma.gov/home/pages/procurement>. All inquiries relative to this Invitation for Bids are to be directed to Robbin Kelley, Cemetery Administrator, via email at [rkelley@town.harwich.ma.us](mailto:rkelley@town.harwich.ma.us).

The Town of Harwich reserves the right to reject any and all bids if it determines that such bid does not represent the best interest of the Town. The Board of Selectmen reserves the right to waive any informalities. All bids for this project are subject to applicable public bidding laws of Massachusetts, including, but not limited to G.L. c.30, §39M.

Joseph F. Powers  
Town Administrator

## Robbin Kelley

---

**From:** Meggan Eldredge  
**Sent:** Thursday, June 3, 2021 9:00 AM  
**To:** Caleb Ladue; Jamie Goodwin  
**Cc:** Robbin Kelley; Griffin Ryder; Joe Powers  
**Subject:** for procurement page  
**Attachments:** 2021.05.27\_IFB WITH ATTACHMENTS.doc; Pine Grove Cemetery Attachment A.pdf

Good morning Caleb,

Can you please post this bid request on the website with the usual tracking mechanism? It should be up on the website by Wednesday next week.

Thank you!

*Meggan M. Eldredge  
Assistant Town Administrator  
Town of Harwich  
732 Main Street  
508-430-7513 ext. 3344*

## TOWN OF HARWICH

### Invitation for Bids For

#### Pine Grove Cemetery Gravestone Conservation

#### **I. General Information and Bid Submission Requirements.**

The Town of Harwich, acting by and through its Board of Selectmen, is soliciting sealed bids for **Pine Grove Cemetery Gravestones Conservation and Preservation**. The contract awarded pursuant to this Invitation for Bids, M.G.L. c. 30, § 39M, shall be for services provided through June 30, 2022; A specific scope of work is included as **Attachment A**.

Sealed bids shall be submitted to the Office of the Town Administrator, 732 Main Street, Town Hall, Harwich, MA, 02645 on or before **1:00 PM, Thursday, June 24, 2021**, at which time all bids shall be opened publicly. If, at the time of the scheduled opening, the Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or unforeseen building closure, the bid opening will be postponed until 1:00 PM on the next business day on which the Town Hall is opened for business. Bids will be accepted until that date and time.

A bidder shall submit 1 (one) copy of its bid in a sealed envelope, clearly marked on its face with the bidder's name and address and the bid title: **"Pine Grove Cemetery Gravestones Conservation and Preservation"**. Bids must be received in the appropriate office as indicated above prior to the submission deadline. The Town shall not be responsible for the inadvertent opening of any bid not appropriately identified as required prior to the submission deadline. The bidder shall be solely responsible for the timely delivery of its bid. Bids shall be submitted on the Bid Form attached to this Invitation for Bids (IFB) as **Attachment B**. The Bid Form must be signed as follows: 1) if the bidder is an individual, by him/her personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed to the Certificate of Vote included in this IFB.

The Town reserves the right to cancel this IFB, or to reject in whole or in part any and all bids, if it is determined to be in the best interests of the Town to do so. The Town further reserves the right to award one or more contracts under this IFB to the lowest bid by a responsive and responsible bidder in order to provide the most economical pricing structure.

A bidder may correct, modify, or withdraw a previously submitted bid by written notice received in the Town Administrator's office at the address indicated above prior to the time and date for the opening of bids. Bid modifications must be submitted in a sealed envelope clearly marked, with the bidder's name and address and the bid title **"Pine Grove Cemetery Gravestones Conservation and Preservation – Modification No. \_\_"**.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived or the bidder will be permitted to correct them. If a mistake and the intended bid are clearly evident on the face of the Bid Form, the mistake will be corrected to reflect the intended correct bid, and the bidder will be

notified in writing; the bidder may not withdraw the bid. A bidder may withdraw its bid if a mistake is clearly evident on the face of the Bid Form, but the intended correct bid is not similarly evident.

The contract will be awarded within thirty (30) days after the bid opening. The time for the award may be extended for up to forty-five (45) additional days by mutual agreement between the Town and the apparent lowest responsive and responsible bidder. All bid prices submitted in response to this IFB must remain firm for thirty (30) days following bid opening, and for any extension of the time for award of the contract as provided above.

Questions concerning the terms of this IFB, must be submitted by e-mail to: Robbin Kelley, Cemetery Administrator at [rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us) by 4:00 PM on Thursday, June 10, 2021. Responses to any such questions will be issued as an Addendum to this IFB and will be emailed to all parties who have requested a copy of this IFB.

Each bid submission shall contain the Bid Form (**Attachment B**), a Certificate of Non-Collusion (**Attachment C**), a Tax Compliance Certificate (**Attachment D**) and a Certificate of Vote (corporate bidders only) (**Attachment E**).

The successful bidder must execute the contract within ten (10) days of the Town's delivery of the contract in substantially the form attached hereto as **Attachment F**. In the event the successful bidder fails to execute the contract in a timely manner, the Town reserves the right to rescind the award, and to make a new award to the next lowest bidder.

## **II. Location and Work to be Done**

The Work consists of Cemetery gravestones conservation and preservation at Pine Grove Cemetery in Harwich, and all work incidental thereto, in accordance with the Specifications described in Attachment A.

The Contractor shall furnish all labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies, and all other things necessary to do all work required for the completion of each item of the Work and as herein specified.

The Work to be done and paid for under any item shall not be limited to the exact extent mentioned or described but shall include all incidental work necessary or customarily done for the completion of that item.

## **III. Ability and Experience of Bidder**

No award will be made to any bidder who cannot satisfy the Owner that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to prosecute and complete the work successfully within the time named. The Owner's decision or judgment on these matters will be final, conclusive, and binding.

The Owner may make such investigations as it deems necessary, and the bidder shall furnish to the Owner, under oath if so required, all such information and data for this purpose as the Owner may request.

#### **IV. Obligation of Bidder**

At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Contract Documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation in respect of his bid.

#### **V. Time for Completion**

The successful general bidder must agree to fully complete the project before June 30, 2022.

#### **VI. Comparison of Bids**

Bids will be compared on the basis of prices set forth in the bid forms. In the event that there is a discrepancy between the lump sum or unit prices written in words and figures, the prices written in words will govern.

#### **VII. Award of Contract**

The Contract will be awarded to "the lowest responsible and eligible bidder" pursuant to General Laws Chapter 30B, section 5 (g). Such a bidder shall possess the skill, ability and integrity necessary for the faithful performance of the work, shall be able to furnish labor that can work in harmony with all other elements of labor employed, or to be employed, in the work, and shall otherwise comply with all applicable provisions of law. Contract award shall be subject to availability of an appropriation for funding.

#### **VIII. INSURANCE**

The Contractor shall carry and continuously maintain until completion of the Contract, insurance as specified in Agreement and in such form as shall protect him performing work covered by this Contract, and the Town of Harwich and its employees, agents and officials, from all claims an liability for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract. The Town shall be named as an additional insured. The Contractor covenants and agrees to hold the Town and its employees, agents and officials harmless from loss or damage due to claims for bodily injury or death and/or property damage arising from, or in connection with, operations under this Contract.

#### **III. Rule for Award**

The Town reserves the right to award the contract to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the IFB and Attachment A. Such a bidder shall possess the skill, ability and integrity necessary for the faithful performance of the work, shall be able to furnish labor that can work in harmony with all other elements of labor employed, or to be employed, in the work, and shall otherwise comply with all applicable provisions of law. Contract award shall be subject to availability of an appropriation for funding.



**ATTACHMENT A**

(Purchase Description-see separate document)

**ATTACHMENT B**

FORM OF GENERAL BID

Bid of \_\_\_\_\_ (hereinafter called "Bidder")\*  
( ) a corporation, organized and existing under the laws of the state of \_\_\_\_\_

- ( ) a partnership  
( ) a joint venture  
( ) an individual

doing business as \_\_\_\_\_

To the Town of Harwich, Massachusetts (hereinafter called "Owner").

Gentlemen:

A) The undersigned Bidder, in compliance with your invitation for bids for the project known as Pine Grove Cemetery Gravestone Conservation having examined the plans and specifications and related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to complete the project in accordance with the contract documents and the plans and specifications within the time set forth below, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the contract documents, of which this bid is a part.

The Bidder hereby agrees to commence work on or before the date to be specified in written "Notice to Proceed" of the Owner, and to fully complete the project within \_\_\_\_\_ consecutive calendar days thereafter.

\*Specify corporation, partnership or individual as applicable.

B) Bidder acknowledges receipt of and this bid includes the following addenda:

No.                                      Dated:

No.                                      Dated:

C) The Bidder agrees to perform the bid work described in the specifications and shown on the plans for the following contract price: \$ \_\_\_\_\_.

The above unit prices shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

The Bidder understands that all bids for this project are subject to the applicable bidding laws of the Commonwealth of Massachusetts, including General Laws Chapter 30B

The Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

Within 10 days of receipt of the written notice of acceptance of this bid, the Bidder will execute the formal Agreement set forth in Attachment F: Contract.

The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all the requirements of the plans and specifications.

1. Have been in business under present name for \_\_\_\_ years.
  
2. The names and addresses of all persons interested in the bid (if made by a partnership or corporation) as principals, are as follows:

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(attach supplementary list if necessary)

3. The bidder is requested to state below what work of a similar character to that included in the proposed contract he has done, and give references that will enable the Owner to judge his experience, skill and business standing (add supplementary page if necessary).

Completion Date	Project Name	Contract Amount	Design Engineer	Reference Name	Telephone No.
--------------------	-----------------	--------------------	--------------------	-------------------	------------------

A: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT C**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of person signing the bid)

\_\_\_\_\_  
(Name of Business)

**ATTACHMENT D**

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_, authorized signatory for

\_\_\_\_\_, do hereby certify under the pains and penalties  
(Name of Contractor)

of perjury that said contractor has complied with all laws of the Commonwealth of  
Massachusetts relating to taxes, reporting of employees and contractors, and withholding and  
remitting child support.

CONTRACTOR

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Title: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

**ATTACHMENT E**

**CERTIFICATE OF CORPORATE AUTHORITY**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_  
(Name of Corporation)

held on \_\_\_\_\_ it was VOTED that:  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Officer)

of this corporation, be and he/she hereby is authorized to execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such \_\_\_\_\_ under seal of the company, shall be valid and binding upon this corporation.  
(Officer)

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

DATE OF THIS CERTIFICATE: \_\_\_\_\_

I hereby certify that I am the clerk of the \_\_\_\_\_  
that \_\_\_\_\_ is the duly elected \_\_\_\_\_ of said  
corporation, and that the above vote has not been amended or rescinded and remains in full force  
and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk)

CORPORATE SEAL:

**ATTACHMENT F**

**CONTRACT**

**AGREEMENT FOR PINE GROVE CEMETERY GRAVESTONE CONSERVATION**

The following provisions shall constitute an Agreement between the Town of Harwich, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and \_\_\_\_\_, with an address of \_\_\_\_\_, hereinafter referred to as "Contractor", effective as of the \_\_\_\_ day of \_\_\_\_\_, 2021. In consideration of the mutual covenants contained herein, the parties agree as follows:

**ARTICLE 1: SCOPE OF WORK:**

The Contractor shall perform all work and furnish all services necessary to provide the Town with Pine Grove Cemetery Gravestone Preservation and Conservation, as set forth in Attachment A.

**ARTICLE 2: TIME OF PERFORMANCE:**

The Contractor shall complete all work and services required hereunder commencing upon execution of this contract, through June 30, 2022.

**ARTICLE 3: COMPENSATION:**

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$\_\_\_\_\_. The Contractor shall submit monthly invoices to the Town for services rendered, which will be due 30 days following receipt by the Town.

**ARTICLE 4: CONTRACT DOCUMENTS:**

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

#### **ARTICLE 5: CONTRACT TERMINATION:**

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

#### **ARTICLE 6: INDEMNIFICATION:**

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.



**ARTICLE 7: AVAILABILITY OF FUNDS:**

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

**ARTICLE 8: APPLICABLE LAW:**

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

**ARTICLE 9: ASSIGNMENT:**

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

**ARTICLE 10: AMENDMENTS:**

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

**ARTICLE 11: INDEPENDENT CONTRACTOR:**

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

**ARTICLE 12: INSURANCE:**

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

- 1) General Liability of at least \$1,000,000 Occurrence/\$3,000,000 General Aggregate. The Municipality should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any contractor who has an automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage per accident. The Municipality should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law. Include Employers Liability Part B with a limit of \$1,000,000
- 4) Property Coverage for materials and services being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.
- 5) Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Municipality should be named as an "Additional Insured".

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

#### **ARTICLE 13: SEVERABILITY:**

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

#### **ARTICLE 14: ENTIRE AGREEMENT:**

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

#### **ARTICLE 15: COUNTERPARTS:**

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

**CERTIFICATION AS TO PAYMENT OF STATE TAXES**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,

\_\_\_\_\_, authorized signatory for the Contractor do hereby certify under the pains and penalties of perjury that said Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual or  
Corporate Name

By:  
Corporate Officer  
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF HARWICH

By

by its Board of Selectmen (over \$50,000)

\_\_\_\_\_  
Printed Name and Title

Approved as to Availability of Funds:

by its Town Administrator Up to \$50,000

\_\_\_\_\_  
Town Accountant (\$ \_\_\_\_\_)  
Contract Sum

\_\_\_\_\_  
Town Administrator

## Robbin Kelley

---

**From:** Paul Sweetser <paulsweetser@gmail.com>  
**Sent:** Thursday, June 3, 2021 3:48 PM  
**To:** Robbin Kelley  
**Subject:** Bank Street Cemetery - Plan and Invoice question

Hi Robbin,

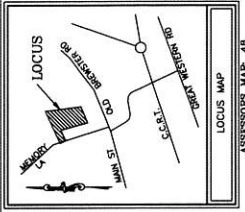
The last time we communicated on this you were going to have Griffin look at the plan and get back to me so I can plot and invoice for it... are we ready to go? I know the end of the fiscal year is coming up. Also, I'm near finished with the Kelley Family Cemetery...

Thank you!  
Paul

--

**Paul E. Sweetser**  
***Professional Land Surveyor***  
***P.O. Box 1146***  
***Dennisport, MA 02639***  
***Cell- (508)737-7560***

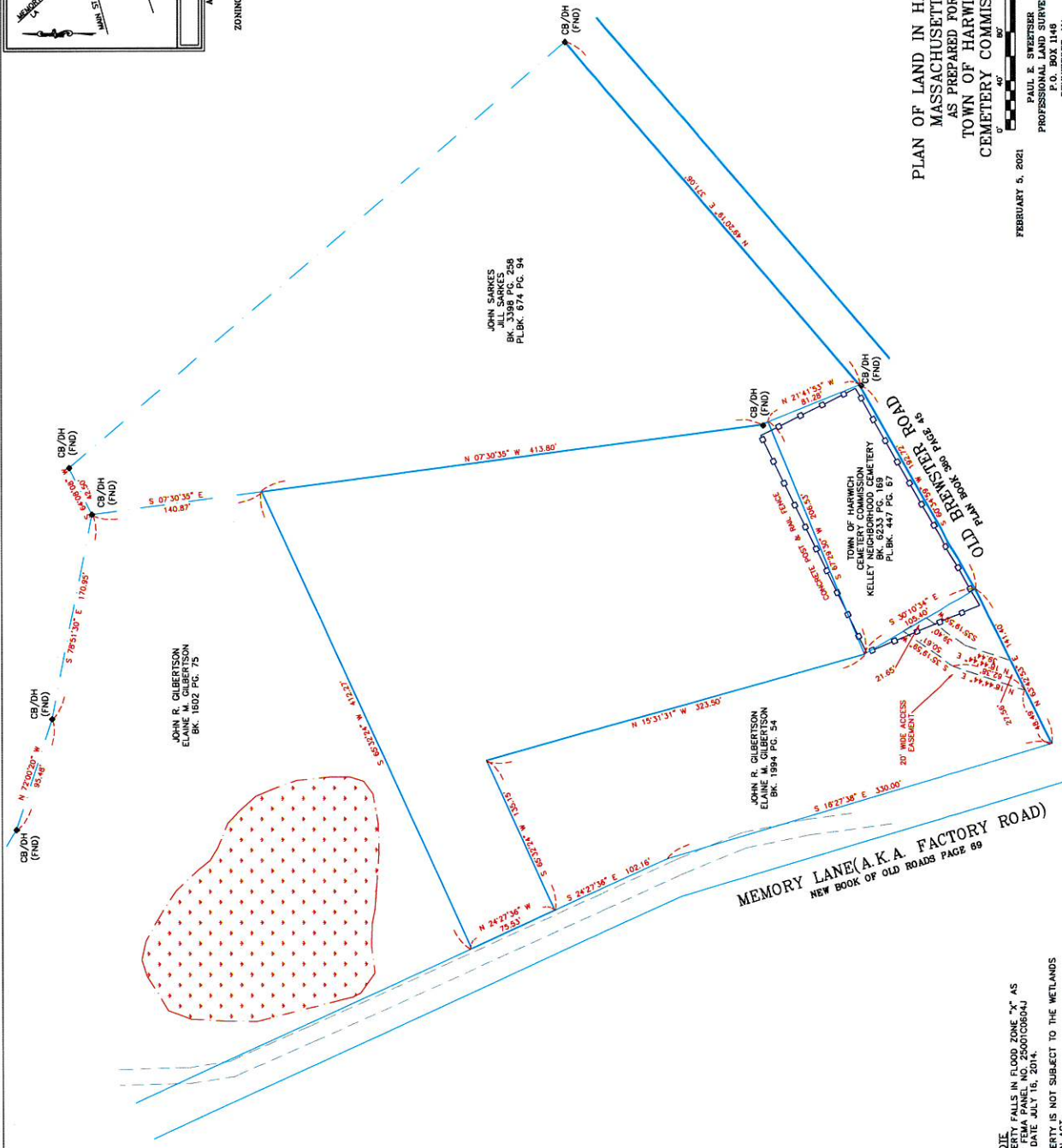




ASSESSOR MAP: 48  
 PARCEL: 11-3  
 ZONING CLASSIFICATION: R-M

OWNER:  
 TOWN OF HARWICH  
 732 MAIN STREET  
 HARWICH, MA 02845

FOR REGISTRY USE ONLY	
DEED REFERENCES:	
BK. 3183 PG. 116	(PARCEL 1)
PLAN REFERENCES:	
PLBK. 380 PG. 045	
PLBK. 417 PG. 087	
PLBK. 447 PG. 087	
PLBK. 614 PG. 071	
PLBK. 644 PG. 075	
PLBK. 844 PG. 075	
LCP 18913-A (DISMISSED)	
AREA:	
104,665 SQ. FT. ±	
2.40 ACRES ±	
1,573.11' PERIMETER	



PLAN OF LAND IN HARWICH,  
 MASSACHUSETTS  
 AS PREPARED FOR  
 TOWN OF HARWICH  
 CEMETERY COMMISSION

SCALE: 1" = 40'  
 PAUL E. STEFFNER  
 PROFESSIONAL LAND SURVEYOR  
 P.O. BOX 1146  
 DENNISPORT, MA 02859  
 FEBRUARY 5, 2021

MEMORY LANE (A.K.A. FACTORY ROAD)  
 NEW BOOK OF OLD ROADS PAGE 89

SEE MASSACHUSETTS HOUSE BILL NUMBER 4257  
 CHAPTER 238, ACTS OF 2008.

CB/DH(FND) CONCRETE BOUND/DRILL HOLE  
 (FOUND)

I HEREBY CERTIFY THAT THE PROPERTY LINES SHOWN ON THIS PLAN ARE THE LINES OF EXISTING OWNERSHIP, AND THE LINES OF THE STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

DATE \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR  
 I CERTIFY THAT THIS PLAN CONFORMS TO THE 1976 EDITION AND REGULATIONS OF THE REGISTERS OF DEEDS.

DATE \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR

FLOOD NOTE  
 THIS PROPERTY FALLS IN FLOOD ZONE "X" AS SHOWN ON FEMA PANEL NO. 25001C0604J EFFECTIVE DATE JULY 16, 2014.  
 THIS PROPERTY IS NOT SUBJECT TO THE WETLANDS PROTECTION ACT.

## Robbin Kelley

---

**From:** Robbin Kelley  
**Sent:** Friday, June 4, 2021 7:10 AM  
**To:** Griffin Ryder; Meggan Eldredge  
**Subject:** FW: Bank Street Cemetery - Plan and Invoice question  
**Attachments:** fence for Bank Street Cemetery.jpg

Griffin

Did you ever write the letter to the Abutters to the Bank Street Cemetery?  
The Abutters to the right have their hedge on Town property and it will need to be removed so that we can install a fence.

If not can you do it before you leave for Brewster, congratulations on your new job.  
I will be out of the office on Friday and be returning on Monday.

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

**From:** Paul Sweetser [mailto:paulsweetser@gmail.com]  
**Sent:** Thursday, June 3, 2021 3:48 PM  
**To:** Robbin Kelley <rkelly@town.harwich.ma.us>  
**Subject:** Bank Street Cemetery - Plan and Invoice question

Hi Robbin,

The last time we communicated on this you were going to have Griffin look at the plan and get back to me so I can plot and invoice for it... are we ready to go? I know the end of the fiscal year is coming up. Also, I'm near finished with the Kelley Family Cemetery...

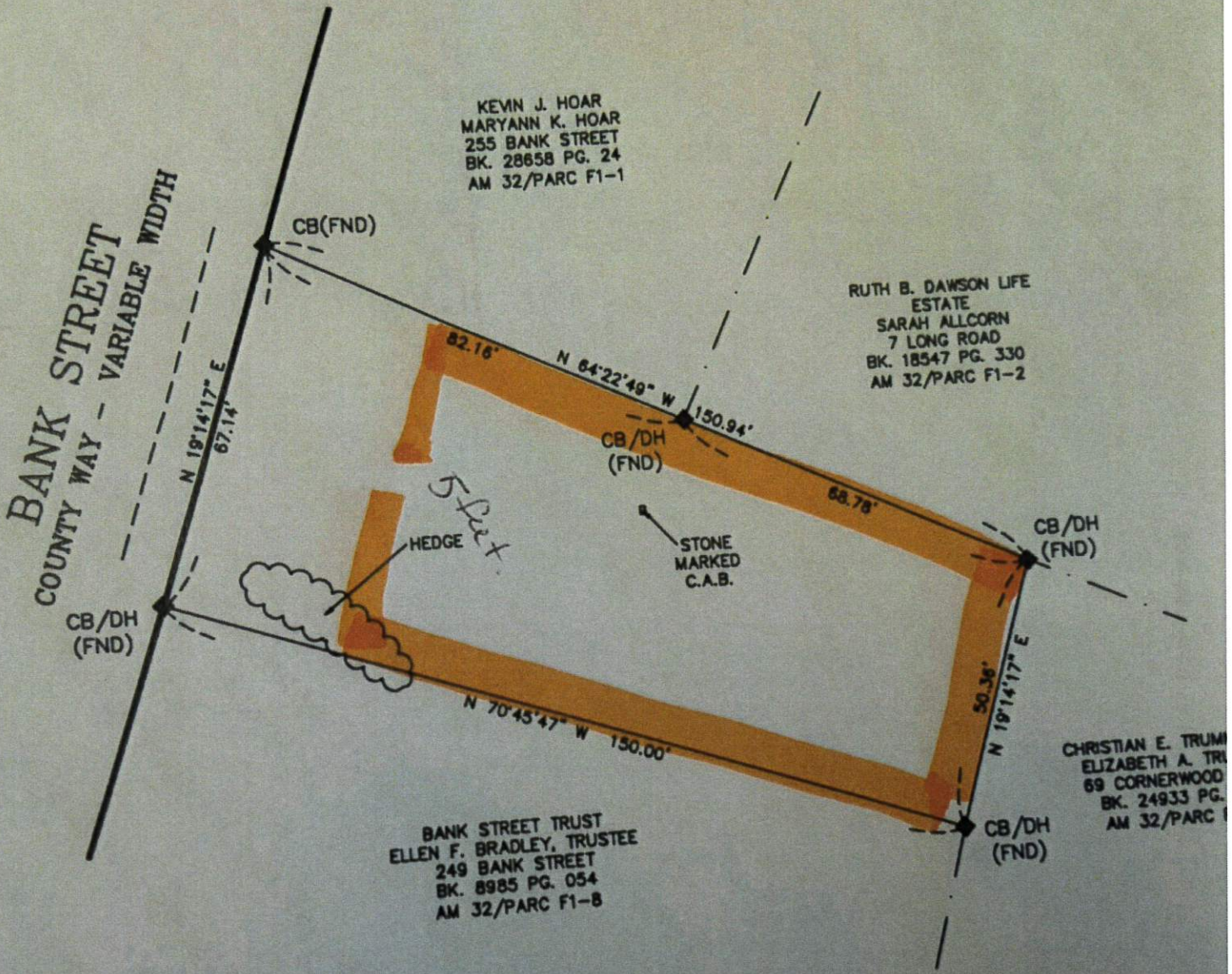
Thank you!  
Paul

--

**Paul E. Sweetser**  
**Professional Land Surveyor**  
**P.O. Box 1146**

**Dennisport, MA 02639**  
**Cell- (508)737-7560**





TE BOUND/DRILL HOLE

AT THE PROPERTY LINES  
ARE THE LINES DIVIDING  
AND THE LINES OF THE  
THOSE OF PUBLIC

AND IN HAR