

CEMETERY COMMISSION MONTHLY MEETING  
DONN B. GRIFFIN ROOM, TOWN HALL  
732 MAIN STREET  
TUESDAY NOVEMBER 1, 2022 AT 9:00AM

\*Public may attend the meeting in person, access the meeting on Channel 18 (Broadcasting Live), or can login to the meeting remotely using the following login information\*

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**Access Code:** 181-643-709

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES FROM FEBRUARY 9, 2022, MARCH 1, 2022, APRIL 11, 2022, MAY 9, 2022 AND JUNE 15, 2022.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
  - A. Email Historic District and Historic Commission Meeting October 19, 2022 for CPC Articles discussion and possible vote.
  - B. Public Hearing Notice for Rules and Regulations for the Harwich Cemetery Commission on Friday November 18, 2022.
  - C. Veterans Day Ceremony flyer.
  - D. OTHER BUSINESS.
- IV. OLD BUSINESS
  - A. Up to date totals for Revolving Account and Cemetery Budget.
  - B. Veterans Memorial Circle at Evergreen. Email to Accounting how to receive donations.
  - C. Documents on the Evergreen Cemetery Software to go out to BID.
  - D. CPC Article East Harwich Union Cemetery Gravestone.
  - E. CPC Articles for 2023 Town Meeting Veterans Memorials and Revised Application for North Harwich.
  - F. OTHER OLD BUSINESS.
- V. NEW BUSINESS
  - A. DEEDS: David & Susan Mahan for 17 Neptune (Graves #8 & 9) in Island Pond for \$1,600.00, John & Peggy Baltz for 519D West Main Avenue West in Island Pond for \$800.00,
  - B. Bills: Seaside Arborist Mount Pleasant, Island Pond & Evergreen \$3,400.00, ICCFA Annual Dues \$99.00
  - C. OTHER BUSINESS.

VI. DATE AND TIME OF NEXT MEETING

VII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

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

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

**Historic District and Historical Commission**  
**Town Hall - 732 Main Street – Small Hearing Room**  
**October 19, 2022, 2022 6:00 PM**  
**Meeting Agenda**

**I. RECORDING NOTICE; CALL TO ORDER**

*According to MA Law anyone who intends to records the meeting must first notify the Chair who will then inform the other attendees at the start of the meeting.*

**II. PUBLIC HEARING**

**HH2022-16:** Dany Mace Kairouz, owner and Tony Nohra, applicant have applied for a Certificate of Appropriateness to add a canopy to a building or structure in the Harwich Center Historic District. The subject property is 729 Main Street, Map 41 Parcel D1-2. (Continued from 9/21/2022)

**HH2022-18:** Kathleen Steves, owner and C.A. Vincent Inc., applicant have filed a Notice of Intent. The applicant proposes to strip siding from two walls to construct an addition. The home is over 100 years old. The subject property is 426 Main St, Map 47, Parcel A3-1.

**HH2022-19:** Town of Harwich, owner, Douglas Manley, Spencer Preservation Group, representative has filed a Notice of Intent and a Certificate of Appropriateness. The project proposes to demolish the stone foundation (crawl space) and reconstruct a full foundation. The structure, Brooks Academy Museum is over 100 years old and is located at 80 Parallel St, Map 40, Parcel J9 in the Harwich Center Historic District.

**III. PUBLIC MEETING \***

A. Approve meeting minutes

B. New Business

a. Discussion and possible vote for the following CPC Articles

- Revolutionary War & Civil War Memorials at Evergreen Cemetery.
- North Harwich Cemetery Fence and Rails.

b. 135 Miles Street – Owners, Walter V. Maloney, III and Tracey C. Maloney, through their agent, Attorney William Crowell, are seeking to remove the address from the Town's Historic Inventory List.

C. Old Business

**IV. Correspondence/Briefings**

**V. Adjourn**

*Next HDHC board Meeting (subject to change) – November 16, 2022*

*\*Per the Attorney General's Office – Boards/Commission may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following :New Business”.*

Authorized Posting Officer: Lecia McKenna

**Town of Harwich  
Cemetery Commission  
Public Hearing Notice**

The Harwich Cemetery Commission will hold a Public Hearing on **Friday, November 18, 2022**, beginning at 1:00 P.M.

The Hearing will be in the Donn B. Griffin Room located at the Town Hall, 732 Main Street, Harwich, MA for the purpose of updating the Harwich Cemetery Commission Rules and Regulations for the Cemetery Cemeteries.

All members of the public having an interest in this topic are cordially invited to attend the public hearing and provide information and testimony relevant to this matter.

# Harwich Cemetery Commission

## Rules and Regulations of Harwich Cemeteries

### I. Rules

1. Town Cemeteries are open daily from dawn to dusk.
2. No vehicle shall be operated in any part of the cemeteries and at speeds no faster than 10 MPH. Violators will be subject to a speeding fine.
3. Recreational motorcycling, roller skating, skateboarding, and/or any other types of similar recreational sports are prohibited. The Town is not liable for any injuries sustained by any person participating in a recreational activity within Cemetery property. Any activity that encroaches on individual lots or graves is prohibited.
4. Any person disturbing the quiet and/or order of the grounds by loud noise, speeding, or other improper or disorderly conduct, or who shall violate any of these rules, will be removed from the grounds and such person will be dealt with as provided by law. The entrance of any intoxicated person is prohibited.
5. No person shall remove, cut, break or mark any tree or shrub; or mark upon, deface, or injure any monument or structure on the grounds.
6. Gravestone repairs or rubbings require prior authorization of the Cemetery Commission or its designated agent. A copy of the Association for Gravestones Studies *Gravestone Rubbings Do's and Don'ts* will be provided.
7. Firearms shall not be discharged in the cemeteries, except for salutes at military funerals, Memorial Day, or Veterans Day.

### II. Interments

1. Burial lots in the cemeteries shall be used for no other purpose than a place for the interment of the human dead including cremation remains.
2. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner, or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by Cemetery personnel.
3. All interments shall be enclosed in a cement vault except. Infants shall require an approved container. Cremations shall require an urn or other permanent approved container.
4. Lot usage: In lots (4' x 10') one full burial and one cremation or four cremations. In cremation lots (4' x 3') two cremations.
5. Single Cremation in Harwich Center Cemetery. Lot usage is for one cremated remain for interment in this section (internment rights are from Plan of Land in Harwich (Center) "Proposed Cremation Section" map prepared by Harwich Engineering Department file # 1529-00.

### III. Cemetery Lots

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

4. Upon the death of the title owner, a lot passes to heirs-at-law (MGL.Ch.114, s.29) unless specifically devised by will or trust (subject to Ch. 190, sec.3).
6. A full burial lot (minimum 4'x10') containing recorded remains, may, also, accommodate one cremation burial, provided the cremation remains be that of an heir-at-law or family member of the prior interred remains and be so certified and approved by the Commission.
7. Burial lots for the interment of any indigent resident Veteran are provided at no cost and are set aside for burials of Veterans residing in the Town at the time of their entry into service and /or at the time of their death verified by the Veterans Agent and subject to the approval of the Cemetery Commission.
8. Single grave space may be made available to the resident parents and without charge for the indigent, stillborn or very young infant within the Town at the time of death.
9. All work performed on graves or lots by the owners, or by their order, shall be performed only with prior authorization of Cemetery personnel in order to preserve as much as possible the natural appearance of cemeteries.
10. Maintenance of all plantings and maintenance and removal of all plantings and holiday arrangement placed by a lot owner, or designee, is the responsibility of the lot owner, and the Cemetery Commission reserves the right to remove any planting that becomes unsightly. The Town of Harwich is not liable for items left at a grave, or damage to flowers, flags, containers, or monuments due to weather, vandalism, theft, or maintenance procedures.
11. Annual/perennial flowers must be planted at the base of a monument/marker, so as to not interfere with maintenance department procedures.
12. Fences, borders, curbing, hedges, trees, rampant-growing plantings and crushed stone are prohibited. No signs or lettered wooden boards of any kind are permitted on a gravesite, unless prior approval by Cemetery Commission. Any bench or structure needs prior approval by Cemetery Commission before installation.
13. Masons, stonecutters and all workmen shall at all times be under the control of Cemetery Commission and must carry off all rubbish and restore roads, avenues and paths, damaged by their operations. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.
14. The Town reserves the right to correct any errors made in the description, transfer or conveyance of any interment rights or property, either by canceling such conveyance and substituting and conveying in lieu thereof interment property or burial rights of equal value and similar location may be selected by Cemetery Commission.

#### **IV. Markers, Headstones, Monuments**

1. SINGLE LOT – 30"width (left to right) x 16" (front to back) and/or two flush markers.
2. CREMATION LOT Cremation Lot (4' x 3') maximum of 2 flush markers measuring 2' x 1' per marker or 1 marker not to exceed 2' x 2'.
3. MULTIPLE LOTS – Marker is not to exceed 50% of the width of lot with a base depth of 18" maximum and height of 48".
4. IN EXISTING CEMETERIES – Where family lots have been established, those families will be allowed to add memorials to duplicate the existing markers or headstones.
5. No markers, headstones, monuments, curbing or other structure will be permitted to be erected in the cemeteries without a sufficient foundation. All markers, headstones, monuments and other structures shall be made of granite, marble, slate, or other approved marker. All monuments are to be centered at the head of lot or centered at the mid-line.
6. A marble or granite bench will be allowed on a lot as the *only* permanent, central, inscribed, memorial; therefore both a monument and a bench are not permitted.
7. The Cemetery Administrator is required to have written notification prior to any foundation work/memorials placement, with all information outlined and submitted on a Cemetery Department Monument Permit Order. Prior to the initiation of any monument work, the lot must

be marked/flagged by Cemetery Department personnel. Monuments are required to be set in such manner that they will not conflict with the alignment of neighboring monuments.

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

#### **V. Administration**

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

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

Evergreen Cemetery, 1403 Orleans Road and 40 Cemetery Road, East Harwich

Island Pond Cemetery, 15 Island Pond Road, Harwich Center

Mount Pleasant Cemetery, 95 South Street, Harwich Port

Kelley Cemetery, 18 Old Brewster Road, North Harwich

South Harwich Cemetery, 270 Chatham Road, South Harwich

Pine Grove Cemetery, 32 Pine Grove Road, West Harwich

North Harwich Cemetery, 610 Depot Street & Main Street Ext., North Harwich

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

Bank Street Burial Ground, Bank Street, near Long Road

Baptist Church Cemetery, Depot Street & 62 Route 28, West Harwich

Herring River, West Harwich, Herring River, West Harwich

Hawks Nest Cemetery, corner of Spruce and Walker Roads, East Harwich

Lothrop Cemetery, Off Lothrop Ave, West Harwich

Methodist Church Cemetery, corner Queen Anne Rd. & 15 Church Street, East Harwich

Old Methodist Cemetery, AKA Eldredge Cemetery Queen Anne Rd., East Harwich

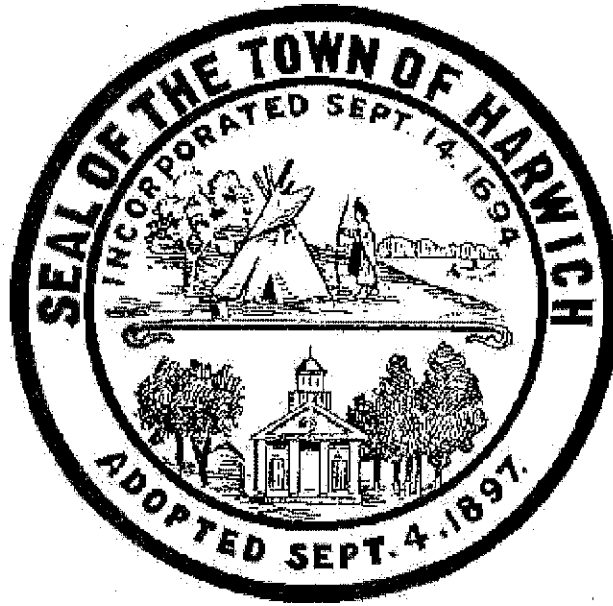
Old Smith Cemetery, Bells Neck Road, West Harwich

Ryder Cemetery, Route 39 near water tower, Harwich.

Cemetery Office located @ 100 Oak Street; mail received at Town Hall, 732 Main Street

Office phone: 508-430-7549

*Approved at Annual Town Meeting May 6, 2019.*



## **Harwich Cemetery Commission**

### **Rules and Regulations**

**of the**

### **Harwich Cemeteries**

**2022**

#### **Mission Statement**

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

**2/10/2022**

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## **I. Administration**

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

### **Administrative Office**

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

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

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

#### Hours of Operation:

Monday-Friday 7:30-3:00

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

#### Holiday Schedule:

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

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

## **II. Cemetery Commission**

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

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

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

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

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

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

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

### III. Harwich Cemeteries

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

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

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

##### A. Visitation Rules

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

## **B. Cemetery Regulations**

### **1. Interments**

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

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

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

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

#### **e. Generational Succession of Burial Lots**

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

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

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

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

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

## 2. Cemetery Lots

### a. Lot Usage

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

### b. Lot Sizes

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

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

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

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

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

1. The planting of invasive or rampant-growing species is prohibited.
2. A flowerbed consisting of low growing annuals and/or perennials (please see the list of approved plantings available on the town website or through our administration office) must not exceed one foot from the front of the base of the approved monument and no wider than the base of the monument with a two-inch border of mulch or loam so as not to interfere with mowing.

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

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

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

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

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

8. Any major changes such as excessive pruning or removal of shrubs or trees made by lot owners, or by their order, must have prior authorization of the Cemetery Administration. Debris must be removed by persons performing such maintenance to preserve as much as possible the natural appearance of cemeteries. (See Lot Maintenance Form).

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

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

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

h. Masons, stonecutters and all workmen shall notify the Cemetery Administrator of all work to be done in the cemeteries. They must remove any debris or rubbish, restore any damage done to the lot or the road by their work. The Town of Harwich will not be responsible for any errors made by any improper inscription on any memorial.



### 3. Markers, Headstones, Monuments

#### a. Previously Established Cemetery Sections

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

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

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

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

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

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

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

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

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

(continued)

#### h. Newly Designated Cremation Sections

Headstones are not permitted in these specially designated sections.

In a 4' x 8' cremation lot up to four cremation interments and up to four flat flush markers 2' x 1' in size are permitted.

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

## V. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Lot Sizes**-See Cemetery Lots page 9

**Mausoleum** - a building for the housing of bodies in separate drawer,- or compartments. A mausoleum differs from 1 tomb in that it is owned communally by the cemetery and patrons purchase rights to a section of it, while a tomb is built, owned, and used exclusively by a single family or similar group.

**Memorial** - a grave marker, usually in ornate one

**Memorial park** - A cemetery of the 20th century cared for in perpetuity by a business or nonprofit corporation; generally characterized by open expanses of greensward with either flush or other regulated grave markers; in the last half of the 19th century, those with flush markers were called "lawn" cemeteries.

**Monolith** - A large, vertical stone grave marker having no base or cap.

**Monument** - a grave marker, usually one with some fanciness and size.

**National cemetery** - One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably. Presently, the Department of Veterans Affairs maintains 114, the National Park Service (Department of the Interior) administers 14, and the Department of the Army has responsibility for two.

**Niche** - in general, any recess in the surface of something; a compartment in a columbarium or other area for the placement of cremation remains.

**Obelisk** - a gravestone that is tall, slender, square in cross-section, and pointed at the top. Obelisks usually are quite large and imposing, indicating the wealth and stature of the deceased.

**openwork** - carving that cut entirely through a stone, creating arches, loops, and openings.

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

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

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

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

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

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

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

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

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

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

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

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

Anyone may purchase a burial lot in the Town of Harwich Cemeteries. There are separate fees set for residents and nonresidents.

How many burials are allowed per grave?

Please see "Interments" page 7

What size monuments are allowed?

Please see Markers, Headstones, Monuments page 9

What is allowed on a grave lot?

Please see Markers, Headstones, Monuments page 9

Are plantings permitted on a cemetery lot?

Yes, plants may be planted in front of the monument only. See item f. in Rules and Regulations, page 9.

What plantings are recommended?

Plants need to be approved by the Cemetery Commission. Please contact our Administration Office for a list of recommended plantings on the town website.

Can you donate a memorial tree to the cemetery?

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

Does the town put American flags on veteran graves on Memorial Day?

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

**TOWN OF HARWICH**  
**VETERANS DAY CEREMONY**

**ISLAND POND CEMETERY**

**FRIDAY - NOVEMBER 11, 2022**

**11:00 AM**

**Welcome**

**Pledge of Allegiance – Harwich Scouts**

**Monomoy HS Women's Acapella Group**

**Invocation – Father Marc Tremblay**

**Greetings – Selectmen Howell**

**Speaker – Brigadier General Anthony Schiavi -  
USAF Retired**

**Benediction – Father Marc Tremblay**

**Taps – Morgan Crowe**

**Today...and every day...  
we are grateful for**

*our military service personnel,  
past and present, and the families  
who support them.*



# New England Cemetery Association



## 52<sup>ND</sup> ANNUAL FREDERICK R. LAFFOND CEMETERY MANAGEMENT SEMINAR

### Back to Basics

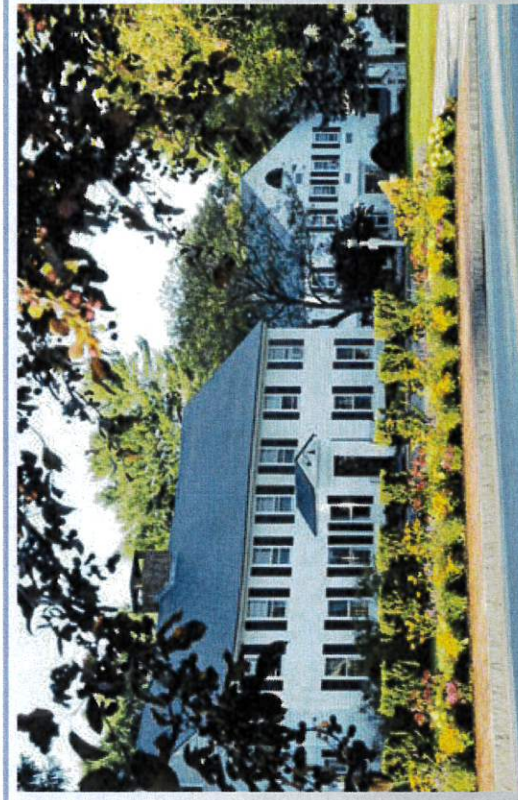
The 2022 Laffond Seminar Committee, and the Board of the NECA, would like to thank all the cemeteryans in attendance for taking the time from their busy schedules to learn and share their wealth of knowledge with others. In addition, we thank the NECA Industry Vendors for their continued support, and the speakers who have given of their time to share their expertise, and a special thank you to the entire staff of the Publick House, who helped make this event a success.

For those who may be joining us for the very first time, we would like to share with you a little bit about who Frederick Laffond was. Freddy, a cemeteryan and member of NECA since 1970, served as a director from 1981-1987 and then served the organization as Secretary/Treasurer for the next sixteen years. Fred, for many years, was devoted to making sure this event was a success. He knew all in attendance and his warm personality made everyone feel welcome. If you were a first-timer, he made it a point to seek you out and extend a special welcome. In 2003 the Association felt it was appropriate to dedicate this seminar in his name. Fred has been greatly missed by the New England Cemetery Association.

Please join us again next year for the 53<sup>rd</sup> Laffond Seminar.

Thank you again for your participation.

*Kelly Perry, Maureen Crick Owen, Gregory Howard*



2022 Seminar Committee

Kelly M. Perry, Maureen Crick Owen, Gregory Howard

December 5<sup>th</sup> to December 7<sup>th</sup>, 2022



**52<sup>nd</sup> Annual New England Cemetery Association  
Frederick R. Laffond  
Cemetery Management Seminar  
"Back to Basics"**

9:00 - 10:00 Bill Wilson, Ray Leach, Rob Baker  
Foundation to Finish - Planning Ahead  
10:00 - 11:00 Warren P. Leach  
Turf Alternatives and Ground Covers for Cemeteries  
11:00 - 11:30 Morning Break, Supplier Introductions, State Updates

**Monday, December 5<sup>th</sup>**

11:30 - 12:45 Registration

12:45 Welcome Remarks & Introduction of First-Timers

1:00 - 2:00 Barbara Kemmis - Part 1  
Should Cremated Remains Rest in Peace?

2:00 - 3:00 Hayden Burrus  
How to Ensure Your Perpetual Care Fund Will  
Stand the Test of Time.

3:00 - 3:15 Break

3:15 - 3:30 Supplier Introductions

3:30 - 4:30 Barbara Kemmis - Part 2 with Scott MacKenzie  
Cremation Memorialization

4:30 - 6:00 Time on Your Own

6:00 - 9:00 Social Hour and Dinner

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

7:00 - 8:45 Registration

8:50 Welcome Remarks

12:30 - 1:30 Lunch

1:30 - 2:30 Ashlynn Rickord Werner, MTS  
Embracing Cemetery Tourism: A New Venture in  
Community Engagement and Revenue Growth

2:30 - 3:30 Brennan Regan  
Cemetery Insurance 101 - How to Protect Your  
Cemetery

3:30 - 3:45 Break

3:45 - 4:30 David Boyle, Joseph Cavallaro, Patrick Healy and  
Dan Krueger  
Questions, Quandaries and Conundrums  
Ask the Experts

4:30 - 6:00 Time on Your Own

6:00 - 9:00 Social Hour and Dinner

**Wednesday, December 7<sup>th</sup>**

7:00 - 9:00 Breakfast and Farewells

*Thank you very much for attending.*

*Please drive safely!*

*Kelly Perry, Maureen Crick Owen, Gregory Howard*



**52ND NEW ENGLAND CEMETERY ASSOCIATION  
FREDERICK R. LAFFOND CEMETERY MANAGEMENT SEMINAR  
MONDAY, DECEMBER 5TH—WEDNESDAY, DECEMBER 7TH, 2022  
RESERVATION & REGISTRATION**

COMMITTEE

KELLY PERRY    MAUREEN CRICK OWEN    GREGORY HOWARD

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Name Badge Name/Nickname

---

Roommate's Name (if Applicable) (Please complete a full registration for each individual)

---

Cemetery / Company

---

Mailing Address City State Zip

---

Telephone # Email Address

Is this your first time attending this event?  YES  NO

	MEMBERS	NON MEMBERS *
Single Occupancy—Full Seminar	___ \$595.00	___ \$645.00
Double Occupancy—Full Seminar	___ \$525.00 (per Person)	___ \$575.00
<b>Commuter Rates:</b>		
Monday, December 5 (includes Dinner)	___ \$150.00	___ \$200.00
Tuesday, December 6 (Lunch only)	___ \$70.00	___ \$120.00
Tuesday, December 6 (Lunch & Dinner)	___ \$160.00	___ \$210.00
Additional Night, Please specify day	___ \$150.00	( ___ Sunday ___ Wednesday)

\* Non Member fees include membership for 2023 (\$50.00)

Choose one for Tuesday Dinner  Braised Veal Short Rib  Orchard Chicken  Chef's Choice Vegetarian

PLEASE NOTIFY US IF YOU HAVE ANY FOOD RESTRICTIONS OR REQUESTS

Tuesday Dinner—Cocktail Attire Encouraged

**DEADLINE for registration—November 17 NO REFUNDS after November 21**

Payment in full MUST accompany each registration

(The only exception will be a purchase order from a municipal cemetery)

Make checks payable to The New England Cemetery Association (Federal ID #22-257-5156)

Send completed registration form and payment to

Dan Krueger, NECA Secretary

158 Hoerle Blvd. Torrington CT 06790

neca1902@gmail.com

## Robbin Kelley

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**From:** Carol Coppola  
**Sent:** Friday, April 16, 2021 10:10 AM  
**To:** Meggan Eldredge; Robbin Kelley; Joe Powers  
**Cc:** Patti Macura; Danielle Delaney  
**Subject:** RE: Donations for Veterans Memorial Circle

Hi Robbin,

A gift fund will need to be set up, I agree the checks should be made out to the Town of Harwich. I'll let you know what org/obj to use for the donations.

Carol

---

**From:** Meggan Eldredge  
**Sent:** Friday, April 16, 2021 10:08 AM  
**To:** Robbin Kelley <[rkelly@town.harwich.ma.us](mailto:rkelly@town.harwich.ma.us)>; Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Carol Coppola <[ccoppola@town.harwich.ma.us](mailto:ccoppola@town.harwich.ma.us)>  
**Cc:** Patti Macura <[pmacura@town.harwich.ma.us](mailto:pmacura@town.harwich.ma.us)>; Danielle Delaney <[ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us)>  
**Subject:** RE: Donations for Veterans Memorial Circle

Hi Robbin,

The best person to answer this would be Carol, give her a call if you haven't already heard from her.

Thank you,

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

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**From:** Robbin Kelley  
**Sent:** Friday, April 2, 2021 2:47 PM  
**To:** Joe Powers <[jpowers@town.harwich.ma.us](mailto:jpowers@town.harwich.ma.us)>; Meggan Eldredge <[meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us)>; Carol Coppola <[ccoppola@town.harwich.ma.us](mailto:ccoppola@town.harwich.ma.us)>  
**Cc:** Patti Macura <[pmacura@town.harwich.ma.us](mailto:pmacura@town.harwich.ma.us)>; Danielle Delaney <[ddelaney@town.harwich.ma.us](mailto:ddelaney@town.harwich.ma.us)>  
**Subject:** Donations for Veterans Memorial Circle

Could you give me direction on how Veterans Organization can contribute to the Veterans Memorial Circle?

The Commission has started to draft a letter and they would like to know how the checks should be made out, I assume the "Town of Harwich" and how do I deposit the check once received?

Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich



# Revised Application

## Historic Restoration of Fence Posts & Rails at North Harwich Cemetery

Total \$94,600





Type text here Application #\_

REVISED APPLICATION

For Administrative Use

**TOWN OF HARWICH - COMMUNITY PRESERVATION COMMITTEE  
2022 CPA PROJECT FUNDING REQUEST APPLICATION  
FISCAL YEAR 2023-2024**

Submission Date: October 3, 2022

**APPLICANT INFORMATION**

**Applicant:** Cemetery Department

Town Committee, Board or Organization: Cemetery Commission

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

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

**Project Manager:** Robbin Kelley

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

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

**Second Contact Person:** Steven Conner

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

Phone: 508-237-7978 Email Address: sconner82@gmail.com

**PROJECT INFORMATION**

PROJECT TITLE: North Harwich Cemetery Fence Post & Rails

PROJECT AMOUNT REQUESTED: 94,600 (86,000 x 10 % Contingency 8,600)

PROJECT DESCRIPTION: Repair granite fence and replacement of broken pipes.

Repair and/or replace galvanized pipe between fence posts, straighten granite posts

ESTIMATED START DATE: July 2023

ESTIMATED COMPLETION DATE: July 2024

**Three years from the release of funds (July 2023) funds may be rescinded automatically; waivers may be sought.**

**CPA CATEGORY**

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

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

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

This project is part of the Cemetery Commission's Master Plan, which includes Planning, Assessments and Inventories of all the cemetery properties. The cemetery is in need of historic restoration of the fence which includes repairs to granite fence and galvanized rails.

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

The North Harwich Cemetery earliest gravestone is from 1792, it is a focal point of the North Harwich Village. The cemetery is located at the corner of Depot Street and Main Street, this is a very busy intersection. This cemetery contains Revolutionary Veterans, and they will be honored with a plaque and ceremony by the Sons of the American Revolution. This will improve the appearance of the Village.

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

<u>Commissions/Boards/Committees/Organizations</u>	Please have them initial here after their review
Harwich Cemetery Commission Sept 26, 2022	SHC
Harwich Historical Commission October 2022	

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

Positive comments from members of our community including Alan Hall who has close connections with the cemetery.

**Please list any documentation to be forthcoming and reason for delay.**

All documents are included. Will update with Historical Commission decision.

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

**COST ESTIMATE(S):** \$ \$86,000  
Attach cost estimates or firm quotes (if available) for all projects.


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

- Surveys and/or plot plans for the property
- Appraisals and agreements (if not available then submit by December 1, 2022)
- Name of present owner and attach copy of deed conveying property unto present owner.
- Property address, Harwich Assessor's property identification (Map#, Parcel #).
- For proposed Open Space land purchases, be prepared to discuss public access with the Committee.

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

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

Signature - ~~Chief Executive Officer~~ or Board Chair Title

 Cemetery Admin

Printed Name Robbin Kelley Date 30 Oct 2022  
Revised 19 Oct 2022

**APPLICATIONS MUST BE RECEIVED BY OCTOBER 3, 2022 NO LATER THAN 4 PM**

Revised: May 16, 2022

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

Estimate for N.Harwich Cemetery Project  
September 25, 2022

This estimate is based on approximately 700 feet of replacement rail.

This quote is an estimate into the cost of Materials which will be considered through the end of 2022. Prices will change at the beginning of 2023.

Labor for installation will also vary in time.

Steel Pipe approximately 120 pieces at 21' length to be cut to fit.      \$34,500.

Labor (No tree removal or leveling of grade)      45,500.

Miscellaneous costs      6,000.

Prepared By

Thomas J. Blute

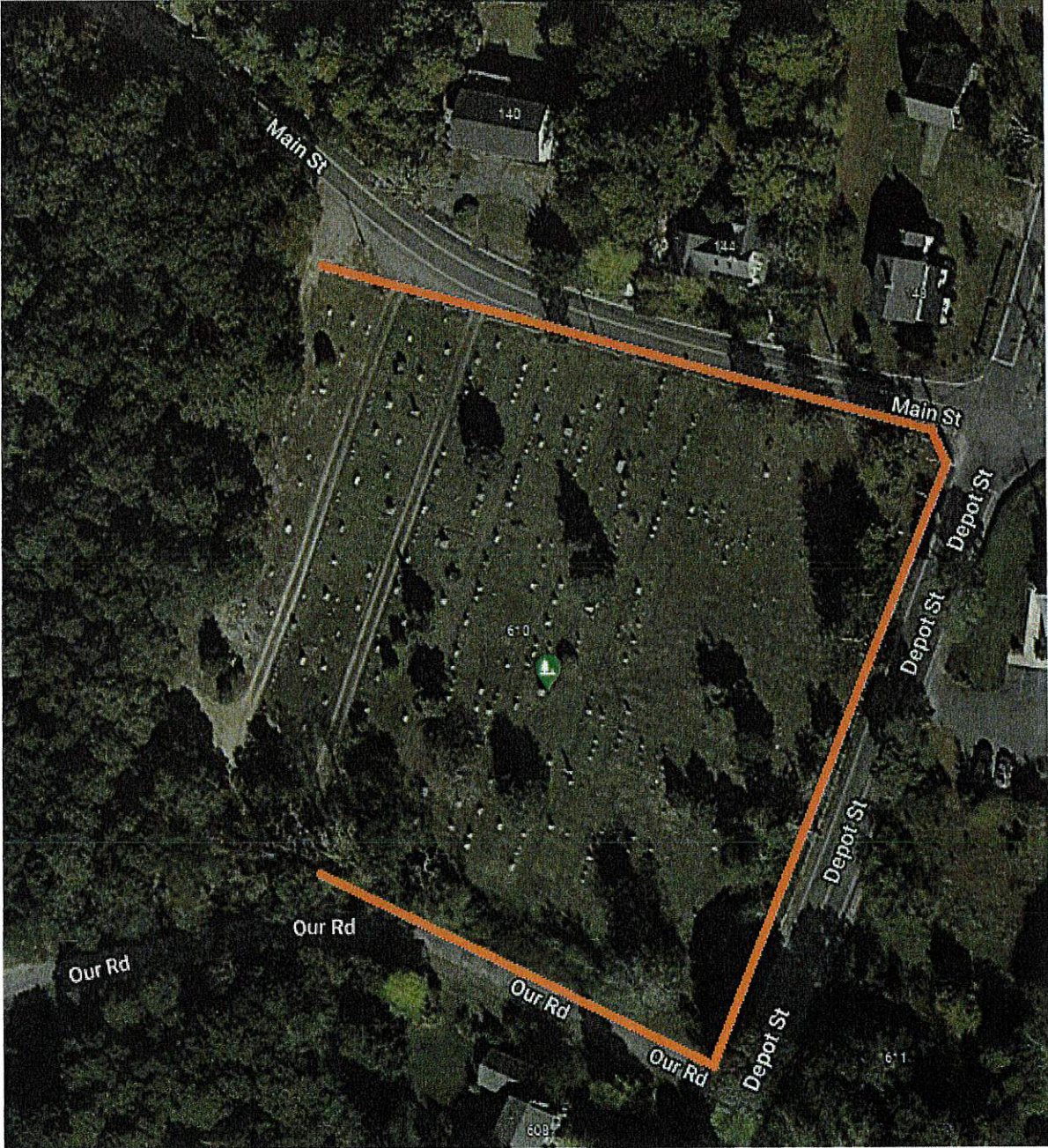
Total

86,000



# North Harwich Cemetery

Repairs to Existing Granite Fence and Galvanized Pipe.



## Robbin Kelley

---

**From:** Joni Seely  
**Sent:** Tuesday, October 4, 2022 8:53 AM  
**To:** Robbin Kelley  
**Subject:** Seaside Arborists

Robbin,

I just spoke to Pete and was told Seaside arborists did the following:

1.5 days Mount Pleasant Cemetery  
1 day Island Pond Cemetery  
.5 days Evergreen Cemetery

Hope that helps,

Joni

**Seaside Arborists Tree Service**

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



# INVOICE

**BILL TO**

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

**INVOICE #** 948  
**DATE** 10/06/2022  
**DUE DATE** 11/05/2022  
**TERMS** Net 30

---

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
09/26/2022	<b>Tree Removal</b>	Tree Removal	1	1,700.00	1,700.00
09/27/2022	<b>Tree Removal</b>	Tree Removal	1	1,700.00	1,700.00

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

BALANCE DUE

**\$3,400.00**



# International Cemetery, Cremation & Funeral Association

107 Carpenter Drive, Suite 100, Sterling, VA 20164  
1.800.645.7700 (Toll Free) ♦ 703.391.8400 ♦ (Fax) 703.391.8416

## Municipal Cemetery Membership Dues Invoice

Please make checks payable to International Cemetery, Cremation and Funeral Association, "ICCFA"

50931  
Robbin Kelley  
Town of Harwich  
732 Main St  
Harwich, MA 02645-2717  
United States



January 1 – December 31, 2023  
Annual Dues Renewal Invoice

### Municipal Cemetery Membership – Annual Dues \$99.00

#### Additional Individuals:

**Individual Member dues are in addition to the annual company dues.** Individual membership is for anyone who would like to receive their own copy of all our mailings (including the ICCFA Magazine, Memento Mori).

Please include names and address information in the space provided below and compute total dues. If additional space is required, please use reverse side for listing and include dues amount in subtotal.

**Regular Individual Membership (\$100.00 in addition to company dues)** Voting membership (one additional ballot for elections)

- 
- 

**Associate Individual Membership (\$75.00 per person in addition to company dues)** Non-voting membership

- 
- 

As an ICCFA member, you are eligible to receive the *ICCFA WIRELESS*, a FREE bi-weekly e-mail newsletter offering timely access to the latest industry and association news. If you do not already receive WIRELESS, simply send your e-mail address to [wireless@iccfa.com](mailto:wireless@iccfa.com) or return it on this invoice and begin receiving this valuable resource!

Cemetery Municipal Dues	\$	<u>99.00</u>
Individual Member Dues	\$	_____
Associate Member Dues	\$	_____
<b>Total Due</b> (in US Dollars)	\$	_____

*Dues Payments to ICCFA are not deductible as charitable contribution for federal tax purposes. However, they may be deductible as an "ordinary and necessary" business expense. Please consult your tax advisor.*

Please contact Cindy Hinton, Membership Manager at (571) 267-4705 or [cindy@iccfa.com](mailto:cindy@iccfa.com) if you have any questions about your membership or would like to make a payment with a credit card.

Thank you for your continued support of the ICCFA!

**Please return a copy of this invoice with your payment.**