

CEMETERY COMMISSION MONTHLY MEETING
CHANNEL 18 STUDIO
100 OAK STREET, HARWICH, MA 02645
TUESDAY JUNE 13, 2023, 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

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

<https://meet.goto.com/504987181>

You can also dial in using your phone.

Access Code: 504-987-181

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Get the app now and be ready when your first meeting starts:

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

I. CALL TO ORDER

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Megan Green on Year-End Instructions.
- B. Article on Vermont Allows out-of-states to use assisted suicide.
- C. Letter from Ronald & Dorothy Lindholm on lots in Island Pond Cemetery.
- D. OTHER BUSINESS.

III. OLD BUSINESS

- A. Up to date totals for Revolving Account and Cemetery Budget.
- B. Review of Town Meeting Articles Approvals; Rules and Regulations and CPC Article for Revolutionary and Civil War Memorials.
- C. Veterans Memorials phases.
- D. Bank Street Cemetery update.
- E. Tree tags were delivered, and AmeriCorps will be installing the Arboretum.
- F. Email from All Cape Fence on repairs to chain link fence at Pine Grove.
- G. Cemetery Fee Schedules update.
- H. OTHER OLD BUSINESS.

IV. NEW BUSINESS

- A. BILLS: Eversource \$19.38, All Cape Fence Inc. \$3,000.00 Bank Street Fence, Canto paving Island Pond \$4,000.00, Mileage Jan \$86.30, Feb \$28.56, Mar \$29.68, Apr \$90.72, and May \$84.20.
- B. D\$90.72, Mary & Richard Hadjian for 38B Pine Avenue in Mount Pleasant #800.00.
- C. Commissioner's possible visiting cemeteries.
- D. Work Orders DPW in Island Pond.
- E. Poison Ivy and Knotweed invasives.
- F. Vote to pay Web Service of America out of Evergreen Software Article \$5,148.00, Agway \$906.00 from Tree Article.
- G. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____

TOWN CLERK

DATE: _____

Robbin Kelley

From: Megan Green
Sent: Monday, May 15, 2023 4:07 PM
To: Amy Usowski; Brianna Powell; Carlene Jones; Carolyn Carey; Chief David J. Guillemette; Dan Pelletier; David LeBlanc; Emily Mitchell; Eric Beebe; Heinz Proft; Jack Mee; Jamie Goodwin; Joe Powers; John Rendon; Kara Mewhinney; Link Hooper; Meggan Eldredge; Paul Halkiotis; Robbin Kelley; Roman Greer; Sarah Eaton; Sheila House; Virginia Hewitt; Harwich Health; Betty Clark Macleay; Julie Witas; csims@clamsnet.org; Danielle Freiner; Elaine Banta; Jennifer Clarke; Kate Varley; Kim Berube; Lecia McKenna; Madison Leblanc; Marie Carlson; Marissa Stone El Sehrawey; Michael Serijan; Michelle Morris; Patience Smith-Cabrera; Shelagh Delaney; Susan Pires; Rachel Lohr; Krystle Legendre; Sandra Sieger
Subject: Year End Instructions FY23
Attachments: Year-End Instructions FY23.pdf; Warrant Article Balances as of 5.12.2023.pdf; YR End Accrual & Encumbrance.xlsx; Open Purchase Orders as of 5.15.23.pdf

Hello everyone,

The end of FY23 is fast approaching and we want it to go as smoothly as possible. Here is all the information that you will need to plan and execute any year-end transactions. As always - we are happy to help with any questions or concerns. Thank you!

Megan

Megan Green
Assistant Town Accountant
Town of Harwich
732 Main Street
Harwich, MA 02645
508 430-7502 x 3332
Harwich-ma.gov

May 15, 2023

To: Department Managers, Executive and Administrative Assistants

From: Megan Green

CC: Accounting

RE: Year-End Instructions

As the fiscal year comes to a close, we have prepared instructions and explanations to guide all departments to an expedient and smooth year-end close. All purchases of goods or services should be completed no later than Friday, June 3rd; this cutoff provides sufficient time for vendors to invoice the Town in a timely manner. If your department has provided a service and will be billing either an internal department or an outside customer, those services should be billed as soon as possible.

Contracts for goods or services, to be funded from FY 2023 appropriations, must be finalized prior to the end of the fiscal year. Fully executed contracts for services or goods in which the town has yet to receive the services or goods by June 30 are considered encumbrances at year end, follow the encumbrance guidance to provide appropriate documentation for these outstanding items. It is important to note these instructions pertain to all funds: general operating, enterprise, special revenue, grant, capital, trust and revolving.

Please pay close attention to the information presented in this document as it has changed from prior years.

Inventory

If your department is responsible for counting inventory, either held for resale or goods to be utilized by the department, the external auditor requires someone from the finance department to be present when the final inventory counts take place. If your department counts inventory more than once per year, the finance department only needs to be present once. If you are unable to determine the price paid for the item, use and document the current market cost. Physical inventory counts for departments utilizing a POS (point of sale) or other computerized listing must also provide a reconciliation of the physical counts to the computerized report, when discrepancies occur. Contact the finance department to share the date and time for the final inventory count. The final inventory reports and reconciliations are due to the finance office no later than Friday, July 14, 2023.

Petty Cash

If your department has petty cash funds, those funds must be replenished at least quarterly and prior to June 30th. A report of your department's petty cash funds is due to the finance office no later than July 7, 2023. The report should contain the following information:

Town of Harwich		
Report of Petty Cash		
as of June 30, 2023		
Department Name	Petty Cash Balance	
Outstanding items*	Amount	Reason
1		
2		
3		
4		
* Outstanding items must be accompanied by supporting documentation		

Outstanding Receivables

At the end of the fiscal year, many departments within the Town bill either internal departments or external customers. It is customary to have amounts due to the Town on June 30 for goods or services provided. If your department bills for outside services/goods, you must provide a detailed listing of the outstanding amounts due and not paid as of June 30. The detailed listings are due to the finance office no later than July 14, 2023.

New Acquired and Disposed Fixed/Capital Assets

The town is required to maintain a listing of assets owned by the Town of Harwich and separated by department. This year we will be reviewing, in detail, vehicles and roadway equipment owned by the town. We will reach out to each department asking you to confirm our records to verify we have accounted for all assets under your department’s care and custody.

Payables and Receivables

To be compliant with GAAP (Generally Accepted Accounting Principles), the Town must include in its financial statements all expenses that are incurred during the year, as well as all income earned during the year. This requires that we process “accruals” for payables and receivables, for all funds, that are outstanding on June 30.

There may be cases where you have not paid an invoice by June 30 for a good or service you received during the year. You may also have payments you have not yet received for a good or service you provided this year, including grant reimbursements. In these cases, we need to process an accounting transaction to record an “accrual” for the unpaid invoice and the outstanding revenue.

In short, accruals allow expenses to be reported when incurred, not paid, and income to be reported when earned, not necessarily received. As examples:

- A department orders and receives two computers at the end of June 2023. However, the bill is not received until July and is not processed until August. Because the computers were received in FY 2023, an accrual journal for these expenses must be processed.
- The police department provides detail services to an outside company in June 2023; however, payment isn't received from the company until July. Because the service was provided in FY 2023, the revenue should be recognized in FY 2023 along with the related receivable.

The following are the general rules regarding AP (expense) accruals:

- Accounts payable accruals should be made for items where a good or service has been received in the current fiscal year but will not be paid for prior to year end. This includes items for which an invoice has been received but not paid, as well as items for which no invoice has yet been received. Departments should not delay processing these expenses because of lack of funding, if funding is a concern, please consult the finance office immediately.

The goal of the year-end accrual process is to recognize revenues and expenses in the period in which the economic events were incurred, regardless of when the payment is received or paid, to ensure accurate presentation of revenues and expenses.

The finance department will be processing year-end payable batches and a "clean up warrant" again this year, detailed information is presented below:

Please enter all fiscal year-end invoices into the MUNIS system on one of the remaining Warrants (T23046 – T23053). The only change to the FY2023 A/P warrant schedule is that T23054 is due in Accounting as of July 10th with an effective date of June 30th. If you receive an "unexpected" invoice after turning in your final batches, then please process it on the "CLEAN UP" Warrant (T23054).

Bill Schedules for the FY 2023 Clean-Up Warrant must be received in the Town Accountant's office on or before Monday, July 10, 2023, by noon. Use the following info:

Effective Date: 6/30/23

Year/Period: 2023/12

Warrant #: T23054

Due Date: 6/30/23

Any FY 2023 budget obligations not presented for payment by Monday, July 10th, should be dealt with by using the form requesting an accrual. If you need to request an accrual of FY 2023 funds, please be sure to include the following:

- **Complete name and address of the vendor**
- **Vendor invoice**
- **Copy of purchase order if applicable**

Due Date for the Accrual Form is no later than Monday, July 24, 2023.

Please contact your vendors to ensure that you will receive all invoices by June 30th to avoid unnecessary accruals.

Warrant Article Balances

Article balances can be carried forward when a department anticipates spending remaining balances. Attached is a report of articles with balances as of May 12, 2023. If you wish to carry forward the balance of your department's articles, please do so by contacting the finance office. We also ask for confirmation of amounts to be released from existing article balances.

Encumbrances

An Encumbrance is the name given to funds that have been reserved when a contract is entered into, or when a purchase order is finalized and encumbered. When a purchase order is processed, funds are placed aside for future expenditure transactions. The purpose and main benefit of encumbrance accounting is to avoid budget overspending. In the past, the Town established a threshold of \$50,000 for the issuance of purchase orders. Each contract or purchase in excess of \$49,999 must be issued a purchase order by the finance department. This fiscal year, purchase orders were often issued for contracts over \$1,000 to avoid budget overspending and to ensure contract amounts were not exceeded.

Most construction contracts contain change orders; a change order refers to the changes in the scope of work agreed to by the Town, contractor, and architect or engineer. A change order is work that is added to or removed from the original scope of work for a contract. The Board of Selectmen must approve all change orders. In addition, the finance office must receive copies of all executed change orders; this will ensure accurate encumbrance balances at year end and all times during the contract period.

Periodically the finance office will request your department's review of open purchase orders. A report listing open purchase orders is attached. Each purchase order balance should be verified through an independent review of the outstanding balance of the contract. Once verified please notify the finance office of either any discrepancy or your agreement of outstanding purchase order(s). For year end, please let the finance office know which purchase orders must carry forward (with a brief explanation) and which can be closed.

At year end, the Town records other encumbrances for goods or services not received by June 30, evidenced by a fully executed contract, from current year appropriations that are less than \$50,000. This fiscal year, purchase orders were generally issued for contracts over \$1,000.

Please note, encumbrances for payroll transactions are not allowed under Massachusetts General Laws.

Carry forward encumbrances, with purchase orders issued by the finance office, will automatically be carried forward to FY 2024 unless we hear otherwise from your department. Encumbrances from FY 2022 must be either re-encumbered using the attached form or released. Please note, we will only encumber balances for two years. FY 2023 encumbrance balances are found within the attachment to this document. For encumbrances under \$50,000, provide a copy of the contract as well as a completed encumbrance form to the finance office not later than July 14, 2023.

All FY 2023 encumbrances that are not already reserved with a purchase order at year end must be managed by using the form requesting an encumbrance. If you need to request an encumbrance of FY 2023 funds, please be sure to include the following:

- Complete name and address of the vendor
- Order date & delivery status
- Item(s) ordered and amount
- Include shipping charges in the encumbered amounts

Due Date for the Encumbrance Form is Friday, July 14, 2023.

The finance office is required to provide finalized financial statements to the external auditors no later than August 11, 2023; your assistance and cooperation is greatly appreciated as we strive to meet and exceed this timetable.

Below is a timeline for document submission to the finance office:

Fiscal Year End 2023	
Description	Date for Submission
Final FY 23 Purchases	6/2/2023
Petty Cash Report	7/07/2023
Clean-up Warrant	7/10/2023
Inventories	7/14/2023
Outstanding Receivables	7/14/2023
Vendor Encumbrances	7/14/2023
Vendor Invoice Accrual	7/24/2023
Finance office to issue draft Financial Statements	8/11/2023
Free Cash Certification Submission	8/14/2023
Auditors Onsite	8/21/2023

I would like to extend our offer of assistance for any inquiry or accounting challenge your department may encounter. Thank you in advance for your attention to the details, timeline and deadlines contained within this document.

enc: Year-End Accrual & Encumbrance Forms

Report of Warrant Article Balances

Report of Open Purchase Orders

Vermont allows out-of-staters to use assisted suicide law

Vermont has become the first state in the country to change its medically assisted suicide law to allow terminally ill people from out of state to take advantage of it to end their lives.

By LISA RATHKE Associated Press

May 2, 2023, 11:55 AM



Vermont on Tuesday became the first state in the country to change its medically assisted suicide law to allow terminally ill people from out of state to take advantage of it to end their lives.

Republican Gov. Phil Scott signed the bill that removes the residency requirement for the decades-old law.

Last year in a court settlement, Oregon agreed to stop enforcing the residency requirement of its law allowing terminally ill people to receive lethal medication. It also agreed to ask the Legislature to remove it from the law.

Before Vermont removed its residency requirement Tuesday, it had reached a settlement with a Connecticut woman who has terminal cancer to allow her to take advantage of its law, provided she complies with other aspects of it.

“We are grateful to Vermont lawmakers for recognizing that a state border shouldn’t determine if you die peacefully or in agony,” said Kim Callinan, president and CEO of Compassion & Choices, a nonprofit advocacy organization, in a statement. “Patients routinely travel to other states to utilize the best healthcare options. There is no rational reason they shouldn’t be able to travel to another state to access medical aid in dying if the state they live in doesn’t offer it.”

Vermont is one of 10 states that allow medically assisted suicide. Critics of such laws say without the residency requirements states risk becoming assisted suicide tourism destinations.

Mary Hahn Beerworth, executive director of the Vermont Right to Life Committee, testified before a legislative committee in March that the practice “was, and remains, a matter of contention.”

“To be clear, Vermont Right to Life opposed the underlying concept behind assisted suicide and opposes the move to remove the residency requirement as there are still no safeguards that protect vulnerable patients from coercion,” said Beerworth, adding she had a number of concerns including what liability Vermont could incur if the drugs failed to end a patient’s life.

Harwich Cemetery Commission

732 Main St

Harwich MA 02645

April 19, 2023

Dear Cemetery Administrator Robin Marie Kelly,

I am writing to inform you that we, the current owners of two cemetery plots located at 7 Oak Avenue plots #4 and #5 in Island Pond Cemetery, would like to gift these plots to Joseph Martorana and Wendy Hamilton. The new owners' address is 4 Hummingbird Lane, Harwich MA 02645, and the plots are currently owned by Ronald E and Dorothy H Lindholm.

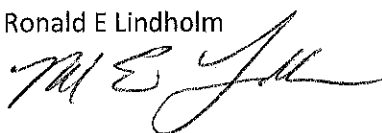
We understand that transferring ownership of these plots requires proper documentation and paperwork. Therefore, we request that you convey the deed to these plots to Joseph Martorana and Wendy Hamilton, as per our instructions. We appreciate your help in making this process as smooth as possible.

Please let us know if there are any additional steps we need to take to complete the transfer of ownership. We look forward to hearing back from you soon.

Thank you for your time and attention to this matter.

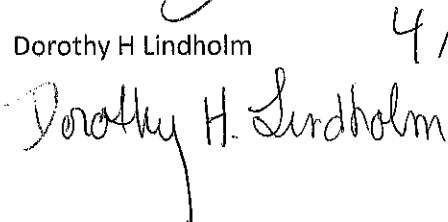
Sincerely,

Ronald E Lindholm



4/19/2023

Dorothy H Lindholm



4/19/2023

CEMETERY REVOLVING FY2023

Date	16111004	16111002	Revenue	Admin	Mark out	Lot Returns	Expenses	PC	Balance
	Previous Balance from FY2021								\$82,130.50
7/8/2022	Admin Wildman EV		\$100.00						100.00
	Admin Sheppard EV		\$100.00						100.00
	Admin Wyatt		\$100.00						100.00
7/14/2022	Lot Sale Brown IP		\$450.00					50.00	450.00
	Admin Chinault IP		\$100.00						100.00
	Mark out Wyatt IP				\$75.00				75.00
	Mark out Walker IP				\$75.00				75.00
	Mark out Weddle IP				\$75.00				75.00
	Mark out Fitzpatrick IP				\$75.00				75.00
	Mark out Sauvage IP				\$75.00				75.00
	Admin Smith NH		\$100.00						100.00
	Mark out Bounce EV				\$75.00				75.00
	Admin Kingsbury MP		\$100.00						100.00
	Admin Brown IP								100.00
7/21/2022	Lot Sale Sprout IP		\$720.00					80.00	720.00
	Lot Sale Powers IP		\$4,320.00					480.00	4,320.00
7/27/2022	Admin Marcotte IP		\$100.00						100.00
7/29/2022	Admin Duffy IP		\$100.00						100.00
	Admin Gilfort IP		\$100.00						100.00
8/3/2022	Lot Sale Oneill MP		\$4,320.00					480.00	4,320.00
	Mark out Perry IP				\$75.00				75.00
	Admin Dawson PG		\$100.00						100.00
	Admin McGrath MP		\$100.00						100.00
	Mark out Goodrick IP				\$75.00				75.00
	Admin & Mark out Brumfield EV		\$100.00		\$75.00				175.00
	Admin Harriman E MP		\$100.00						100.00
	Admin Harriman S MP		\$100.00						100.00
	Mark out Harriman MP				\$75.00				75.00
8/5/2022	Admin Gonsalves IP		\$100.00						100.00
8/5/2022	Agway Garden IP						351.26		-351.26
8/5/2022	Village Green Pine Grove Additional rep						900.00		-900.00
8/11/2022	Admin Small EV		\$100.00						100.00
8/13/2022	Admin Vafiades V MP		\$100.00						100.00
	Admin Vafiades G MP		\$100.00						100.00

1/19/2023	Mark out Webster EV Admin Neal EV			\$75.00		75.00
	Mark out Neal EV	\$100.00		\$75.00		100.00
1/26/2023	Lot Sale Pitchford IP Admin Matthews IP	\$1,440.00			160.00	75.00
2/2/2023	Admin Pitchford IP Admin Bush IP					1,440.00
2/9/2023	Paul Sweetser survey EV Vet Circle Supplies WB Mason					100.00
2/17/2023	Mark out Foster MP Admin Miller-Puckett MP	\$100.00		\$75.00		100.00
2/27/2023	Lot Sale Robbins IP Admin Griffin IP	\$720.00			80.00	720.00
2/28/2023	Admin Desmarais IP	\$100.00				100.00
3/9/2023	Web Services - Evergreen Software Seaside Arboartist Island Pond					-10,000.00
3/28/2023	Lot Sale VanHoose/Palmer IP VanHoose/Palmer IP Admin & Markout	\$450.00			50.00	-3,400.00
	Mark out Jamieson IP Mark out Desmarais IP Mark out O'Leary IP Mark out Pluckett MP Admin Cain IP	\$100.00		\$75.00 \$75.00 \$75.00 \$75.00 \$75.00		175.00 75.00 75.00 75.00 75.00
3/31/2023	Admin Power MP Admin Rubel IP					100.00
4/6/2023	Admin Griswold IP Admin Higgins IP Admin Bennett IP					100.00 100.00 100.00
4/10/2023	Lot Sale Lindholm IP	\$4,320.00			480.00	100.00
4/12/2023	Admin Jones IP Admin Eldredge IP					4,320.00
4/13/2023	Mark out Hutchins EV Admin Kretschmer EV Mark out Kretschmer EV			\$75.00 \$75.00		100.00 100.00 75.00
4/13/2023	Deere & Company Mower Cemeteries					-7,760.22
4/27/2023	Lot Sale Funk EV Lot Sale Harrington EV Admin Funk EV	\$1,440.00 \$810.00			160.00 90.00	1,440.00 810.00 100.00
5/3/2023	Mark out DeBarker IP Mark out Harrington EV			\$75.00 \$75.00		75.00 75.00

Lot Sale O'Leary B IP	\$1,440.00			160.00	1,440.00
Admin Piacitelli IP		\$100.00			100.00
Admin Emery EV		\$100.00			100.00
Admin Weedle IP		\$100.00			100.00
5/12/2023 Admin Rathburn IP		\$100.00			100.00
Admin Allen EV		\$100.00			100.00
Admin Joslin MP		\$100.00	\$75.00		175.00
Admin Harrington EV		\$100.00			100.00
Mark out Griswald IP		\$100.00	\$75.00		75.00
Admin Davis SH		\$100.00			100.00
Admin Ladd EV		\$100.00			100.00
5/18/2023 Concordis Colonial Hotel Conference NECA			799.76		-799.76
Atlas Preservation Inc. Cleaning Solution			1,011.78		-1,011.78
Precision Signs Tree Tags			2,803.80		-2,803.80
5/31/2023 Lot Sale Hadjian MP	\$720.00			80.00	720.00

\$53,685.00	\$8,100.00	\$3,075.00	-\$600.00	\$37,408.57	\$5,965.00	105,086.59
Admin	\$8,100.00					
Mark outs	\$3,075.00					
Total Deposited into revolving	\$64,860.00					

Encumbered	
Software for Evergreen Cemetery	-20,000.00
Hardscape for Veterans Memorial Circle	-40,000.00
Bank Street Cemetery Fence	-4,400.00
Pine Grove Fence Repair Entrance	-1,700.00
Pine Grove Back Fence repair	
Available Balance	38,986.59

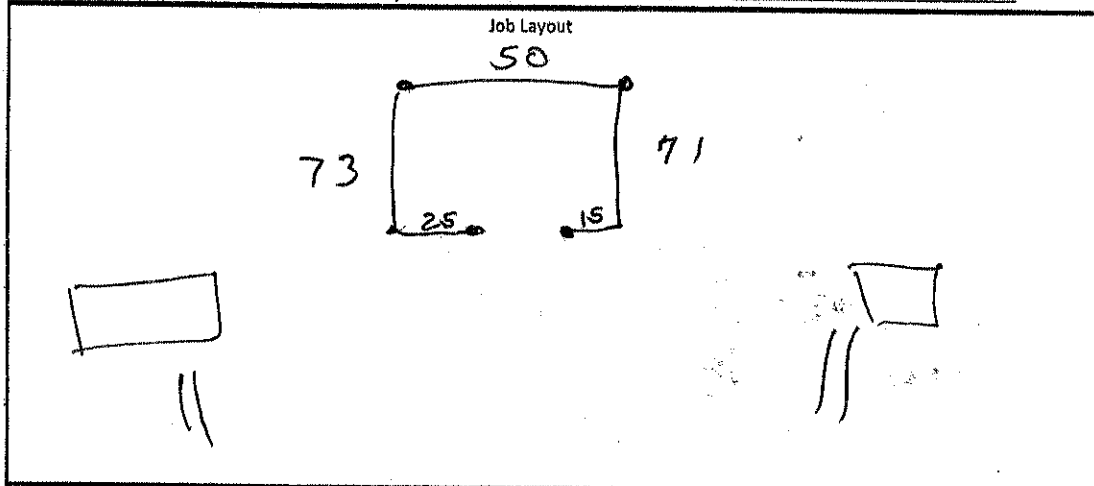
All Cape Fence Inc
 362 upper County Rd
 South Dennis, Ma. 02660
 EMAIL: allcapefence@comcast.net

508-394-2422

Mailing Address **60**
 P.O. Box 318
 South Dennis, Ma. 02660

Name	BANK ST Cemetery	Date	4-14-23
Street	BANK ST	Install Date	(from time of deposit) 6-8 weeks
Town	HARWICH	Email	R Kelley @ TOWN, Harwich, MA, US
phone	430 7579	phone	

Website info and pictures >>>> www.allcapefence.com <<<<<< Dig Safe # _____



Description	Material		
INSTALL 234 feet of pressure Treated split Rail			
	Tax		
	Labor		
	Total	3,000	-
	Less Deposit	XX	XX
	Balance	3,000	-
\$ 3,000.00	Finish Side:	In	Out
UPDATED 4/14/23 FROM 10/4/22 Quote	Follow Grade or Tight to ground		
	50% down Balance upon completion		
	Deposit Paid Date	___/___/___	
	Check #		
	Credit Card		

CUSTOMER IS RESPONSIBLE FOR ESTABLISHING PROPERTY LINES AND FENCE LOCATION AND CONFORMING TO LOCAL ZONING BY-LAWS AND ANY PERMITS

Sales Rep Kenny ACCEPTED BY _____



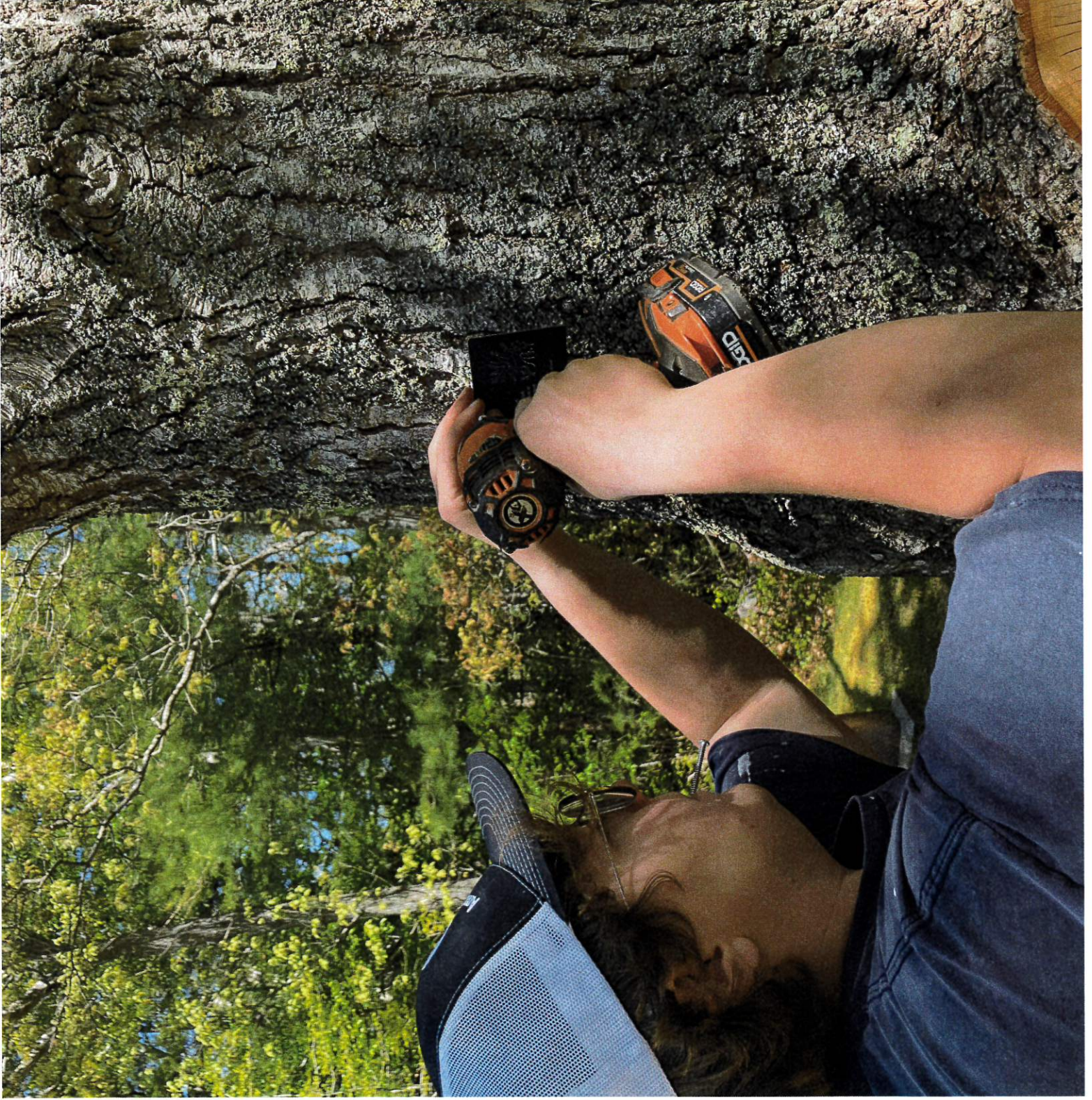
05/15/2023 14:53



05/15/2023 14:54



HEINESSEY
FREDERICK
1877-1954



Sycamore Maple

Acer pseudoplatanus

A medium-sized deciduous tree with opposite leaves that have relatively small coarse teeth. Dark gray bark, cracking into pinkish to yellowish squares with curling or peeling edges.

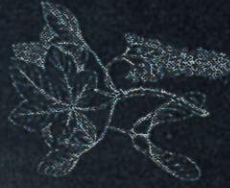


Illustration by Plants for a Future





Robbin Kelley

From: Mike Taylor <mtaylor@capecodfence.com>
Sent: Wednesday, June 7, 2023 9:11 AM
To: Robbin Kelley
Subject: RE: PINE GROVE CEMETARY HARWICH

Sounds good! We are running about 3 to 4 weeks

Mike Taylor
Sales Associate
Cape Cod Fence Co.
Office: Cape Cod Fence of SY

From: Robbin Kelley <rkelley@harwich-ma.gov>
Sent: Wednesday, June 7, 2023 9:06 AM
To: Mike Taylor <mtaylor@capecodfence.com>
Subject: RE: PINE GROVE CEMETARY HARWICH

CAUTION: This email originated from outside of The Davenport Companies. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you! I will be on our agenda for Tuesday Meeting. What is the time frame in which it can be done?

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: Mike Taylor <mtaylor@capecodfence.com>
Sent: Wednesday, June 7, 2023 8:17 AM
To: Robbin Kelley <rkelley@harwich-ma.gov>
Subject: RE: PINE GROVE CEMETARY HARWICH

Hi Robin,

Here is the updated quote.

Mike Taylor
Sales Associate
Cape Cod Fence Co.

ALL QUOTES VALID FOR 1 WEEK AFTER DATE



1093 Main Street (Rte. 28)
S. Yarmouth, MA 02664
508-398-6041 / 800-352-7785
mtaylor@capecodfence.com
Follow Us On Facebook

Over 50 Years / Since 1956

SALES AGREEMENT

ORDER NO.

DATE

6/5/2023

EMAIL RKELLEY@HARWICH-MA.GOV

NAME TOWN OF HARWICH CEMETARY DEPT
SHIP TO STREET
STREET PINE GROVE CEMETARY
CITY STATE ZIP CODE
CITY HARWICH STATE ZIP CODE
INSTALLATION TELEPHONE NOTIFICATION HOME PHONE 508-430-7549 BUSINESS PHONE

FT. STYLE CHAINLINK REPAIR
NO. OF RAILS
HEIGHT

ON YOUR PROPERTY IN ACCORDANCE WITH QUANTITIES AND LAYOUT SHOWN BELOW

Table with 4 columns: QUANTITY, DESCRIPTION, UNIT, TOTAL. Includes items like '2 1/2" GALVI END POSTS' and 'REPLACE WIRE ON FAR BACK LOT LINE (HOLE CUT)'. Totals: 2760.63. Includes '50% DEPOSIT REQ TO SCHEDULE WORK' and 'BALANCE DUE UPON COMPLETION'.

Large empty grid for site plan or layout.

CHECK LIST

- INSTALL OR DEL. ONLY
CUSTOMER AT HOME
TAKE DOWN OLD FENCE
TAKE AWAY OLD FENCE
CLEAR BRUSH OR TREES
FACE FINISH SIDE
TOP OF FENCE TO FOLLOW GROUND
SIGN LOCATION

DIG-SAFE INFO

TERMS AND CONDITIONS

- 1. 50% DEPOSIT WITH ACCEPTANCE OF CONTRACT. Balance due immediately upon completion.
2. A credit card number must be left on file at Cape Cod Fence Co. Any remaining balance after job completion will be charged to this credit card.
3. Installation extras may include labor, compressor and cement charges in the event of striking ledge, rock or other difficult ground.
4. 20% Restocking charge. No returns on custom orders.
5. Customers to incur all collection charges, including attorney's fees, on past due accounts. ANY UNPAID BALANCE AFTER 30 DAYS IS SUBJECT TO A 1 1/2 % PER MONTH FINANCE CHARGE.
6. Purchaser to acquire all necessary permits and variances.
7. All property lines and grades to be established by purchaser.
8. Cape Cod Fence Co. is not responsible for damage to unmarked underground pipes or wires; septic, irrigation, invisible fences, etc.
9. Price is determined by Cape Cod Fence Co. based upon footage shown, but may vary depending upon actual footage used.
10. Additional terms apply when written.

PLEASE RESPOND BY EMAIL TO ACCEPT THIS QUOTE OR SIGN BELOW AND RETURN

ACCEPTED BY

BY Mike Taylor

EVERSOURCE

Account Number: **2864 737 0015**
 Customer name key: HARW
 Statement Date: 05/10/23
 Service Provided To:
 HARWICH CEMETERY DEPT

**Total Amount Due
 by 06/04/23**

\$34.38

**Svc Addr: 1403 ORLEANS RD WELL
 HARWICH MA 02645**
Rate 35 G1 SMALL GENERAL SERV NONDMD Cycle 06
Service from 04/06/23 - 05/08/23 32 Days
Next read date on or about: Jun 08, 2023

Electric Account Summary

Amount Due On 05/05/23	\$30.00
Last Payment Received On 04/27/23	-\$15.00
Balance Forward	\$15.00
Current Charges/Credits	
Electric Supply Services	\$2.02
Delivery Services	\$17.36
Total Current Charges	\$19.38
Total Amount Due	\$34.38

Meter Number	Current Read	Previous Read	Current Usage	Reading Type
2481914	7527	7504	23	Actual

Total Charges for Electricity

Supplier (NEXTERA ENERGY SERVICES)

Meter 2481914		
Generation Service Charge	23 kWh X .08798	\$2.02
Subtotal Supplier Services		\$2.02

Delivery

(Rate 35 G1 SMALL GENERAL SERV NONDMD)

Meter 2481914		
Customer Charge		\$15.00
Distribution Charge	23 kWh X .05296	\$1.22
Transition Charge	23 kWh X -.00411	-\$0.09
Transmission Charge	23 kWh X .03149	\$0.72
Revenue Decoupling Charge	23 kWh X .00212	\$0.05
Distributed Solar Charge	23 kWh X .00327	\$0.08
Renewable Energy Charge	23 kWh X .00050	\$0.01
Energy Efficiency (CLC)	23 kWh X .01589	\$0.37
Subtotal Delivery Services		\$17.36
Total Cost of Electricity		\$19.38

Total Current Charges

\$19.38

Contact Information

Emergency: 800-592-2000
 www.eversource.com
 Pay by Phone: 888-783-6618
 Customer Service: 800-340-9822

Important Messages About Your Account

DIGGING? STATE LAW REQUIRES YOU OR YOUR CONTRACTOR TO CALL DIG SAFE AT 811 AT LEAST THREE BUSINESS DAYS PRIOR TO DIGGING. FOR MORE INFORMATION VISIT DIGSAFE.COM. IMPORTANT SAFETY INFORMATION IS ALSO AVAILABLE IN THE "SAFETY" SECTION OF EVERSOURCE.COM.

EM_230506.TXT-86568-000000054

Eversource is required to comply with Department of Public Utilities' billing and termination regulations. If you have a dispute please see the bill insert for more information.

For an electronic version of this insert, residential customers go to Eversource.com/about-residential-bill and business customers go to Eversource.com/about-business-bill. Then select "Monthly Bill Inserts" from the page. Budget Billing is also available to pay a more consistent bill each month. Please see the Customer Rights Supplement for more information.

VENDOR #	22001		
INV #	Jun 2023 EV		
ORG	OBJECT	AMOUNT	
014912	523000	\$ 19.38	
APPROVED BY	DEPARTMENT HEAD		
WARRANT NO.		WARRANT DATE	



HARWICH CEMETERY COMMISSION

Office-273 Queen Anne Road, Harwich 02645

Mail -732 Main Street, Harwich, 02645
rkelley@town.harwich.ma.us

Fee Schedule for Cemetery Department

Administration Fee for Burials M-F (8:00 to 3:30)	\$ 100.00
Saturday or by exception	\$ 300.00
Fee for Memorial (without burial)	\$ 100.00
Monument Markout	\$ 75.00
Traditional Burial Lot (Per Grave)	\$ 800.00 Resident \$ 900.00 Non-Resident
Cremation Lot	\$ 500.00 Resident \$ 550.00 Non-Resident
Lot Survey (Old Family Lots)	\$ 250.00 for up to 5 Hours
Genealogy Research	\$ 65.00 per hour
<u>Rental of Ground Penetrating Radar (GPR)</u>	
½ Day with Operator (3.5 hrs.)	\$ 700.00
Full Day with Operator (7 hrs.)	\$ 1200.00

Web Services Of America, LLC.



221 Depot St. Dennis Port, MA 02639

VisitCapeCod.com

StreamPros.net

Cape eCom

Cape Map App

4/17/2023

6691

Phone: 508-335-5214

Ship To

Town Of Harwich
Robbin Kelley
100 Oak St
Harwich, MA 02645

P.O. No.

Project

Gb's/Hrs.	Description	Rate	Amount
12	Amazon Web Services Dedicated Hosting & Software License for Island Pond Cemetery & Marcelline Arboretum	263.00	3,156.00
12	Ricoh 360 image Dedicated Image hosting	166.00	1,992.00

Total

\$5,148.00

THANK YOU FOR SHOPPING AT
Agway of Cape Cod - Dennis
686 Route 134
PO Box 1129
South Dennis, MA 02660
(508) 385-8772

05/11/23 10:27AM 221 SALE

739081229382 1 EA 135.99EA CN
TREE DAWN REDWOOD AMBERGLOW 7 135.99
Regular Price: 159.99
You Saved : 24.00

724529462506 2 EA 111.342EA CN
LAUREL CHERRY OTTO LUYKEN 6G 222.68
Regular Price: 130.99
You Saved : 39.30

88000528 1 EA 144.492EA CN
TREE MAPLE JAP. 5G SANGO 144.49
Regular Price: 169.99
You Saved : 25.50

739081227371 1 EA 127.492EA CN
LIRIODENDRON EMERALD CITY 7G 127.49
Regular Price: 149.99
You Saved : 22.50

88001260 1 EA 110.492EA CN
TREE MAGNOLIA YELLOW BIRD 5G 110.49
Regular Price: 129.99
You Saved : 19.50

724529347018 1 EA 140.242EA CN
WILLOW HAKARO NISHIKI STD 7G 140.24
Regular Price: 164.99
You Saved : 24.75

066807202948 3 BG 8.492BG CN
SOIL FAFARD ULT OUTDR PLNT 1 25.48
Regular Price: 9.99
You Saved : 4.49
FAFARD ULTRA OUTDOOR COMPLETE
PLANTING MIX 1 CF

SUB-TOTAL:\$ 906.86 TAX: \$.00
TOTAL: \$ 906.86
CHARGE AMT: 906.86

Total Items: 10



==>> JRNL#F04345 INV# 16682/2 <<==
CUST NO: 7549
Customer Copy

YOU SAVED \$ 160.04 BY SHOPPING AT
Agway of Cape Cod - Dennis