

AGENDA  
CEMETERY COMMISSION MONTHLY MEETING  
TUESDAY APRIL 27, 2021 AT 8:00AM  
**REVISED AGENDA**

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

**Meeting of the Cemetery Commission**  
**Tuesday, April 27, 2021 8:00 AM – 10:00 AM**  
**Please join my meeting from your computer, tablet or smartphone**  
**<https://global.gotomeeting.com/join/985720221>**  
**You can also dial in using your phone. United States: +1 (872) 240-3311**  
**Access Code: 985-720-221**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Harwich Cemetery Commission on Tuesday, April 27, 2021 at 8 AM will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES FROM MARCH 2 AND APRIL 6, 2021.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
  - A. **Email from Wendy Tulloch, Assistant Town Accountant on Account Balances for Cemetery Trust and Cemetery Revolving Account.**
  - B. **Letter to Ken & Marilyn Estey Johnson about Allen Etsey lot in Island Pond and future burials on the lot.**
  - C. **Email from Phoebe Plank, Program Specialist first drafts of 2021-2022 Individual Placement Project Proposal Application for AmeriCorps.**
  - D. **Email from Carol Coppola, Finance Director on new account for the Veterans Memorial donations.**
  - E. **Letter from DAR, Daughters of the American Revolution on Veterans Memorial Circle.**
  - F. **Letter from Catherine F. Spritza on lot 504AR West Main Avenue West in Island Pond.**
  - G. **Bids for software for the Marceline Arboretum at Island Pond Cemetery Mapping and Software.**
  - H. **Email from the Community Preservation Committee on their upcoming agenda for update on open articles; Cemetery Department, Robbin Kelley 2020 Article #30 Pine Grove Cemetery Gravestone Conservation & Preservation Project \$75,000.**
  - I. **Email from Christine Bassett on Benjamin Bassett.**
  - J. OTHER BUSINESS.
- IV. OLD BUSINESS

- A. **Update on CPC Articles.**
- B. **Update on Civil War Veterans.**
- C. **Articles for 2021 Town Meeting.**
- D. OTHER OLD BUSINESS.

V. NEW BUSINESS

- A. **NEW DEEDS: IN ISLAND POND Raymond L. & Beverly Thacher 8 graves \$6,400, Danielle Flaherty 1 graves \$900, Stephen & Patricia Ford 4 graves \$3,200, Patricia & David Barnicle 4 graves \$3,600 and Peter & Sara Ford 4 graves 3,600.**
- B. **Bills: Eversource \$6.00, Agway of Cape Cod \$226.07, Water Bills: Pine Grove \$85.00, South Harwich \$35.00, Island Pond \$85.00, North Harwich \$85.00, Mt Pleasant \$35.00 and Mt Pleasant Bldg. \$42.74, Henry T. Crosby \$250.00.**
- C. OTHER BUSINESS.

- VI. TOUR ONE OF CEMETERIES TO BE DETERMINED AT MEETING.
- VII. DATE AND TIME OF NEXT MEETING

VIII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

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

\_\_\_\_\_

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



1  
|P  
|glytdbud

FOR 2021 08  
TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS FEBRUARY  
FY21

04/06/2021 10:30  
wtulloch

JOURNAL DETAIL 2021 8 TO 2021 8

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
8025 CEMETERY TRUST FUND						
596000 OFUS						
<u>8025 596000 INTERFUND TRANSFERS</u>	0	0	0	20,000.00	-20,000.00	100.0%*
TOTAL OFUS	0	0	0	20,000.00	-20,000.00	100.0%
TOTAL CEMETERY TRUST FUND	0	0	0	20,000.00	-20,000.00	100.0%
80254912 CEMETERY TRUST FUND EXPENSE						
578000 UNCLASSIFIED						
<u>80254912 578000 UNCLASSIFIED</u>	0	24,089	24,089	.00	24,088.69	.0%
TOTAL UNCLASSIFIED	0	24,089	24,089	.00	24,088.69	.0%
TOTAL CEMETERY TRUST FUND EXPENSE	0	24,089	24,089	.00	24,088.69	.0%
80254914 CEMETERY TRUST FUND REVENUE						
410000 BALANCE FORWARD						
<u>80254914 410000 BALANCE FORWARD</u>	0	-24,089	-24,089	.00	-24,088.69	.0%*
TOTAL BALANCE FORWARD	0	-24,089	-24,089	.00	-24,088.69	.0%
480110 CEMETERY LOT SALES						
<u>80254914 480110 CEMETERY LOT SA</u>	0	0	0	-3,470.00	3,470.00	100.0%

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
80254914 480110 CEMETERY LOT SA						
2021/08/000146 02/10/2021 CRP	-160.00 REF 1938403					
TOTAL CEMETERY LOT SALES	0	0	0	-3,470.00	3,470.00	100.0%
482001 INVESTMENT REVENUE						
80254914 482001 CEMETERY TRUST						
2021/08/000361 02/28/2021 CRP	-10.09 REF 1949384	CUSTOMER	0	-433.92	433.92	100.0%
TOTAL INVESTMENT REVENUE	0	0	0	-433.92	433.92	100.0%
TOTAL CEMETERY TRUST FUND REVENUE	0	-24,089	-24,089	-3,903.92	-20,184.77	16.2%
TOTAL CEMETERY TRUST FUND	0	0	0	16,096.08	-16,096.08	100.0%
TOTAL REVENUES	0	-24,089	-24,089	-3,903.92	-20,184.77	
TOTAL EXPENSES	0	24,089	24,089	20,000.00	4,088.69	
PRIOR FUND BALANCE				24,088.69		
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-16,096.08		
REVISED FUND BALANCE				7,992.61		



04/06/2021 10:30  
wtulloch

TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS FEBRUARY

FY21

3  
P  
glytdbud

FOR 2021 08

JOURNAL DETAIL 2021 8 TO 2021 8

ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
--------------------	--------------------	-----------------	--------------------	-------------------	----------

GRAND TOTAL

0

0

0

16,096.08

-16,096.08

100.0%

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



1  
P  
glytdbud

TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS FEBRUARY  
FY21

04/06/2021 10:33  
wtulloch

JOURNAL DETAIL 2021 8 TO 2021 8

FOR 2021 08

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMNTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
1611 CEMETERY LOT SALES REVOLVING						
16111002 CEMETERY LOT SALES REV						
538000 OTHER PURCHASED SERVICES						
16111002 538000 OTHER PURCHASED	0	100,000	100,000	1,854.48	98,145.52	1.9%
TOTAL OTHER PURCHASED SERVICES	0	100,000	100,000	1,854.48	98,145.52	1.9%
578000 UNCLASSIFIED						
16111002 578000 UNCLASSIFIED	0	0	0	2,124.47	-2,124.47	100.0%*
TOTAL UNCLASSIFIED	0	0	0	2,124.47	-2,124.47	100.0%
TOTAL CEMETERY LOT SALES REV	0	100,000	100,000	3,978.95	96,021.05	4.0%
16111004 CEMETERY LOT SAL REVOLVING						
481003 CEMETERY LOT SALES						
16111004 481003 CEMETERY LOT SA						
2021/08/000104 02/04/2021 CRP	-150.00 REF 1936567					
2021/08/000146 02/10/2021 CRP	-100.00 REF 1938403					
2021/08/000146 02/10/2021 CRP	-1,440.00 REF 1938403					
2021/08/000293 02/24/2021 CRP	-100.00 REF 1944843					
TOTAL CEMETERY LOT SALES	0	-100,000	-100,000	-36,430.00	-63,570.00	36.4%*
TOTAL CEMETERY LOT SALES	0	-100,000	-100,000	-36,430.00	-63,570.00	36.4%
TOTAL CEMETERY LOT SAL REVOLVING	0	-100,000	-100,000	-36,430.00	-63,570.00	36.4%
TOTAL CEMETERY LOT SALES REVOLVING	0	0	0	-32,451.05	32,451.05	100.0%
TOTAL REVENUES	0	-100,000	-100,000	-36,430.00	-63,570.00	
TOTAL EXPENSES	0	100,000	100,000	3,978.95	96,021.05	

ADMIN  
ADMIN  
CEMETERY RECEIPTS  
ADMIN



04/06/2021 10:33  
wtulloch

TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS FEBRUARY

FY21

P 2  
glytdbud

FOR 2021 08

JOURNAL DETAIL 2021 8 TO 2021 8

ACCOUNTS FOR: 1611 CEMETERY LOT SALES REVOLVING

ORIGINAL ESTIM REV  
ESTIM REV ADJUSTMENTS

REVISED  
EST REV

ACTUAL YTD  
REVENUE

REMAINING  
REVENUE

PCT  
COLL

PRIOR FUND BALANCE 71,981.28  
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES 32,451.05  
REVISED FUND BALANCE 104,432.33



04/06/2021 10:33  
wtulloch

TOWN OF HARWICH - LIVE DATA  
SPECIAL FUNDS FEBRUARY

FY21

IP 3  
glytdbud

FOR 2021 08

JOURNAL DETAIL 2021 8 TO 2021 8

ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
0	0	0	-32,451.05	32,451.05	100.0%
GRAND TOTAL					

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



# CEMETERY REVOLVING

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

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

	Admin Holmes IP	\$100.00		100.00
	Lot Sale Heap IP	\$2,880.00		2,880.00
	Lot Sale Becker IP	\$810.00		810.00
	Lot Sale Carlton IP	\$810.00		810.00
2/4/2021	Markout Rutherford IP	\$75.00		75.00
	Markout Guertin IP	\$75.00		75.00
2/9/2021	Lot Sale Cook EV	\$1,440.00		1,440.00
2/24/2021	Admin Nahass EV	\$100.00		100.00
3/1/2021	Admin Anderson PG	\$100.00		100.00
3/2/2021	MMA Annual Meeting & Conference RK		105.00	-105.00
3/24/2021	Admin Milberg IP	\$100.00		100.00
	Admin Chase PG	\$100.00		100.00
	Admin Bacon MP	\$100.00		100.00
	Admin Robinson MP	\$100.00		100.00
	Admin McGalliard IP	\$100.00		100.00
3/29/2021	Admin Ritz EV	\$100.00		100.00
3/31/2021	Lot Sale Burnett IP	\$3,240.00		3,240.00
	Markout Barrett MP	\$75.00		75.00
	Markout Jones IP	\$75.00		75.00
	Markout MeMichele EV	\$75.00		75.00
	Admin Lamb IP	\$100.00		100.00
	Markout Wright SH	\$75.00		75.00
	Admin Meier NH	\$100.00		100.00
	Markout Meier NH	\$75.00		75.00
4/6/2021	Lot Sale Thompson IP	\$2,880.00		2,880.00
	Admin Burnett IP	\$100.00		100.00
4/9/2021	Admin Rose IP	\$100.00		100.00
	Admin Lewis IP	\$100.00		100.00
4/13/2021	All Cape Fence MT PL Repair		845.00	-845.00
	Henry T. Crosby Marker Davidson MP		1,000.00	-1,000.00
	Independent Envir Consult. Wetland Rep IP		775.00	-775.00
	Seaside Arbotists - Tree Removal IP		1,700.00	-1,700.00
4/13/2021	Lot Sale Ford, S IP	\$2,880.00		2,880.00
	Lot Sale, Barnicle IP	\$3,240.00		3,240.00
	Lot Sale, Ford, P IP	\$3,240.00		3,240.00
	Admin Hall NH	\$100.00		100.00
	Admin Razinha NH (Half)	\$50.00		50.00
4/16/2021	Admin Ford IP	\$100.00		100.00
4/20/2021	Admin Long IP	\$100.00		100.00
	Admin Bassett IP	\$100.00		100.00
	Markout Bassett IP	\$75.00		75.00
4/20/2021	Lot Sale Flaherty IP	\$810.00		810.00
	Lot Sale Thacher IP	\$5,760.00		5,760.00
4/23/2021	Admin Razinha NH (Half)	\$50.00		50.00
	Admin Pires IP	\$100.00		100.00
	Admin Flaherty IP	\$100.00		100.00
	Stump Grinder		20,013.00	-20,013.00

<b>\$61,730.00</b>	<b>\$28,543.84</b>		<b>105,167.44</b>
--------------------	--------------------	--	-------------------



**HARWICH CEMETERY COMMISSION**

**Office**-100 Oak Street, Harwich 02645

**Mail** -732 Main Street, Harwich, 02645

rkelley@town.harwich.ma.us



April 20, 2021

Kenneth & Marilyn Estey Johnson

Dear Mr. & Mrs. Johnson,

The Harwich Cemetery Commission has reviewed your request for the placement of six additional flat markers on the plot that was owned by Allan J. Estey. Currently, there are six flush markers on this plot as well as an upright stone, which is the limit for this size lot in accordance with the Harwich Cemetery Rules and Regulations. The commissioners voted unanimously not to allow an additional six markers, as this is not permitted by regulation. Per your request not to remove the tree that has lifted up the stone of Doris Estey, the commissioners did approve moving the marker from the head of her grave to the foot of her grave next to the large stone already in place. In lieu of the six additional markers, it is the recommendation of the commissioners that the family utilize the large stone to record the names of the six future burials either by engraving or by adding a plaque to the side of the stone.

Commissioners:

\_\_\_\_\_  
Steve H. Conner, Chair

\_\_\_\_\_  
Cynthia A. Eldredge

\_\_\_\_\_  
Robert B. Thompson

\_\_\_\_\_  
Robbin M. Kelley, Cemetery Administrator

## Robbin Kelley

---

**From:** Phoebe Plank <phoebe.plank@barnstablecounty.org>  
**Sent:** Friday, April 16, 2021 8:53 AM  
**To:** Phoebe Plank  
**Subject:** REMINDER: First Drafts of 2021-2022 Individual Placement Project Proposal Applications due Friday 4/23 at 5:00 PM

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

Good morning,

I am emailing to remind you that the deadline to submit first drafts of your Individual Placement Project Proposals for ACC staff feedback is coming up in one week. The deadline to submit is **Friday, April 23rd at 5:00 PM**.

The first draft submission is not mandatory as part of the application process; however, ACC encourages anyone who interested in receiving feedback on a proposal to utilize this opportunity. Applications should either be submitted via Formstack or emailed to me directly as a Word document. If you plan on submitting a draft via Formstack, please **don't forget to send me a quick email** to let me know that you are looking for staff feedback.

You should expect to receive feedback on a first draft submission no later than **Friday, May 7th at 5:00 PM**. If you choose to forego submitting a first draft, the final submission deadline for all Individual Placement Project Proposals is **Friday, May 21st at 5:00 PM**.

\*\*I must remind you that staff feedback and review does not guarantee that your proposal will be selected for the upcoming 2021-2022 service year.\*\*

If you have any questions or concerns leading up to April 23rd, please feel free to reach out to me via email or phone.

Best,  
Phoebe

**Phoebe Plank**  
Program Specialist  
AmeriCorps Cape Cod  
508.375.6871  
M-F (8:30 AM-4:30 PM)  
[www.americorpscaped.org](http://www.americorpscaped.org)



## Robbin Kelley

---

**From:** Carol Coppola  
**Sent:** Friday, April 16, 2021 10:56 AM  
**To:** Robbin Kelley  
**Subject:** Veterans Memorial

Hi Robbin,

For the donations please use 14034914/483000/0024  
For the supplies please use 14034912/558000/0024

Let me know if you have any questions,

Carol

Carol Coppola, CPA, CFE  
Finance Director/Town Accountant  
Town of Harwich  
732 Main Street  
Harwich, MA 02645  
508 430-7518 x 3335  
Harwich-ma.gov



Capt. Joshua Gray-Jonathan Hatch Chapter

Ms. Robbin Marie Kelley  
Cemetery Administrator  
Town of Harwich  
732 Main St.  
Harwich, MA 02645

Dear Ms. Kelley,

It is with regret than the Capt Joshua Gray-Jonathan Hatch Chapter, DAR, cannot support your Veterans Memorial Circle during this year's budget ending May 31st. However, we will be putting your request high on our Outreach list for historic preservation and veteran/National Defense for the coming budget year which begins June 1, 2021.

To that end, I would appreciate an estimate of costs associated with the project, especially that relating to the Revolutionary War. This information will help us as we look at budget and proposed Outreach.

We look forward to a potential Outreach project with you.

Sincerely,

Mary Anne Thompson  
Treasurer, Capt Joshua Gray-Jonathan Hatch Chapter, DAR  
3 Tam O Shanter Way,  
South Yarmouth, MA 02664

## Robbin Kelley

---

**From:** Louis Spritza <lspritza@gmail.com>  
**Sent:** Monday, April 12, 2021 12:49 PM  
**To:** Robbin Kelley  
**Subject:** Letter of Donation of Burial Plot

As discussed during our telephone conversation, I would like to donate 200 square foot lot , numbered 504 AR (West Main Ave.-W) in Island Pond Cemetery purchased in 1983 by John C. and Margaret M. Landrigan to the Town of Harwich. Both purchasers are deceased and their heirs are Catherine F.(Landrigan) Spritza, 21 Captain Wright Road, South Yarmouth, MA and Mary H(Landrigan) Johnston of Wakefield,MA. We would like you to prepare TWO donation certificates ( half of monetary amount to each of us) suitable for tax purposes and mail them both to my South Yarmouth address.

Thank you for your assistance.  
Catherine F. Spritza  
21 Captain Wright  
South Yarmouth, MA 02664

quoted value was \$3,200.00 : \$1,600 each



## Cemetery Mapping and Software

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u><b>PRUDENT PROCUREMENT</b></u>		
DEPARTMENT		Cemetery Department		DATE:
	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME	CemSites		<u>Cemetery Mapping</u>	\$34,980.00
ADDRESS	3358 Pittsburgh Road	724-984-7551	software, electronic	
TOWN	Perryopolis, PA 15473		import access database	
CONTACT	<a href="mailto:chris@cemsites.com">chris@cemsites.com</a> Chris Kuo		creation Mobile App	\$13,960.00
NAME	Web Services of Americ, Ilc		<u>Cemetery Mapping</u>	\$28,700.00
ADDRESS	221 Depot Street	877-932-1872	software, electronic	
TOWN	Dennis Port, MA 02639		import access database	
CONTACT	<a href="mailto:steve@capecod.com">steve@capecod.com</a> Steve Lipman		creation Mobile App	\$13,600.00
NAME	WebCemeteries		<u>Cemetery Mapping</u>	\$22,423.00
ADDRESS	P O Box 14	800-653-7049	software, electronic	NO IMAGING
TOWN	Virginville, PA 19564	610-621-8263	import access database	
CONTACT	<a href="mailto:nick@webcemeteries.com">nick@webcemeteries.com</a> Nick Tempe		creation Mobile App	\$8,112.00

# PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Robbin Kelley DEPARTMENT: Cemtery Department

FUNDING SOURCE: Cemtery Revolving Account 2019 Town Meeting Article #32

Appropriated amount: \$30,110.00 Estimated cost: \_\_\_\_\_ Actual cost: \_\_\_\_\_

## PROCUREMENT METHOD:

30B

## PURCHASE DESCRIPTION:

Purchase descriptions should contain the following components (see document on purchase descriptions):  
*Description of supplies or services required; quantities required; schedule for performance and delivery terms.*

The following software require for Island Pond Cemetery Arboretum Mapping and Software.

1. Electronic import all cemetery records in Microsoft Access: Island Pond, The ability for Harwich Cemetery staff to add additional data entry of smaller cemeteries within the Town of Harwich to be accessed by Mobile App.
  2. Mapping of Island Pond Cemeterys inventory by satellite and/or by Drone showing the location of each lot and color coding inventory status.
  3. Create Island Pond Cemetery Website and Mobile App with available property listing page on Cemeterys Website and Mobile App and track visitors engagement and inquiries.
  4. Onsite collection of 360 degree views/images of cemetery roadways, walkways and general property boundaries with roughly a 50 x 50 foot layout. To achieve the desired density of images throughout Island Pond cemetery, a minimum of 1,000 images are required. Spring to early fall Season to be determined by Cemetery Administrator.
  5. Fully integrated 360 degree views/image within the inventory maps and sales applications.
- (See attached document for full description)

## PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW

Funds Available: Finance Director: \_\_\_\_\_ Account # \_\_\_\_\_

Approved to proceed: Town Administrator or Designee: \_\_\_\_\_

TOWN OF HARWICH  
COMMUNITY PRESERVATION COMMITTEE

**Harwich Community Preservation Committee Agenda**  
**Executive Session 6:00 PM**  
**Regular Meeting 6:20 PM**  
**Thursday, April 22, 2021**

REMOTE MEETING ONLY. NO IN-PERSON ATTENDANCE WILL BE PERMITTED.  
CHANNEL 18 TO RECORD AND BROADCAST, IF POSSIBLE.

**Please join the meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/858067349>

**You can also dial in using your phone.**

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code:** 858-067-349

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/858067349>

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Harwich Community Preservation Committee on Thursday, April 22, 2021 at 6:00 PM will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Harwich website, at [www.harwich-ma.gov](http://www.harwich-ma.gov). For this meeting, members of the public who wish to watch the meeting may do so in the following manner on Channel 18 or by watching the simulcast at: <http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1>

NO IN-PERSON ATTENDANCE OF MEMBERS OF THE PUBLIC WILL BE PERMITTED, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

1. Call to Order, Roll Call

2. EXECUTIVE SESSION

Pursuant to M.G.L. c.30A, § 21(6), to consider the purchase, exchange, lease or value of real estate if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body – A Land Purchase.

a) Discuss land purchase

3. Introduce & Welcome Guests. Public Comment

4. Approval of Minutes: CPC Meetings - March 11, 2021 and March 23, 2021 (Remote Meetings)

5. New Business:

a) Project Managers presenting oral and written reports on their projects with open balances

Brooks Free Library - Virginia Hewitt, Library Director  
2015 Article #31 Rogers Groups Statues Restoration, \$23,000

Town of Harwich - Bikeways Committee - Paul Gazaille, Harwich Bikeways Committee  
2019 Article #40 Depot Street North Crossing Lights, \$27,000

Chase Library Association, Inc. - Patricia A. Tworek, President, Chase Library Board of Trustees  
2020 Article #29 (2) Historic Restoration & Preservation of Original Door and Entrance, \$15,000

Town of Harwich - Brooks Academy Museum - David Spitz, Chair BAMC  
2019 Article #41 Assessment & Restoration of Foundation, \$130,000

# TOWN OF HARWICH COMMUNITY PRESERVATION COMMITTEE

4.22.2021 CPC Agenda Page 2

Habitat for Humanity - Vicki Goldsmith, Habitat for Humanity Executive Director  
Chris Duren, CPC Liaison  
2018 Article #53 Murrey Lane Project (Harwich 93-97 Main St./Rt. 28), \$300,000

Harwich Housing Authority - Harwich Housing Authority Executive Director Tracy Cannon  
2020 Article #32 Rental Assistance Program, \$200,000

Town of Harwich - Cemetery Department - Robbin Kelley, Town of Harwich Cemetery Administrator  
2020 Article #30 Pine Grove Cemetery Gravestone Conservation & Preservation Project, \$75,000

Town of Harwich - Heinz Proft, Harwich Natural Resources Director  
2018 Article #57 Hinkley's Pond Remediation and Public Access - Natural Resources Department and  
Conservation Department, total project \$650,000  
Heinz Proft, Harwich Natural Resources Director – Pond Remediation  
Amy Usowski, Harwich Conservation Administrator – Public Access, \$75,000 of the \$650,000

Town of Harwich - Conservation Commission - Amy Usowski, Harwich Conservation Administrator  
2019 Article #45 Red River Beach Shoreline Stabilization Project, \$100,000  
2020 Article #29 (4) Restoration & Rehabilitation of Town-Owned Conservation Lands, \$20,000

Town of Harwich - Town Administrator Joe Powers  
2020 Article #35 Harwich Community Playground, \$500,000 (\$681,034 Cost Estimate, less \$39,998.66 in  
funds raised prior)

Pleasant Bay Community Boating - Ted Baylis, President PBCB  
2020 Article #29 (5) Pleasant Bay Community Boating Accessible Dock Project, \$25,000

Town of Harwich Recreation & Youth Services - Eric Beebe, Recreation Department  
Director  
2018 Article #54 Brooks Park Expansion, Phase 5, \$333,500  
2019 Article #44 Whitehouse Field Improvement-Scoreboard, netting, \$55,000  
2019 Article #43 Sand Pond Restroom Replacement, \$125,000  
2019 Article #40 Replace 11 Lifeguard Stands at Town Beaches, \$37,950  
2020 Article #33 Whitehouse Field Lighting Project, \$380,360 after Harwich Mariners' contribution)  
2020 Article #34 Brooks Field Fencing, \$72,657.00

Community Development Partnership (CDP) -  
Ann Robinson, CDP Chief Program Officer, and Andrea Aldana, Cape Housing Institute  
2020 Article #29 (3) Lower Cape Housing Institute, \$7,500

Harwich Affordable Housing Trust - Don Howell, Chair of Trust  
2018 Article #58 Housing Trust & Part-Time Housing Coordinator, \$500,000  
2019 Article #42 Housing Trust & Part-Time Housing Coordinator, \$340,000  
(\$310,000 Trust & \$30,000 PT Coordinator)  
2020 Article #31 Harwich Affordable Housing Trust Fund & Part-Time Housing Coordinator, \$250,000  
(\$200,000 Trust & \$50,000 for PT Housing Coordinator)

Town of Harwich - Albro House - Charleen Greenhalgh, Harwich Town Planner  
Bob Doane presenting.  
2016 Article #30 Ramp Access, Porch, and Door Replacement, \$18,700

Town of Harwich - Historic District and Historic Commission (HDHC) - Mary Maslowski, Chairperson, HDHC  
2020 Article #29 (1) Update of Town Historic Areas and Property Inventory Project, \$34,500

6. Old Business:
7. Other:
8. Next meeting's Agenda points

TOWN OF HARWICH  
COMMUNITY PRESERVATION COMMITTEE

4.22.2021 CPC Agenda Page 3

9. Adjournment by Roll Call

Authorized Posting Officer:  
Jan Moore, Board Secretary

Posted By: Clerk  
Date: April 15, 2021

*\* Per the Attorney General's Office: The committee may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen's Office at 508-430-7513. In accordance with state law, this legal notice will also be available electronically at '[www.masspublicnotices.org](http://www.masspublicnotices.org)'. The Town of Harwich is not responsible for any errors in the electronic posting of this legal notice.*

**Pine Grove Cemetery Gravestone Conservation & Preservation Project  
\$75,000**

**Robbin Kelley for CPC Meeting April 22, 2021  
Update on 2020 Article #30**

**Meeting with Griffin Ryder and Meggan Eldredge on March 22, 2021**

To go over procurement checklist, including the description of services,  
procurement method 30B

**I emailed them on March 31, 2021**

Asking if they needed anything else from me to proceed.

**April 5, 2021**

Griffin emailed me back asking me to review and complete IFB, Invitation for Bid  
and contract. I have filled in all field and they need to be reviewed.

**Griffin is on vacation this week.**

Griffin and Meggan just have to review the contract and it should be going out to  
BID next week.

---

**Re: bcb**

From: chrissy\_lou@myfairpoint.net

Date: 04/12/2021 12:45PM

To: null <chrissy\_lou@myfairpoint.net>

---

On Mon, 12 Apr 2021 12:35:36 -0400, [chrissy\\_lou@myfairpoint.net](mailto:chrissy_lou@myfairpoint.net) wrote:

B Cleveland Bassett - 296 Pond Ave Island Pond

A few notes with articles attached.

Benjamin Cleveland Bassett was born in Harwich Centre on August 19, 1888, to Benjamin H. and Adelia (Crosby) Bassett. He was named for his father and President Grover Cleveland. From his father, he learned the building and house moving trade. He built and moved houses throughout his lifetime including the building of the original Modern Movie Theatre and the Eldredge Block- both in Harwichport.

He had a car dealership in West Harwich on the corner of Rte. 28 and Sisson Rd. that sold and serviced Hudson Essex automobiles.

On the same premise was that Lyceum of Happiness, The Mid-Cape Gardens.

It opened on June 17, 1926 with its own Mid-Cape Orchestra, a seating capacity of 400 for dining and room for 700 for dancing, off-street parking with officers attending. Although only open 'for the season' at first it soon became a popular hot spot and stayed open year-round. Cleve, as he was called, added a restaurant with associate Ben Rogers of Dennisport in 1929.

Entertainment was furnished by many talented artists- The Harry Doyle Orchestra, Kemp's Broadcast Studio Orchestra, The Happiness Boys, Michael Pesanelly's Brockton Orchestra, The Wareham Five, Ramonon and her 20th Century Girls. acts from the Keith Abee vaudeville circuit, singers Celia Murphy and Bernice Kelley, and of course, the perennial favorite, Ernie Baker and his Novelty Orchestra.

Mid-Cape Gardens included a basketball court. The Cape league had games, dances, and banquets there. The Grange and Ladies Aid held meetings and banquets there as well. Exhibition prizefights and dance contests were held as well as 'clean ' dance parties.

I wish I had known the man-from all I have heard he was a true terpsichorean!