

AGENDA

CEMETERY COMMISSION MONTHLY MEETING
TUESDAY AUGUST 18, 2020 AT 8:00AM

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

For those members of the public wishing to make comment you may do so by;

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

When you join the meeting by phone you should turn off channel 18 or your computer if streaming the meeting.

8/18/2020 Meeting of the Cemetery Commission

Tuesday, August 18, 2020 8:00 AM – 10:00 AM (EDT)

Please join my meeting from your computer, tablet or smartphone

<https://global.gotomeeting.com/join/351124141>

You can also dial in using your phone. United States: +1 (872) 240-3212

Access Code: 351-124-141

- I. CALL TO ORDER
- II. APPROVAL OF THE MINUTES FROM JANUARY 14, 2020.
- III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS
 - A. **Individual Placement with AmeriCorps Cape Cod 2 days a week (Tuesday and Wednesday) for the upcoming 2020-2021 service year.**
 - B. **Email from Brian Albee from DPW on water at Evergreen Cemetery.**
 - C. **Emails sent to Joe Powers, on updated Cemetery Budget, including Revolving Accounts and Standard Questions for Annual Town Meeting.**
 - D. **Non-tax payer video.**
 - E. OTHER BUSINESS.
- IV. OLD BUSINESS
 - A. **Letter from Board of Selectmen approval of the naming of James Marcelline Arboretum at Island Pond Cemetery was on Monday February 10, 2020.**
 - B. **Email from Carol Coppola on Balance of Town Meeting Article ATM 19 #32 for \$30,110 to purchase Arboretum Software.**
 - C. **Update ArbNet Application for Level I Accreditation.**
 - D. **Update on Grant for Arboretum.**
 - E. **Veterans Memorial Flag Holders.**
 - F. OTHER OLD BUSINESS.
- V. NEW BUSINESS
 - A. NEW DEEDS.
 - B. BILLS; EVERSOURCE, FORESTRY SUPPLIERS, INC. AND MILAGE ROBBIN KELLEY.
 - C. OTHER BUSINESS.

VI. DATE AND TIME OF NEXT MEETING

VII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Meredith Ballinger <meredith.ballinger@barnstablecounty.org>

Reply all

Fri 7/17, 2:34 PM

Robbin Kelley

Flag for follow up. Start by Sunday, July 19, 2020. Due by Sunday, July 19, 2020.

Town of Harwich Cemetery Department .pdf³⁰ KB

Download

Action Items

Good Afternoon Robbin,

Congratulations! **You have been awarded and Individual Placement with AmeriCorps Cape Cod 2 days a week (Tuesday and Wednesday)** for the upcoming 2020-2021 service year. AmeriCorps Cape Cod is are excited to partner with you again!

In light of the pandemic we recognize each site will be operating differently from one another in terms of a physical workspace. Therefore, we are asking that you fill out this [short survey](#) for your placements outlining any new polices your organization has put into place in response to COVID-19 that will affect the AmeriCorps members experience. If your organization has a formal document outlining these changes, there is a place at the bottom of the survey that you upload these documents. If you having a hard time answering some of these questions, I would be more than happy to be in contact via phone or email. **Please complete this survey by Friday, July 24.** I have also included your original application for reference in case the project has changed significantly over the last couple months.

I hope you are well and enjoying your summer!

Please reach out with any concerns or questions,

Meredith Ballinger

Program Specialist

AmeriCorps Cape Cod

508-375-6630 (M-F 8:30am – 4:30pm)

www.americorpscaped.org

Pronouns: she/her/hers

Form Name: Year 22 Individual Placement Application
Submission Time: April 9, 2020 12:48 pm
Browser: Chrome 70.0.3538.102 / Windows
IP Address: 75.150.125.249
Unique ID: 598598413
Location: 37.750999450684, -97.821998596191

Individual Placement Application | 2020-2021

Section I: Organization and Service Partner Information

Organization/ Place of Employment	Town of Harwich Cemetery Department
Mailing Address	732 Main Street Harwich, MA 02645
Organization Affiliation	Town Municipality
Primary Individual Placement Supervisor	Robbin Kelley
Position Title	Cemetery Administrator
Email	rkelley@town.harwich.ma.us
Work Phone	(508) 430-7549
Cell Phone	(508) 430-7549
Is this placement a collaboration with another organization?	No

Section II: Project Specifics

Project Title	Marceline Arboretum at Island Pond Cemetery
Select the appropriate box indicating if your proposed project is a "New" or "Repeat" project.	Repeat
Provide a 2-3 sentence description of the project.	Member working at the Marceline Arboretum at Island Pond Cemetery will provide Environmental Education program, will assist in setting up programing and tour schedules. Member will assist in the maintenance, design and promotion of trees and plantings, as well as monitoring wildlife and wetlands. Lead volunteer outreach project in community.
Select the ACC focus area(s) that the project will focus on:	Natural Resource Management (land and water conservation) Environmental and Community Education Volunteer Engagement
Is this project associated with a grant?	No

Individual Placements will be one, two, or three days a week from October 2020 through July 2021

I am interested in hosting an ACC Member two (2) days a week.
I am interested in hosting an ACC Member three (3) days a week.

Rank your preferred day of the week to host a placement utilizing the following scale:

Tuesday = 1
Wednesday = 2
Thursday = 3

Section III: Project Narrative

1. Organization Overview – Briefly describe your organization’s mission and overall goals and objectives. Explain how your organization addresses the needs of the community.

The mission of the Arboretum at Island Pond is to engage, educate, and enrich the lives of our constituents enabling them to become better stewards of our local history and environment. The Cemetery Commission is working in collaboration with the Conservation Agent, Cape Cod Regional Technical High School Horticultural Students, Monomoy Regional Schools, Lighthouse Charter School, Bird Watchers of Harwich, Cape Cod Cooperative Extension and local historians to create the Island Pond Arboretum.

The Arboretum will encompass 18 acres of the Island Pond Cemetery and over 7 acres of the Harwich Conservation land with walking trails. The Cemetery and Conservation land are located in Harwich Center and are connected to Cape Cod Bike Rail Trail. This will be an invaluable natural and horticultural resource with many species of plants, wildlife and historic monuments. With the intention of attracting hundreds of annual visitors, the non-profit Arboretum will be the only regional public Arboretum with historic architecture on Cape Cod. We will be providing educational programs for visitors of all ages, including youth education programming.

The Arboretum will provide exceptional opportunities for teaching, research, and outreach. It will be a destination for learning in institutes across Cape Cod. The Arboretum will cultivate residents and students who value our natural resources. They will learn how to recognize their impact on the world around them and equip them with the skill, knowledge and ability to achieve in the fields of sustainability, conservation and environmental sciences. Hands on, outdoor learning experiences, particularly in science and mathematics, are greatly augmented by providing accessibility and immersion in the environment. These real-world opportunities for discovery excite and motivate our students' interest in 21st century careers in science, technology, reading, engineering, art and mathematics.

2. Project Description – describe the main project proposed for your individual placement, including the identification of community and organizational needs that the project will address. Identify the final outcome of the project. Discuss how you will maintain progress after the ACC member leaves.

The main project with the Harwich Cemetery Department would be to provide support for the Arboretum project. This includes learning about the different trees species on the property and in order to provide online and in person tours and create brochures for the general public and the school districts. Leading tours with the school districts and general public. Assisting Cemetery Administrator in selecting, ordering and planting new species each year to add to the property. Assisting with the planning of maintenance on trees and plantings within the Arboretum property. Helping with invasive species removal and maintenance on the property. Monitoring the wildlife that is within the Arboretum property both in the Island Pond Cemetery and the conservation portion up to the Island Pond itself and it's trail system. Coordination with community volunteers who will ensure success of the project after AmeriCorps member leaves.

3. Member Support and Development – ACC Members need training, support and guidance to be successful. Service Partners are responsible for providing the member with a workstation and the tools he/she needs to be successful. Service Partner needs to be available to the member and should establish a “check-in” system. Describe how you will effectively manage the member to ensure project success. Identify any opportunities for member leadership and development, including trainings and/or certifications the member may gain.

The member will be located at the Harwich Community Center, their workspace will be in Cemetery Office. They will be provided with a desk and computer and all the office materials they need. The member will check in with the supervisor in the morning and as needed before the end of the day as well as periodically throughout the days when needed for a specific projects. Most of the days the member will spend the day working with the Cemetery Administrator. The supervisor will assist the member in getting acquainted with the town and the property.

Section IV: Project Worksheet

Describe the orientation you will provide the member on the first day of the placement.

The member will get accustomed to their work station and meet people that they will be working with in the Town. They will start to learn about the arboretum property and will be given emphasis on project that will begin immediately in the fall. I will take the member around the arboretum property which includes the cemetery and the walking trails on the conservation parcel. Give the member list of material's on the trees as well as our gardens so that they can become familiar with the property.

List the project priorities for potential members during Fall (October – December):

Priorities will be management and monitoring. Indexing trees, creation of brochures and tours. Later in the fall we will be doing tours on leaf collection with the school districts. Documentation on location of each of the trees and the gardens with description to be added to our newly created mobile app. Assessing trees for the following removal of critical risk trees, planting new trees and shrubs, prune and shape dead, diseased or unsafe branches, brace or remove weak, remove leaf piles from beds as appropriate, inspect trees and shrubs for insects and diseases and water evergreens in preparation for winter.

List the project priorities for potential members during Winter (January – March):

Winter projects include land management, preparing for spring events, coordination's with the school for butterfly release project. Continue to create educational materials for the Island Pond Arboretum and continued maintenance on land as the weather permits. Assessing trees for the following removal of critical risk trees, inspect trees and shrubs for ice and snow damage, planting new trees and shrubs, prune and shape dead, diseased or unsafe branches, brace or remove weak and removal of invasive species.

List the project priorities for potential members during Spring/Summer (April – July):

The member will lead work days with Town volunteers and AmeriCorps Cape Cod members on the Island property. This will include invasive plant removal, trail clearing and maintenance, tree removal, designing and planting new gardens, as well as upkeep on existing gardens. Would like the member to lead educational walks on conservation trails down to the Island Pond, educational walks within the cemetery property on trees and our vegetation. Assessing trees for the following removal of critical risk trees, inspect trees and shrubs for standing water damage, prune dead, diseased or unsafe branches, brace or remove weak limbs, weed beds, cut back perennials and trim fall flowering shrubs as appropriate, inspect trees and shrubs for insects and diseases.

List additional side-projects that the member can/will serve on:

Brochures on the wildlife habitat we have 68 different birds and 12 different mammals from a previous grant, would like to have pictures of each of the birds and mammals. Member could coordinate with local birdwatching groups for this project. Symbolism of the memorial stones including different types of flowers, weeping willow, leaves which can be used for our winter tours. Photographing the cemetery trees during different seasons and updating our on-line mobile app and Facebook page. Assist in maintenance and creation of gardens Town of Harwich cemeteries.

Additional information:

The main project for this placement is to be a steward for the Island Pond Arboretum. The planning of Arboretum at the Island Pond Cemetery and the adjoining Island Pond Conservation Area began in 2018. New species of trees are to be added to the arboretum annually. This is a unique opportunity for a member to be involved in the infancy of this project. They will be heavily involved in the public environmental education aspect of this project.

Select the ACC performance measure(s) that the project will contribute to: Mile improved and/or created
Acres improved
Volunteer Engagement

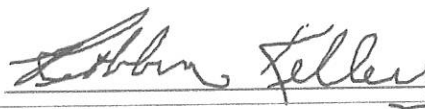
Miles improved and/or created 7

Number of acres 10

Number of volunteer recruited for projects managed by ACC Member 70

Section V: Service Partner Requirements

Signature



Signature (If collaboration)

Name Robbin Kelley

Date Apr 09, 2020

Please select one: Final submission

Evergreen Cemetery well electrical issue

Brian Albee

Fri 8/7/2020 8:35 AM

Inbox

To: Robbin Kelley <rkelly@town.harwich.ma.us>;

I received a work order...# 1392...to check on a water issue at Evergreen Cemetery in the old section. No water was coming out of any spigot. Upon inspection i concluded that the issue is an electrical one and a licensed electrician will be need to fix said issue. This is something that needs to be done.

Just forwarding on the information...thanks.

Brian Albee

President, HMEA

Reply all | Delete Junk | ...



Cemetery Revolving



Robbin Kelley

Fri 7/31, 11:28 AM

Joe Powers; Carol Coppola; Danielle Delaney; Patti Macura

Reply all |

Sent Items

Cemetery Revolving FY2...
82 KB

Cemetery Revolving FY2...
15 KB

Cemetery Revol
481 KB

Show all 3 attachments (578 KB) Download all

Joe and Carol

I am attaching the Cemetery Revolving Account balances.

If you have any questions feel free to call or email me.

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

FY2020 CEMETERY REVOLVING

Date	16111004 Revenue	16111002 Expenses	Balance
Previous Balance from FY2019			\$71,334.55
Interfund Transfer Arboretum Software		30,110	-\$30,110.00
7/2/2019 Admin/Finacchio MP	\$100.00		100.00
Markout Brown IP	\$75.00		75.00
7/9/2019 Admin/Lavedan/Meeks 2/Hewins IP	\$400.00		400.00
Admin/McClean PG	\$100.00		100.00
Admin/Ward MP	\$100.00		100.00
7/12/2019 Lot Sale/Mitrokostas IP	\$5,760.00		5,760.00
Lot Sale/Pentz-Greene IP	\$1,440.00		1,440.00
7/30/2019 Admin/Cashen IP	\$100.00		100.00
Markout/Hewins, Cashen IP	\$150.00		150.00
Lot Sale/Squier MP	\$1,440.00		1,440.00
7/31/2019 Admin/O'Neill IP	\$100.00		100.00
Lot Sale/Frederick EV	\$1,440.00		1,440.00
8/1/2019 Lot Sale/Armstrong SH	\$720.00		720.00
8/6/2019 Northeast Nursery IP fountain		\$2,816.90	-2,816.90
Lot Return Miller MP	-\$650.00		-650.00
8/15/2019 Lot Sale/Thyng IP	\$720.00		720.00
Admin/Cook EV	\$100.00		100.00
Markout /Cook EV, Finley MP	\$150.00		150.00
8/16/2019 Admin/Bright IP	\$100.00		100.00
8/30/2019 Admin/Mott EV	\$100.00		100.00
Markout/ Harris & Greene IP	\$150.00		150.00
9/5/2019 Admin	\$100.00		100.00
9/18/2019 Admin/Crocker & Greene IP	\$200.00		200.00
Admin/Ferguson & Olkkola EV	\$200.00		200.00
Admin/Karn PG	\$100.00		100.00
Admin/Martin NH	\$100.00		100.00
Markout/Crocker & Fisher IP	\$150.00		150.00
9/20/2019 Markout/Riggins IP	\$75.00		75.00
Lot Sale/Orifice MP	\$1,620.00		1,620.00
Lot Sale/Ben-Aroch SH	\$720.00		720.00
9/23/2019 Admin/Cavendish IP	\$100.00		100.00
10/7/2019 Admin/Morrse PG	\$100.00		100.00
Admin/Ben-Aroch SH	\$100.00		100.00
Markout/Ben-Aroch SH	\$75.00		75.00
Markout/Chase Lincoln PG	\$75.00		75.00
10/11/2019 Lot Sale/Dineen SH	\$720.00		720.00
10/17/2019 Lot Sale/Fitzgerald MP	\$1,440.00		1,440.00
Admin/Dineen SH	\$100.00		100.00
Admin/Savage IP	\$100.00		100.00
10/28/2019 Lot Sale/Mason MP	\$1,440.00		1,440.00
10/31/2019 Admin/Fitzgerald MP	\$100.00		100.00
Admin/Robbie IP	\$100.00		100.00
Markout/Cowhey IP	\$75.00		75.00
Markout/Greaber MP	\$75.00		75.00
11/5/2019 Mass Cemetery Assoc Meeting		\$50.00	-50.00
NE Cem Assoc Management Sem		\$500.00	-500.00

	National Wildlife Fed IP		\$50.00	-50.00
	Young & Fancy Signs Old Meth		\$4,049.00	-4,049.00
	Todd Flem installation of Sign		\$1,150.00	-1,150.00
	Gravestone Conservation MP		\$2,580.00	-2,580.00
11/12/2019	Lot Sale/Hunt EV	\$1,620.00		1,620.00
11/20/2019	Admin/Carr	\$100.00		100.00
12/16/2019	Admin/Carr EV	\$100.00		100.00
	Markout/Brezinski IP	\$75.00		75.00
	Markout/Bassett EV	\$75.00		75.00
	Admin/Sprinkle MP	\$100.00		100.00
12/26/2019	Admin/Harrison PG	\$100.00		100.00
	Admin/Rutherford IP	\$100.00		100.00
	Admin/Schnepp EV	\$100.00		100.00
	Admin/See White IP	\$100.00		100.00
	Admin/Greaber MP	\$100.00		100.00
	Admin/Hanlon IP	\$100.00		100.00
	Markout/Kendrick MP	\$75.00		75.00
12/31/2019	Admin/Grose IP	\$100.00		100.00
	Markout/Grose IP	\$75.00		75.00
	Markout/Stark EV	\$75.00		75.00
1/3/2019	Lot Sale/Hoskins EV	\$8,640.00		8,640.00
	Lot Sale/Leary EV	\$5,760.00		5,760.00
	Markout/Hoskins	\$75.00		75.00
1/14/2020	Viera Stone SH		\$750.00	-750.00
1/28/2020	Admin/Kendrick MP	\$100.00		100.00
	Admin/Bassett	\$100.00		100.00
	Admin/Ruggles SH	\$100.00		100.00
	Markout/Dineen	\$75.00		75.00
	Markout/Porter	\$75.00		75.00
1/31/2020	Lot Sale Ahokas PG	\$1,440.00		1,440.00
2/4/2020	Repair EV Atlantic Irrigation		\$920.29	-920.29
2/25/2020	Lot Sale Awalt EV	\$720.00		720.00
	Markout Hanlon IP	\$75.00		75.00
3/12/2020	Admin Malita MP	\$100.00		100.00
	Admin Ahokas PG	\$100.00		100.00
	Admin Tagan IP	\$100.00		100.00
	Admin Marion IP	\$100.00		100.00
#####	3/16/2020 Lot Sale Driscoll EV	\$2,160.00		2,160.00
	3/23/2020 Lot Sale Couture IP	\$720.00		720.00
	3/30/2020 MMA Annual Conference		\$259.00	-259.00
	Agway of CC Potting Soil/pots		\$17.12	-17.12
	Atlas Preservation D/2 Bio Sol Clean Stones		\$890.96	-890.96
5/1/2020	Admin Grew IP	\$100.00		100.00
	Admin McDonnell IP	\$100.00		100.00
	Admin Guertin IP	\$100.00		100.00
	Admin Driscoll EV	\$100.00		100.00
	Markout St.Andre EV	\$75.00		75.00
	Markout Wright IP	\$75.00		75.00
	Markout Geogantas IP	\$75.00		75.00
5/1/2020	Admin Court IP	\$100.00		100.00
	Markout Court IP	\$75.00		75.00
5/14/2020	Seaside Arborist IP Dam Tree Remov		\$1,700.00	-1,700.00
5/18/2020	Lot Sale Aldrich MP	\$1,440.00		1,440.00
	Lot Sale Harkin MP	\$720.00		720.00
	Lot Sale Anderson MP	\$720.00		720.00

5/21/2020	Lot Sale DeMichele EV	\$1,440.00	1,440.00
	Markout Johnson MP	\$75.00	75.00
6/15/2020	Admin Zschunke IP	\$100.00	100.00
	Lot Sale Johnson IP	\$450.00	450.00
	Admin Collins IP	\$100.00	100.00
6/23/2020	Admin Wells MP	\$100.00	100.00
	Admin Koopman EV	\$100.00	100.00
6/26/2020	Lot Sale McNeil PG	\$720.00	720.00
	Admin Swanson IP	\$100.00	100.00
	Markout Swanson IP	\$75.00	75.00
	Admin Collins IP	\$100.00	100.00
	Markout Collins IP	\$75.00	75.00
6/29/2020	Admin Frederick EV	\$100.00	100.00
	Admin Sisk PG	\$100.00	100.00
6/29/2020	Seaside Arborist IP Tree & Bush Removal	\$2,550.00	-2,550.00
6/30/2020	Gravestone Conservation Repair Memoirals	\$2,170.00	-2,170.00

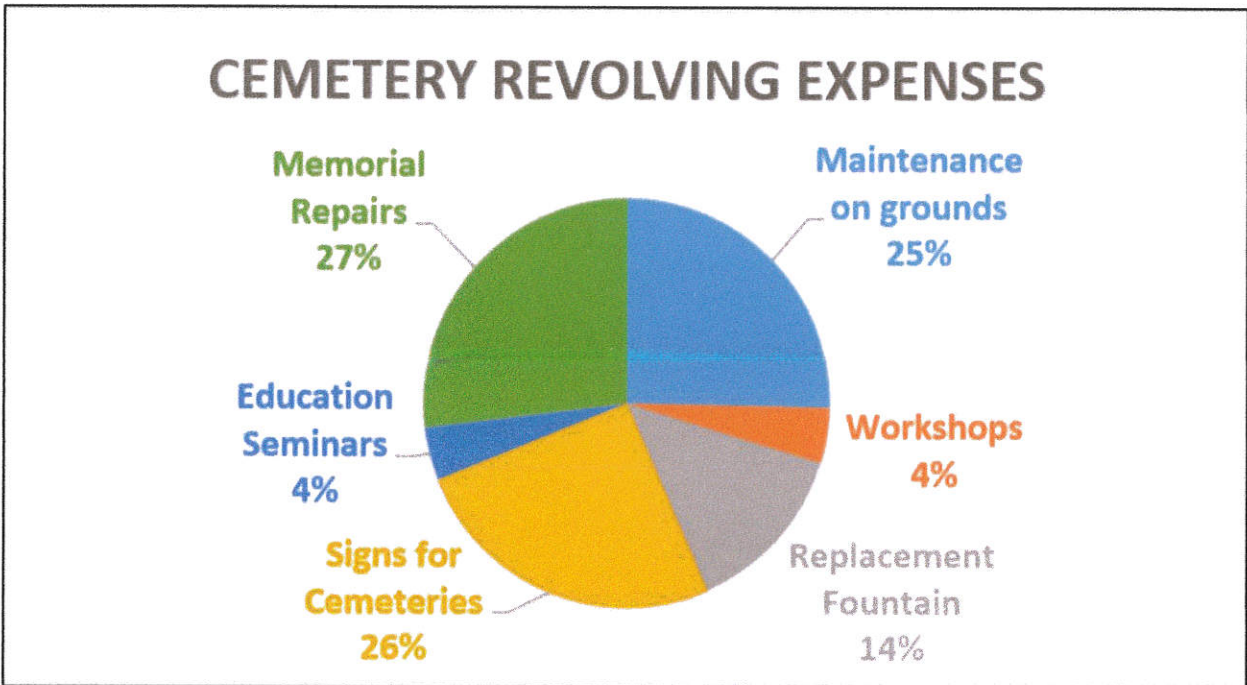
\$51,210.00	\$20,453.27	71,981.28
--------------------	--------------------	------------------

Cemetery Revolving Account

July 1, 2019 – June 30, 2020

Cemetery Revolving Account started FY19 with balance of \$71,334.55. Warrant Article at Annual Town Meeting 2019 #32 Arboretum Software for \$30,110 was approved and funds were transferred from Cemetery Revolving into 01491A2 619032. This project has gone out to RFP and the contract is currently being reviewed by Procurement Team and Town Council. Revenue was \$51,210.00 and Expenses were \$20,453.27. Balance at End of Fiscal Year \$71,981.28.

FY2020 Expenses	
Classification	Amount
Maintenance on grounds	\$5,170.29
Workshops	\$890.96
Replacement Fountain	\$2,816.90
Signs for Cemeteries	\$5,199.00
Education Seminars	\$859.00
Memorial Repairs	\$5,500.00
Total Expenses:	\$20,453.27



FY2021 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/Firzgerald 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 EV	\$75.00		75.00
7/16/2020	Admin/Armstrong SH	\$100.00		100.00
7/27/2020	Markout/Bunzick EV	\$75.00		75.00
	Admin/Hor EV	\$100.00		100.00
	Markout/Crosby EV	\$75.00		75.00

\$1,025.00	0	\$73,006.28
-------------------	----------	--------------------

Reply all | Delete | Junk | ...



Cemetery



Robbin Kelley

Wed 8/5, 1:10 PM

Joe Powers; Carol Coppola; Danielle Delaney; Patricia Sampson

Reply all |

Sent Items

updated budget questi...
18 KB

Cemetery Part Time Assi...
21 KB

MX-3116N_202
22 KB

Show all 3 attachments (61 KB) Download all

Joe

I am attaching updated budget questions as well as more detailed reason for part time employee.

Cuts that you had already made can be taking out of my Revolving Account for my mileage and commission is already aware.

If you need anything else from me please let me know.

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

Cemetery Administration 014911

1. **What are the differences between the FY20 budget and FY21 proposed budget?**
Cemetery Administrators increase in salary per SEIU contract. Enhancement of Services requesting Part-time employee to assist with coverage. (To be paid for out of Revolving Account)
2. **What are the reasons for any increases or decreases?**
Salaries & Wages increase 2.96 percent per SEIU contract.
Water Utilities increase 1.82 percent: We have planted new trees in Island Pond and Evergreen which needed additional watering until they are established.

Dues, Subscriptions & Travel was increased by 1.45 percent mostly due to mileage. Cemetery Administrator uses her own vehicle and is reimbursed for mileage. This line item was cut in the TA budget by 31.36% or -583. After discussion with Carol Coppola I will be able to take mileage out of Cemetery Revolving Account.
3. **Are you adding/reducing any personnel or hours?** YES, requested to add part-time employee. Due to an increase in deaths, there is a much greater need to survey old family lots to use for cremation burials. This requires indexing & verifying the searchable database to fill this increase in demand. Cemetery Administrator must currently work on vacation, personal and sick days as there is no one else to coordinate burials during this time. It is impossible for one person to be on call 24/7/365 and this creates coverage gaps for a service that needs to be addressed immediately. (See attachment)
4. **What are your top budgeting priorities for FY21?**
An Additional part-time employee for the department. No one has been trained to do my job and I have concerns about coverage for burials and sale of lots.
5. **Are there any expenses that could be deferred? No What would be the impact?** N/A.
6. **Recap of revenues anticipated and their sources? Revenues for FY2021**
Cemetery Revolving Account: Revenue is expected to be \$60,000.00 from Lot Sales and Interments.
7. **Are any pricing/fee changes proposed?** NO
8. **Are any revolving funds or receipts reserve changes proposed and for what reason?**
Yes, requested to add part-time employee. (This will be coming out of the Revolving Account)

Why additional staff is needed for Cemetery Office

In 2004 the Cemetery Administrator was hired to manage 55 acres of cemetery properties and working part-time at 20 hours a week. The position was increased to 30 hours and was paid overtime in FY2008 at that time Pine Grove Cemetery was transferred to the Town and the only records that were given were very limited and on index cards. By the End of FY2013 we had expanded South Harwich Cemetery, Completed Evergreen Expansion on Route 39 and had reclaimed the land at the Mount Pleasant Cemetery that was incorrectly surveyed giving a total of 100 Acres of Cemetery space that is now managed by the Cemetery Administrator which is an increase of almost 50% above what she originally managed when hired in 2004 . In FY2016 Cemetery Administrator was moved to Full Time Salary at 35 hours per week to manage the 100 acres of cemetery properties in the town of Harwich. Because of the 50% increase in workload and the importance of automating the cemetery records system we now need to bring on additional part-time help. If the part time position were to be filled, they would be doing the following duties. The Job Description has been reviewed by HEA and had been approved February 2020.

1. Indexing of graves and adding them to Access Database. I have created an access database and have been adding cemetery lot information and burials. The Town oversees 100 acres of cemetery land. Currently the database has most of Island Pond 2,873 records entered, Evergreen 1,784 and Mount Pleasant 1,725 indexed. We are looking to index the remaining cemeteries Pine Grove, Kelley, South Harwich, North Harwich, East Harwich Methodist, West Harwich and Baptist Church Cemetery. When using an older family lot for an opening for a burial at any of the cemeteries, we have to survey the lot to see which spaces are available send them back to the funeral home so that the family can choose a space for the internment. This can be very time consuming as you have to pull the folder if it exists and the surrounding lots survey the bounds and create a lot layout.
2. Assist with coverage for grieving families for new purchase of cemetery lots and coordinating with funeral directors for the time and date of internment. Burials are witnessed and need to sign off on by Cemetery personnel. Deeds need to be typed up and signed off by commissioners and maps updated to reflect purchasers name. Burial Permit and paperwork will need to be submitted to the Town Clerks office who issued buried permit after it is updated with type of burial, date and time. If burials are in the Winter months make sure that the grave diggers go back and reseed the lot.
3. Family requests for genealogy reason, visiting the cape and want to visit family grave or to check and see if there is remaining space on lot available for future burials. This often leads to purchase of new lots.
4. Monument permit orders need to be marked out for installation of new monument on lots. Grave site will be visited for survey before, then marked out for the foundation and photographed after installation.
5. Cemetery Administrator works 35 hours a week and has to attend burials on the weekend and holidays. Cemetery Administrator is on call 24/7/365 and needs coverage if she is sick or on vacation. (See attached email from Link Hooper) "due to the hiring freeze the DPW is down two full-time positions, has not hired any seasonal help and are months behind where we should be. Therefore, I am unable to assist you in this matter. As you know, we only have two employees in the Cemetery Division to keep up on the 100+ acres of cemeteries, which is an impossible task with no seasonal help.

Robbin Kelley

From: Link Hooper <lhooper@harwichdpw.com>
Sent: Tuesday, August 4, 2020 4:36 PM
To: Robbin Kelley
Cc: Jim Stratton
Subject: RE: Coverage

Hi Robbin,

As I told you on the phone, due to the hiring freeze the DPW is down two full-time positions, has not hired any seasonal help and are months behind where we should be. Therefore, I am unable to assist you in this matter.

As you know, we only have two employees in the Cemetery Division to keep up on the 100+ acres of cemeteries, which is an impossible task with no seasonal help.

Respectfully,

Lincoln Hooper, Director
Town of Harwich DPW
P.O. Box 1543
273 Queen Anne Road
Harwich, MA 02645
508-430-7555

From: Robbin Kelley [<mailto:rkelley@town.harwich.ma.us>]
Sent: Tuesday, August 4, 2020 9:23 AM
To: Lincoln Hooper
Subject: Coverage

Link

Per our conversation on Cemetery Coverage to sell lots and attend funerals. Can you send me a email with your response.

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

 Reply all |   Delete Junk |  ...





RE: Taping



Jamie Goodwin

Tue 8/11, 8:32 AM

Robbin Kelley 

 Reply all | 

Inbox



Action Items



Hi Robbin

That project has already been completed. I went off the list that was given to me by administration. If you would like to be added to next year I suggest that you contact them.

J.

From: Robbin Kelley
Sent: Tuesday, August 11, 2020 7:07 AM
To: Jamie Goodwin <jgoodwin@town.harwich.ma.us>
Subject: Taping

Jamie

I would like to do a short taping for the non-tax payers video.

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



February 11, 2020

Ms. Robbin Kelley
Cemetery Administrator
Harwich Cemetery Commission
732 Oak Street
Harwich, MA 02645

Dear Ms. Kelley,

At a public meeting of the Board of Selectmen held on Monday February 10, 2020, the Board reviewed your request that the Island Pond Arboretum be named the James Marceline Arboretum at Island Pond Cemetery.

Congratulations.

Sincerely,

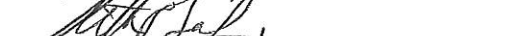
HARWICH BOARD OF SELECTMEN



Larry G. Ballantine, Chair



Edward J. McManus, Vice Chair



Stephen P. Ford, Clerk



Donald F. Howell



Michael D. MacAskill

CC: Robbin Kelley, Cemetery Administrator
Cynthia Eldredge, Chair of Cemetery Commission
Steven Conner, Commissioner

Reply all | Delete | Junk | ...



Article Balances as of June 30th



Carol Coppola

Thu 7/30, 6:26 PM

Amy Bullock; Amy Usowski; Anita Doucette; Carolyn Carey; Charleen Greenhalgh; +24 more

Reply all |

Inbox

mu21223001.pdf
96 KB



Download



Action Items



Good evening,

Please find a report of balances remaining in articles as of June 30, 2020. I thought this might help while you are reviewing open balances.

Carol



TOWN OF HARWICH - LIVE DATA
YEAR-TO-DATE BUDGET REPORT

07/30/2020 18:21
ccoppola

FOR 2020 12

ACCOUNTS FOR: 0100 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL POLICE - WARRANT ARTICLES	0	47,745	16,410.65	.00	.00	31,334.26	34.4%
01220A2 FIRE - WARRANT ARTICLES							
01220A2 616010 ATM 16 # 10 Equip F	0	12,001	.00	.00	.00	12,000.85	.0%
01220A2 617009 ATM 17 # 9 CAPITAL	0	1,007	.00	.00	.00	1,007.00	.0%
01220A2 618009 ATM 18 # 9 CAPITAL	0	78,303	6,800.78	.00	.00	71,502.30	8.7%
01220A2 618023 ATM 18 # 23 AMBULAN	0	501	501.00	.00	.00	100.0%	
01220A2 619011 ATM 19 #11 CAPITAL	0	20,535	18,547.43	.00	.00	1,987.18	90.3%
TOTAL FIRE - WARRANT ARTICLES	0	112,347	25,849.21	.00	.00	86,497.33	23.0%
01421A2 HIGHWAY - WARRANT ARTICLES							
01421A2 616011 ATM 16 # 11 Fac.Mai	0	19,635	.00	.00	.00	19,634.62	.0%
01421A2 618009 ATM 18 # 9 CAPITAL	0	40,000	18,097.79	.00	.00	21,902.21	45.2%
01421A2 618010 ATM 18 #10 FACILITY	0	391,660	.00	.00	.00	391,659.96	.0%
01421A2 619011 ATM 19 #11 CAPITAL	0	20,000	19,146.00	.00	.00	854.00	95.7%
01421A2 619012 ATM 19 #12 FACILITY	0	385,750	107,054.24	9,595.12	.00	278,695.76	27.8%
01421A2 619019 ATM 19 #19 DPW VEHI	0	395,000	2,382.63	.00	.00	392,617.37	.6%
01421A2 619021 ATM 19 #21 MOBILE L	0	90,475	.00	.00	.00	90,475.00	.0%
TOTAL HIGHWAY - WARRANT ARTICLES	0	1,342,520	146,680.66	9,595.12	.00	1,195,838.92	10.9%
01491A2 CEMETERY - WARRANT ARTICLES							
01491A2 619032 ATM 19 #32 CEMETERY	0	30,110	.00	.00	.00	30,110.00	.0%
TOTAL CEMETERY - WARRANT ARTICLES	0	30,110	.00	.00	.00	30,110.00	.0%
01610A2 LIBRARY - WARRANT ARTICLES							
01610A2 613029 ATM13 #29 - LIBRARY	0	3,018	3,016.87	.00	.00	1.00	100.0%
01610A2 613031 ATM13 #31 - BR LIBR	0	25,000	.00	.00	.00	25,000.00	.0%
01610A2 614023 ATM14 #23 - NEW CAR	0	4,000	.00	.00	.00	4,000.00	.0%

 Search

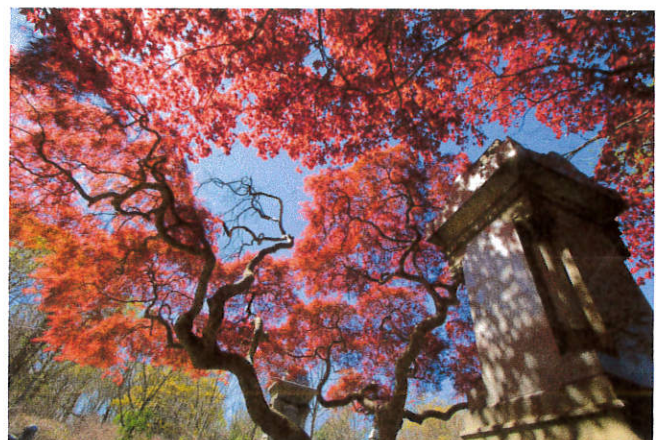
Select Language ▼

[ACCREDITATION](#) | [MORTON REGISTER](#) | [RESOURCES](#) | [NEWS AND EVENTS](#) | [ABOUT ARBNET](#)[HOME](#) > [ACCREDITATION](#) > [LEVEL I CRITERIA](#)

LEVEL I CRITERIA

The most basic level of accreditation requires achievement of the following standards:

- **An arboretum plan** documentation of some sort, such as an organizational plan, strategic plan, master plan, or other, that defines the purpose of the arboretum, its audience(s), the types of plants that are to be grown to achieve that purpose and serve those audiences, provisions for the maintenance and care of the plants, and provisions for the continuing operation of the organization through time with a clear succession plan.
- **An arboretum organizational group** of people or governing board or authority that is dedicated to the arboretum plan and its continuation beyond the efforts of a single individual. Such an organizational group can affirm fulfillment of standards and authorize participation as an accredited arboretum.
- **An arboretum collection** with a minimum number of 25 species, varieties or cultivars of trees or woody plants that have been planted and are growing in accordance with the arboretum plan. Plants in the arboretum collection must be labeled in some way as to identify them taxonomically, including scientific name and cultivar if applicable, and documented in some way so that information on their acquisition (source or origin, date of acquisition, etc.) is available for access.
- **Arboretum staff or volunteers** who ensure fulfillment of the arboretum plan and provide for the basic needs of the arboretum collection and functions of the arboretum.
- **An arboretum public dimension** that includes some level of public access, and at least one public event or educational program each year focused on trees or arboretum purposes (for example, an Arbor Day observance).



LEVEL I	
Arboretum plan	<input checked="" type="checkbox"/>
Organizational or governance group	<input checked="" type="checkbox"/>
Labeled tree and woody plant taxa	
25+	<input checked="" type="checkbox"/>
100+	
500+	
Staff or volunteer support	
Volunteer or paid	<input checked="" type="checkbox"/>

[View list of Level I Accredited Arboreta](#)

[Level I sample application download](#)



[ACCREDITATION CRITERIA](#)

[APPLY FOR ACCREDITATION](#)

[LEVELS OF ACCREDITATION](#)

[LEVEL I CRITERIA](#)

[LEVEL II CRITERIA](#)

[LEVEL III CRITERIA](#)

[LEVEL IV CRITERIA](#)

[ACCREDITED ARBORETA](#)

[BECOME AN ACCREDITED ARBORETUM](#)

Complete your online application and be recognized for achievement of specified levels of professional practice.

[LEARN MORE](#)



ARBNET COLLECTIONS POLICY OVERVIEW

Excerpted from:

Rakow, D. A., and S. A. Lee. 2011. Public Garden Management. John Wiley & Sons, Inc., Hoboken, New Jersey. p. 259.

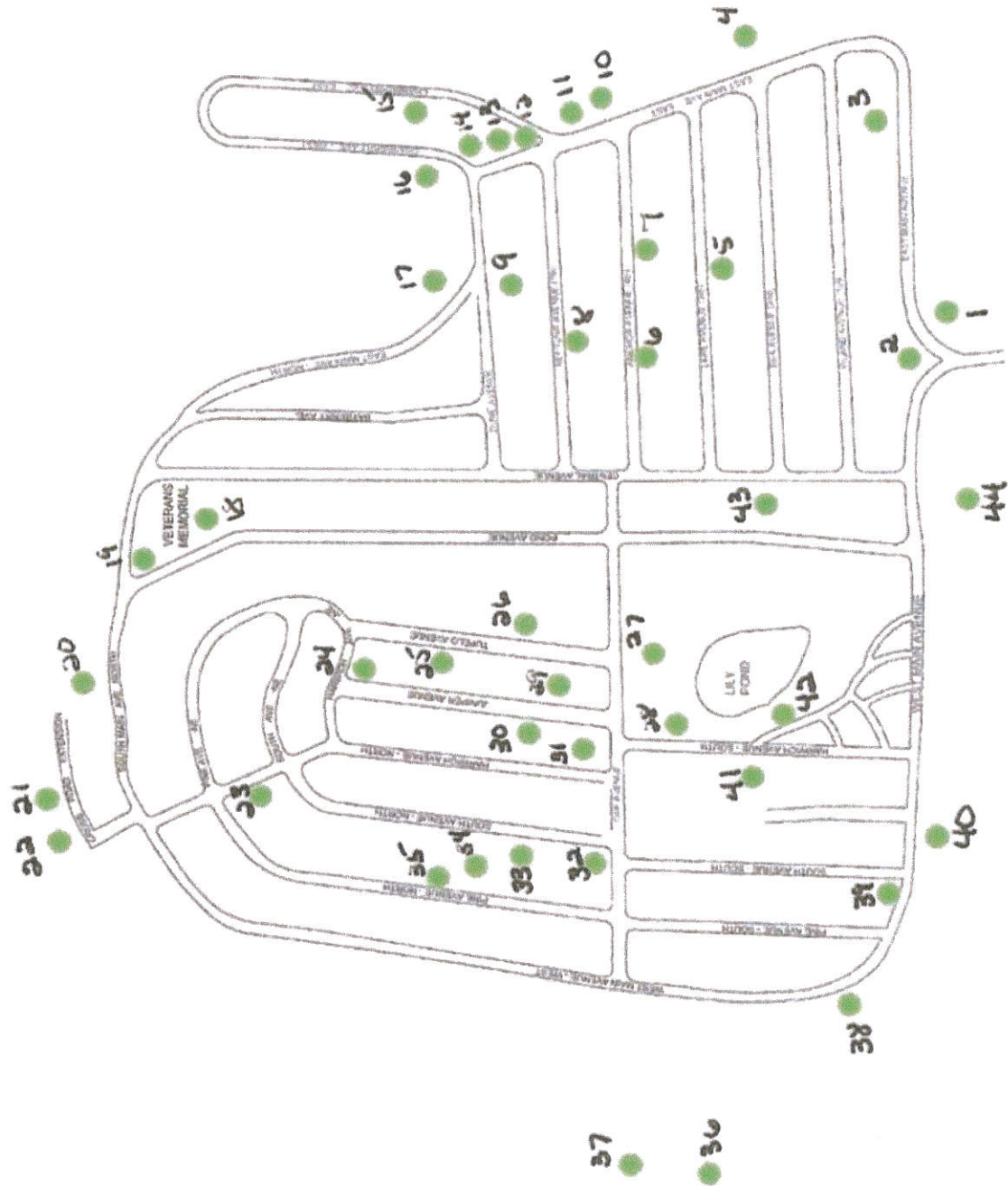
The purpose of a collections policy is to guide collection development and assessment so that the collections support the garden's mission and its programs. The policy usually establishes a management process that indicates who is involved in decision making and subsequent management. A collections policy often has these specific elements:

- Collections mission
- Collections scope, including invasives policy
- Acquisition and documentation standards
- Deaccession/disposal standards
- Access, intellectual rights, ethics

Every garden customizes these and additional elements to fit the institution's particular context and history. In addition, other types of reports and policies may be necessary for specific situations, such as how donor or memorialized trees and objects are handled, how reviews are conducted, or how artworks are integrated into gardens and landscapes.

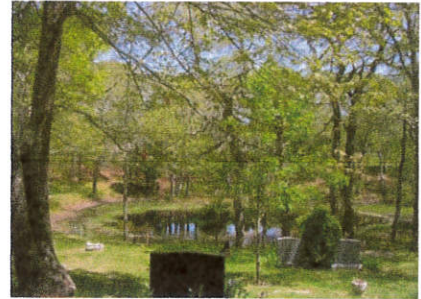
Trees & Wood Plants

1 Black Locust	<i>Robinia pseudacacia</i>
2 Eastern Redbud	<i>Cercis canadensis</i>
3 Norway Spruce	<i>Picea abies</i>
4 Black Oak	<i>Quercus velutina</i>
5 American Elm	<i>Ulmus americana</i>
6 Norway Maple	<i>Acer platanoides</i>
7 Ginkgo Maidenhair Tree	<i>Ginkgo biloba</i>
8 Red Cedar	<i>Juniperus virginiana</i>
9 Dawn Redwood	<i>Metasequoia glyptostroboides</i>
10 Leyland Cypress	<i>Chamaecyparis leylandii</i>
11 Eastern Hemlock	<i>Tsuga canadensis</i>
12 Weeping Cherry	<i>Prunus pendula</i>
13 Red Sunset Maple	<i>Acer rubrum 'Red Sunset'</i>
14 Red Dragon Japanese Maple	<i>Acer palmatum</i>
15 White Oak	<i>Quercus alba</i>
16 Sweet Pepper Bush	<i>Clethra alnifolia</i>
17 Dwarf Hinoki Cypress	<i>Chamaecyparis obtusa</i>
18 Rhododendron	<i>Rhododendron ferrugineum</i>
19 Hackberry	<i>Celtis occidentalis</i>
20 Dwarf Alberta Spruce	<i>Picea glauca</i>
21 Blue Spruce	<i>Picea pungens</i>
22 Andromeda	<i>Pieris japonica</i>
23 Hedge Maple	<i>Acer campestre</i>
24 Mimosa	<i>Albizia julibrissin</i>
25 Red Norway Maple	<i>Acer platanoides 'Faassen's Black'</i>
26 Kousa Dogwood	<i>Cornus kousa</i>
27 Buttonbush	<i>Cephalanthus occidentalis</i>
28 Sasafra	<i>Odonotopus calceatus</i>
29 American holly	<i>Ilex opaca</i>
30 Japanese Flowering Cherry	<i>Prunus serrulata 'Kwanzaan'</i>
31 Black Cherry	<i>Prunus serotina</i>
32 Purple Leaf Plum	<i>Prunus cerasifera</i>
33 Pitch Pine	<i>Pinus rigida</i>
34 P.M. Rhododendron	<i>Rhododendron P.M.</i>
35 Bayberry	<i>Myrica pensylvanica</i>
36 Grey Birch	<i>Betula populifolia</i>
37 Atlantic White Cedar	<i>Chamaecyparis thyoides</i>
38 Arborvitae	<i>Thuja occidentalis</i>
39 Golden Rain	<i>Koeleruteria paniculata</i>
40 White Pine	<i>Pinus strobus</i>
41 Calvery Pear	<i>Pyrus calleryana</i>
42 Black Gum Tupelo*	<i>Nyssa sylvatica</i>
43 Sycamore Maple	<i>Acer pseudoplatanus</i>
44 White Poplar	<i>Populus grandidentata</i>



James G Marceline Arboretum at Island Pond Cemetery

Tucked among the many areas of natural beauty in Harwich, MA, sits Island Pond Cemetery. It is a public garden and historic site established in 1872. Its wooded and rolling hills are home to burial sites of the earliest residents back to



1770. The town's history here is surrounded by a variety of trees and shrubs. On December 20, 2019 the Island Pond Cemetery was awarded the Certificate of Achievement, which recognizes Island Pond as an official National Wildlife Federation (NWF) Certified Wildlife Habitat site.

“An Arboretum is a botanical collection composed exclusively of trees. More commonly a modern arboretum is a botanical garden containing living collections of woody plants and is intended at least in part for scientific study.”ⁱ The Arboretum will encompass 18 acres of the Island Pond Cemetery and over 7 acres of the Harwich Conservation land with walking trails. The Cemetery and Conservation land are located in Harwich Center and are connected to Cape Cod Bike Rail Trail. This will be an invaluable natural and horticultural resource with many species of plants, wildlife and historic monuments. With the intention of attracting hundreds of annual visitors, the non-profit Arboretum will be the only regional public Arboretum with historic architecture on Cape Cod. We will be providing educational programs for visitors of all ages, including youth education programming.

The mission of the Arboretum at Island Pond is to engage, educate, and enrich the lives of our constituents enabling them to become better stewards of our local history and environment. The Cemetery Commission is working in collaboration with the Amy Usowski the Town of Harwich Conservation Agent, Russ Norton the Horticulture & Agriculture Educator for

Cape Cod Cooperative Extension, Diane DiGennaro of the Harwich Garden Club Conservation Committee, Marc Smith, Director of Curriculum for the Monomoy Regional Schools, Bird Watchers of Harwich, AmeriCorps of Cape Cod and local historians to create the Island Pond Arboretum.

The creation of the Arboretum at Island Pond Cemetery will positively impact the community. All visitors will benefit from:

- Guided educational walking tours on species of trees
- The creation of a wildlife informational brochure on species of birds and mammals
- Future enhancements such as new trees, Butterfly Gardens and Perennial Gardens, Pollinator Gardens
- Monument artwork and biographical information about notable persons
- The creation of a Mobile App (a computer program designed to run on a mobile device such as a phone or tablet) allowing self-guided walking tours on the property.

The goal of all of these aspects of the Arboretum is to give visitors a unique educational experience and an opportunity to appreciate the historical significance and beauty of the Island Pond Cemetery. The development of a Mobile App particularly demonstrates this. For example, if visitors are interested in a specific stone carver, they will be able to access just monuments done by that carver. Handheld maps would also allow for visitors to identify locations of all the different



species of trees, vegetation, wildlife, notable residents and artistic styles of monuments.

A Stanford review of research over a twenty year period found strong evidence of the value of environmental educational programs. Studies demonstrated that students gain important knowledge about their environment. Learning about the environment is just the tip of the iceberg, however. Studies in the review demonstrated that environmental education has led to a number of positive impacts, from improving academic performance to enhancing critical thinking skills, developing personal growth and building life skills such as confidence, autonomy and leadership. A number of the studies also showed that environmental education increased civic engagement and positive environmental behaviors.

Through a unique partnership with the Monomoy School System the Arboretum will facilitate development of engaging, challenging and interdisciplinary opportunities for the students fostering research, data gathering, analyzing, synthesizing information and evidence gathering. The Arboretum will fill a need in the Monomoy schools by allowing for the further development of interdisciplinary learning experiences for all students, specifically (preK-7.) Arboretum curriculum will be developed in accordance with the horizontal and vertical guidelines and frameworks that integrate science, technology, reading, engineering, art, and math (STREAM). These lessons will highlight and support the Monomoy vision by leveraging the unique history and environment of our community. Furthermore, with the development of an Island Pond App, students and residents will be able to experience a unique multi-faceted ecosystem and learn by the experience provided through guided tours and resources at the touch of a button on any mobile device.



The Arboretum will provide exceptional opportunities for teaching, research, and outreach and the Island Pond App will make our arboretum accessible to all!

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 in the historical importance of our cemeteries. The Harwich Cemetery Commission's mission is to preserve Harwich Cemeteries and to pay homage to those who built our town and made it what it is today.

The Arboretum will provide exceptional opportunities for teaching, research, and outreach. It will be a destination for learning in institutes across Cape Cod. One is never too young or too old to learn. The Arboretum will cultivate residents and students who value our natural resources. They will learn how to recognize their impact on the world around them and equip them with the skill, knowledge and ability to achieve in the fields of sustainability, conservation and environmental sciences. Hands on, outdoor learning experiences, particularly in science and mathematics, are greatly augmented by providing accessibility and immersion in the environment. These real-world opportunities for discovery excite and motivate our students' interest in 21st century careers in science, technology, reading, engineering, art and mathematics.

Creating and maintaining these partnerships and developing multi-faceted learning experiences is an exciting and educational way for all parties to contribute to the historical, educational experiences that exists in the extraordinary Island Pond Arboretum.

ⁱ Wikipedia Contributors. "Arboretum." Wikipedia, The Free Encyclopedia. 29 January 2018.
<<http://en.wikipedia.org/wiki/Aboretum>>



CYRUS ELLIS II

CO A

58 MASS INF

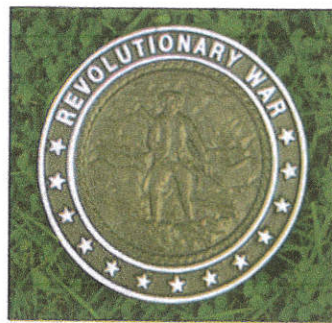
MAR 9 1943

DEC 23 1908

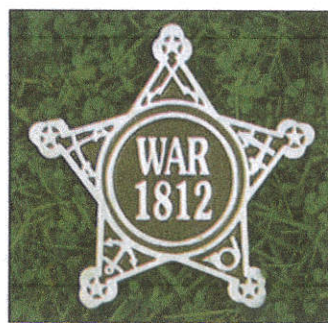
Temple Aluminum Foundry, Inc.



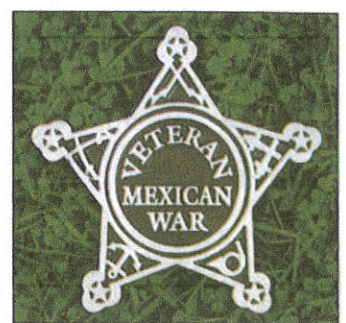
Universal Veteran



Revolutionary



War 1812



Mexican War



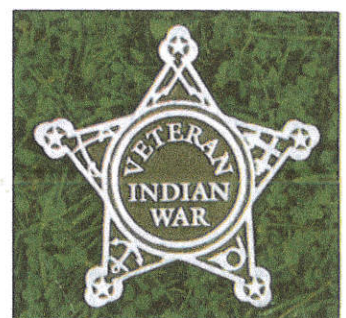
Civil War - Union



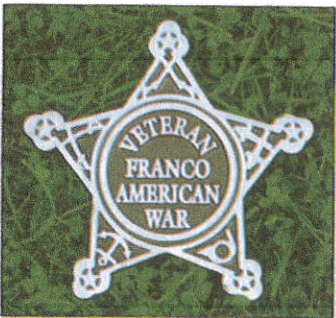
Civil War - Confederate



~~Civil War - Daughters of Union~~



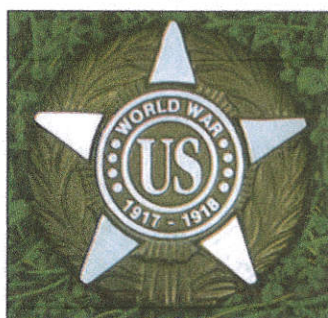
Indian War



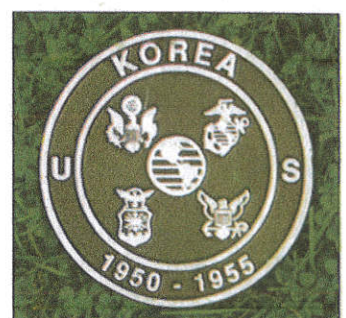
Franco American War



Spanish American War



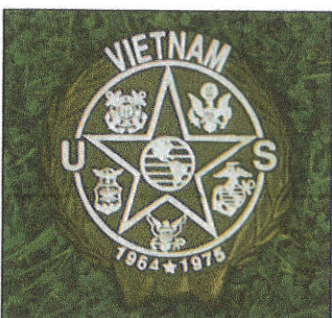
World War I



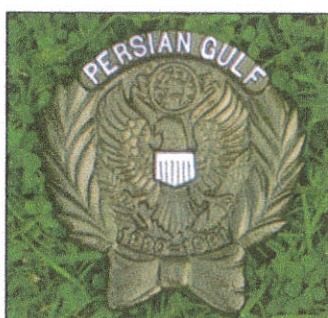
Korea



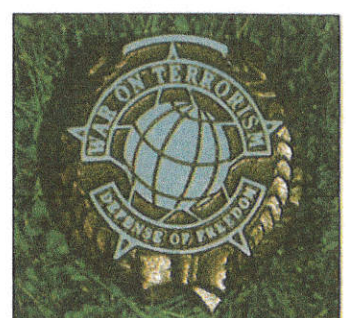
World War II



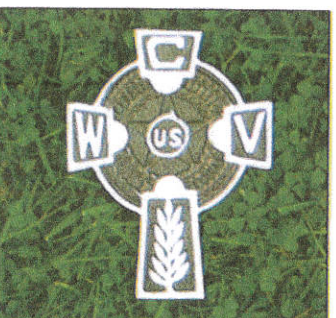
Vietnam



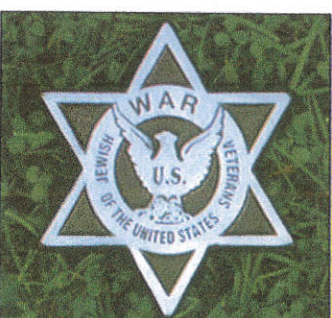
Persian Gulf



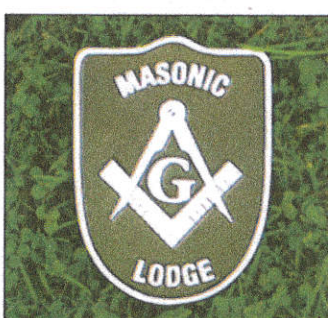
War on Terrorism



Christian



Jewish



Masonic



Universal Medical

• Only Aluminum



Temple Aluminum Foundry, Inc.

1145 PARK ROAD, BLANDON, PA 19510 (610)926-2125 • FAX (610) 926-3550
www.templealuminumfoundry.com

ATTENTION: rkelley@town.harwich.ma.us DATE: 08/13/20
Kelley Robin / Robin Kelley 4

You are receiving a fax from us that is _____ page(s), including this page.
Our fax # is 610/926-3550. Please call 610/926-2125 if you do not receive everything.

• Hello Kelly

• Attached you will find our quantity price breaks as I gave you / phone conversation. Please also see the attached photos of our GM. We make. Please note depending on your order selection, we may or may not have them in stock. However, they are most likely being made. If we can assist you more with your order, please contact us, and we will try our best to meet your need.

THANK YOU

TEMPLE ALUMINUM FOUNDRY, INC.

TEMPLE ALUMINUM FOUNDRY, INC.
1145 PARK ROAD
BLANDON, PA 19510

• (PS.) You can FAX, e-mail, or call us to place your order.
Thanks!

— Regards —
Melissa/Barb
and TAF. office staff
(610) 926-2125



Temple Aluminum Foundry

1145 PARK ROAD,

• Following NOT available in BRONZE

• BRONZE - We will only continue to cast only these:

- WWII
- UNFV.
- KORRA
- VIETNAM 03/31/17 05/ Fritz

Made in USA since 1952

- navy
- masonic
- police
- fireman
- confederate
- Medical
- Air Force
- Army

Freight - 200 ROPS/box

Freight 1500 markers on a SKED/500 if ROPS are attached.

VETERAN HONORARY GRAVE MARKERS & FLAG HOLDERS

Our markers are available in solid bronze or cast aluminum with a gold color powder coat finish. The powder Coat finish involves electrostatically applied powder to the surface which is baked on at 350 degrees for a permanent non-fading weather-proof finish. If so desired, the surface of the raised areas can be sanded to highlight the letters of insignias. This process is called facing. All bronze markers are faced.

On the back of the marker there are three bosses - two to accommodate a 3/8" dia. flag and the third is tapped for the 3/8" x 20" brass or aluminum rod.

We have been in business since 1952 and are located outside of Reading, PA. Please find enclosed our current flyer for the markers we manufacture.

Pricing is as follows:

- Qty. breaks in Computer

	1-5	6+	25+	50+	200+	500+	1000+
Aluminum Faced	20.50	10.25	9.75	9.25	8.25	8.00	7.75
Aluminum Un-Faced	20.00	10.00	9.50	9.00	8.00	7.75	7.50
Bronze	36.00	27.00	26.00	25.50	25.00	-	-

Fireman - Custom Orders
Police - Custom Orders

Order charge - To replace Top or Bottom - \$125.00 each
Middle - \$175.00
Police - \$200.00

Police Set Up Fee q.s of 01/14/17.

Custom Order-8 to 10 weeks - Quantity of 25 - quantity might be plus or minus on qty. ordered
No Custom Orders in Bronze, only in Aluminum

- Private Label + .35
- ROPS Attached + .35

• We no longer make 24" ROPS \$.35; we can, but don't really want to make these anymore.
- ROPS -
- ALUM. - .26# - 2.00
- BRONZE - .75# - 6.00

Any prices shown are subject to change without notice. All prices F.O.B. our foundry. A 1% discount allowed for payments within 10 days, net 30 days. No discount allowed on freight or credit card orders. A finance charge of 1 1/2% per month or portion thereof will be added to all accounts that are overdue. This is an 18% annual rate charge. Under certain conditions a second order will not be processed if there is an outstanding invoice. All weights and sizes are approximate.

- * Only Disabled Vets gets 200+ pricing *
- * NO BRONZE CUSTOM ORDERS (bronze is class T7 for shipping FREIGHT.)