

CEMETERY COMMISSION MONTHLY MEETING

REVISED AGENDA

CHANNEL 18 STUDIO

100 OAK STREET, HARWICH, MA 02645

TUESDAY MARCH 7, 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/868172941>

You can 669also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 868-172-941

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES FROM JANUARY 10 AND FEBRUARY 7, 2023

III. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Sarah Eaton, IT Director on Microsoft 365 Training.
- B. Bank Statement from Rockland Trust on Perpetual Care Account.
- C. Email from Michael Andranovich from AmeriCorps Cape Cod Mid-Group Service Projects.
- D. OTHER BUSINESS.

IV. OLD BUSINESS

- A. Up to date totals for Revolving Account and Cemetery Budget.
- B. Veterans Memorial Circle at Evergreen. Plan of hardscape for BID process.
- C. Software BID for Evergreen Cemetery Procurement Form and BID documents. Awarded new domain name evergreenharwich.org
- D. Town Meeting Articles; Rules and Regulations and CPC Article for Revolutionary and Civil War Memorials (CPC voted to have War Memorials included in Town Meeting 2023). Email from Ann Marie Ellis, Town Accountant on Veterans Memorial Gift Account. Email from Anthony Schiavi sent email from Brewster resident offering assistance with project.
- E. Bank Street Cemetery update. Tree Company scheduled for March 21 & 22.
- F. Email from Duncan Berry on North Harwich SAR Plaque.
- G. OTHER OLD BUSINESS.

V. NEW BUSINESS

- A. Cemetery Fee Schedules.
- B. Email from Cyndi Williams on Article for Harwich Magazine on Island Pond, Mount Pleasant and Pine Grove.
- C. BILLS: Eversource \$9.00, W. B Mason \$206.68 Ink Cart & \$259.56 paper and supplies, Seaside Arborists Tree Services.
- D. DEEDS: Kyle & Michael Robbins for 427A West Main Ave West (Grave #6) in Island Pond for \$800.00, Shantel Thomas for 14 Oak Ave (Grave #4) in Island Pond.

- E. Commissioner's possible visiting cemeteries.
- F. OTHER BUSINESS.

VI. DATE AND TIME OF NEXT MEETING

VII. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Robbin Kelley
Sent: Monday, February 13, 2023 2:54 PM
To: Sarah Eaton
Cc: Ryan Johnson
Subject: RE: Microsoft 365 Training Sessions

Sarah

I can do March 1st.

Robbin Kelley

Subject: Microsoft 365 Training Sessions

Hello All,

Barnstable County IT will be holding Training sessions for Microsoft 365 over the next few weeks. Each session is 1 hour. If you have a laptop please bring it to the training, If you need one to use during the training please let us know.

It is important that you attend one of these training sessions as we will be going over how 365 will work and the integrations with Teams. Trainings will be on the following Days and times in the Griffin Room at Town Hall.

Feb. 16th 10 am – 11 am

Feb. 21st 10 am – 11 am

Feb. 21st 2 pm – 3 pm

March 1st 10 am to 11 am

You only need to attend one session. We are holding multiple times to accommodate everyone. If you have any questions please feel free to contact me.

Thank you,
Sarah

Sarah Eaton

IT Director

Town of Harwich

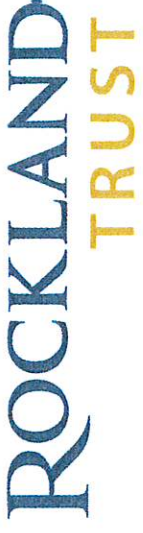
seaton@town.harwich.ma.us

PH: 508-430-7570

Your Monthly Portfolio Statement

January 1, 2023 - January 31, 2023

Town of Harwich Cemetery Perpetual Care Agency



2036 Washington Street
Hanover, MA 02339

Last year was a record year for Rockland Trust's Investment Management Group despite the challenging economic headwinds! As you know, we are committed to supporting you and your family and are grateful for your relationship and trust in us.

Your financial advisor(s)

Relationship Manager: Barbara Howard (781) 982-6776 Barbara.Howard@RocklandTrust.com
Portfolio Manager: Brian Callow, CFA (781) 982-6460 Brian.Callow@RocklandTrust.com
Administrator: Ericka Penney (781) 982-6773 Ericka.penney@rocklandtrust.com

Accounts Included In This Statement

xxxx0303 Town of Harwich Cemetery Perpetual Care Agency

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Overview of Your Account - xxxx0303 Town of Harwich Cemetery Perpetual Care Agency

Investment Objective: Custom IPS

Activity Summary

	This Period (\$)	Year to Date (\$)
Beginning Market Value	0.00	0.00
Cash & Security Transfers	0.00	0.00
Contributions	446,658.96	446,658.96
Income & Capital Gain Distributions	0.00	0.00
Fees	0.00	0.00
Withdrawals	0.00	0.00
Change in Account Value	-5,956.47	-5,956.47
Market Value on Jan 31, 2023	\$440,702.49	\$440,702.49

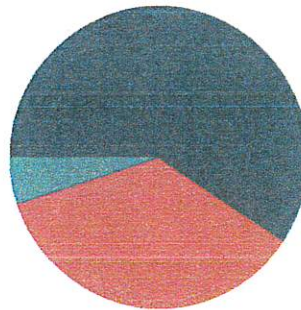
Income Earned

	This Period (\$)	Year to Date (\$)
Taxable Income	0.00	0.00
Tax-Exempt Income	0.00	0.00
Tax-Deferred Income	0.00	0.00
Total Income Earned	\$0.00	\$0.00
Total Short Term Realized Capital Gain/Loss	\$0.00	\$0.00
Total Long Term Realized Capital Gain/Loss	\$0.00	\$0.00
Total Realized Capital Gain/Loss	\$0.00	\$0.00

This summary is for your reference. It is not intended for tax-reporting purposes.

Asset Allocation on January 31, 2023

	Market Value (\$)	Percent
Common Stock	261,429.44	59.32%
Diversifying Taxable Funds	157,302.06	35.69%
Money Market Funds	21,970.99	4.99%
Total of Your Account	\$440,702.49	100.00%



Portfolio Holdings on January 31, 2023

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. /Yield at Market	% of Account
Equity	Share Price				
Common Stock					
Industrials					
Emerson Electric Co CUSIP:291011104	166.00 90.22	14,976.52 0.00	16,182.86 -1,206.34	345.28 2.31%	3.39%
Rockwell Automation Inc CUSIP:773903109	49.00 282.03	13,819.47 0.00	13,324.57 494.90	231.28 1.67%	3.14%
Total Industrials		\$28,795.99 \$0.00	\$29,507.43 -\$711.44	\$576.56 2.00%	6.53%
Consumer Discretionary					
McDonald's Corp CUSIP:580135101	50.00 267.40	13,370.00 0.00	13,388.50 -18.50	304.00 2.27%	3.03%
Total Consumer Discretionary		\$13,370.00 \$0.00	\$13,388.50 -\$18.50	\$304.00 2.27%	3.03%
Consumer Staples					
Coca-Cola Co/The CUSIP:191216100	216.00 61.32	13,245.12 0.00	13,417.62 -172.50	380.16 2.87%	3.01%
General Mills Inc CUSIP:370334104	127.00 78.36	9,951.72 0.00	10,727.51 -775.79	274.32 2.76%	2.26%
Kimberly-Clark Corp CUSIP:494368103	118.00 130.01	15,341.18 0.00	16,011.56 -670.38	556.96 3.63%	3.48%
PepsiCo Inc CUSIP:713448108	76.00 171.02	12,997.52 0.00	13,478.59 -481.07	349.60 2.69%	2.95%
Procter & Gamble Co/The CUSIP:742718109	106.00 142.38	15,092.28 96.81	16,071.57 -979.29	387.22 2.57%	3.42%
Unilever PLC CUSIP:904767704	264.00 51.10	13,490.40 0.00	13,471.55 18.85	469.39 3.48%	3.06%
Total Consumer Staples		\$80,118.22 \$96.81	\$83,178.40 -\$3,060.18	\$2,417.65 3.02%	18.18%



Portfolio Holdings on January 31, 2023 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Equity (continued)					
Common Stock (continued)					
Financials					
American International Group Inc CUSIP:026874784	169.00 63.22	10,684.18 0.00	10,744.78 -60.60	216.32 2.02%	2.42%
Bank of America Corp CUSIP:060505104	316.00 35.48	11,211.68 0.00	10,781.48 430.20	278.08 2.48%	2.55%
Total Financials		\$21,895.86 \$0.00	\$21,526.26 \$369.60	\$494.40 2.26%	4.97%
Health Care					
Abbott Laboratories CUSIP:002824100	119.00 110.55	13,155.45 60.69	13,466.18 -310.73	242.76 1.85%	2.99%
Bristol-Myers Squibb Co CUSIP:110122108	187.00 72.65	13,585.55 0.00	13,357.15 228.40	426.36 3.14%	3.08%
Eli Lilly & Co CUSIP:532457108	31.00 344.15	10,668.65 0.00	10,779.01 -110.36	140.12 1.31%	2.42%
Johnson & Johnson CUSIP:478160104	77.00 163.42	12,583.34 0.00	13,446.50 -863.16	348.04 2.77%	2.86%
Merck & Co Inc CUSIP:58933Y105	145.00 107.41	15,574.45 0.00	16,078.85 -504.40	423.40 2.72%	3.53%
Pfizer Inc CUSIP:717081103	336.00 44.16	14,837.76 137.76	16,080.46 -1,242.70	551.04 3.71%	3.37%
Total Health Care		\$80,405.20 \$198.45	\$83,208.15 -\$2,802.95	\$2,131.72 2.65%	18.25%
Information Technology					
HP Inc CUSIP:40434L105	375.00 29.14	10,927.50 0.00	10,780.73 146.77	393.75 3.60%	2.48%
Total Information Technology		\$10,927.50 \$0.00	\$10,780.73 \$146.77	\$393.75 3.60%	2.48%

Portfolio Holdings on January 31, 2023 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Equity (continued)					
Common Stock (continued)					
Utilities					
Consolidated Edison Inc CUSIP:209115104	137.00 95.31	13,057.47 0.00	13,347.31 -289.84	443.88 3.40%	2.96%
Southern Co/The CUSIP:842587107	190.00 67.68	12,859.20 0.00	13,470.45 -611.25	516.80 4.02%	2.92%
Total Utilities		\$25,916.67	\$26,817.76	\$960.68 3.71%	5.88%
Total Common Stock		\$261,429.44	\$268,407.23	\$7,278.76 2.78%	59.32%
Total Equity		\$261,429.44	\$268,407.23	\$7,278.76 2.78%	59.32%
Fixed Income					
Diversifying Taxable Funds					
iShares 0-5 Year TIPS Bond ETF CUSIP:46429B747	106.00 97.75	10,361.50 0.00	10,309.56 51.94	621.27 6.00%	2.35%
iShares 1-3 Year Treasury Bond ETF CUSIP:464287457	742.00 81.80	60,695.60 0.00	60,561.00 134.60	783.55 1.29%	13.77%
iShares 3-7 Year Treasury Bond ETF CUSIP:464288661	395.00 117.30	46,333.50 0.00	45,997.20 336.30	622.91 1.34%	10.51%
iShares 7-10 Year Treasury Bond ETF CUSIP:464287440	94.00 99.21	9,325.74 0.00	9,216.69 109.05	176.63 1.89%	2.12%
iShares MBS ETF CUSIP:464288588	319.00 95.88	30,585.72 0.00	30,196.29 389.43	683.62 2.24%	6.94%
Total Diversifying Taxable Funds		\$157,302.06	\$156,280.74	\$2,887.98 1.84%	35.69%
Total Fixed Income		\$157,302.06	\$156,280.74	\$2,887.98 1.84%	35.69%



Portfolio Holdings on January 31, 2023 (continued)

	Number of Shares	Market Value Accrued Inc.	Cost Basis / Unrealized G/L	Est. Ann. Inc. / Yield at Market	% of Account
Cash and Equivalents					
<i>Capital Portfolio</i>					
Fidelity Treasury Portfolio CUSIP:31607A885	21,970.99 1.00	21,970.99 154.22	21,970.99 0.00	886.75 4.04%	4.99%
Total Capital Portfolio		\$21,970.99 \$154.22	\$21,970.99 \$0.00	\$886.75 4.04%	4.99%
Total Cash and Equivalents		\$21,970.99 \$154.22	\$21,970.99 \$0.00	\$886.75 4.04%	4.99%
Total For Your Portfolio		\$440,702.49 \$449.48	\$446,658.96 -\$5,956.47	\$11,053.49 2.51%	100.00%

Your Transaction Detail

Trade Date	Transaction Description	Amount	Accrued Income	Realized G/L
xxxx0303 Town of Harwich Cemetery Perpetual Care Agency				
Receipts				
Contributions				
January 10, 2023	Cash Receipt - Addition to Account via MEMO, Funding from RTC 7087	446,658.96	\$0.00	0.00
	Total Contributions	\$446,658.96	\$0.00	\$0.00
	Total Receipts	\$446,658.96	\$0.00	\$0.00
Purchases				
January 10, 2023	Purchase 137.00 Shares of Consolidated Edison Inc @ \$97.3356	-13,347.31		0.00
January 10, 2023	Purchase 375.00 Shares of HP Inc @ \$28.6586	-10,780.73		0.00
January 10, 2023	Purchase 166.00 Shares of Emerson Electric Co @ \$97.3971	-16,182.86		0.00
January 10, 2023	Purchase 190.00 Shares of Southern Co/The @ \$70.8071	-13,470.45		0.00
January 10, 2023	Purchase 187.00 Shares of Bristol-Myers Squibb Co @ \$71.3386	-13,357.15		0.00
January 10, 2023	Purchase 264.00 Shares of Unilever PLC @ \$50.9386	-13,471.55		0.00
January 10, 2023	Purchase 169.00 Shares of American International Group Inc @ \$63.4886	-10,744.78		0.00
January 10, 2023	Purchase 77.00 Shares of Johnson & Johnson @ \$174.5399	-13,446.50		0.00
January 10, 2023	Purchase 254.00 Shares of iShares MBS ETF @ \$94.5486	-24,038.20		0.00
January 10, 2023	Purchase 216.00 Shares of Coca-Cola Co/The @ \$62.0286	-13,417.62		0.00
January 10, 2023	Purchase 118.00 Shares of Kimberly-Clark Corp @ \$135.6012	-16,011.56		0.00
January 10, 2023	Purchase 127.00 Shares of General Mills Inc @ \$84.3786	-10,727.51		0.00
January 10, 2023	Purchase 336.00 Shares of Pfizer Inc @ \$47.7685	-16,080.46		0.00
January 10, 2023	Purchase 106.00 Shares of iShares 0-5 Year TIPS Bond ETF @ \$97.17	-10,309.56		0.00
January 10, 2023	Purchase 31.00 Shares of Eli Lilly & Co @ \$347.6199	-10,779.01		0.00
January 10, 2023	Purchase 316.00 Shares of Bank of America Corp @ \$34.0286	-10,781.48		0.00
January 10, 2023	Purchase 106.00 Shares of Procter & Gamble Co/The @ \$151.5286	-16,071.57		0.00
January 10, 2023	Purchase 119.00 Shares of Abbott Laboratories @ \$113.0712	-13,466.18		0.00
January 10, 2023	Purchase 145.00 Shares of Merck & Co Inc @ \$110.7986	-16,078.85		0.00
January 10, 2023	Purchase 76.00 Shares of PepsiCo Inc @ \$177.2599	-13,478.59		0.00
January 10, 2023	Purchase 50.00 Shares of McDonald's Corp @ \$267.6799	-13,388.50		0.00
January 10, 2023	Purchase 49.00 Shares of Rockwell Automation Inc @ \$271.8399	-13,324.57		0.00
January 10, 2023	Purchase 65.00 Shares of iShares MBS ETF @ \$94.6499	-6,158.09		0.00



Your Transaction Detail (continued)

Trade Date	Transaction Description	Amount	Accrued Income	Realized G/L
xxxx0303 Town of Harwich Cemetery Perpetual Care Agency (Continued)				
Purchases (Continued)				
January 10, 2023	Purchase 395.00 Shares of iShares 3-7 Year Treasury Bond ETF @ \$116.3586	-45,997.20		0.00
January 10, 2023	Purchase 94.00 Shares of iShares 7-10 Year Treasury Bond ETF @ \$97.9599	-9,216.69		0.00
January 10, 2023	Purchase 742.00 Shares of iShares 1-3 Year Treasury Bond ETF @ \$81.5286	-60,561.00		0.00
	Total Purchases	-\$424,687.97	\$0.00	\$0.00
Cash Sweep Activity				
January 31, 2023	Sweep sales totaling -424,687.97 units of Fidelity Treasury Portfolio for Portfolio-01 (Capital) (1 Transactions)	424,687.97		0.00
January 31, 2023	Sweep purchases totaling 446,658.96 units of Fidelity Treasury Portfolio for Portfolio-01 (Capital) (1 Transactions)	-446,658.96		0.00
	Total Cash Sweep Activity	-\$21,970.99	\$0.00	\$0.00
	Total xxxx0303 Town of Harwich Cemetery Perpetual Care Agency	\$0.00	\$0.00	\$0.00

For Your Information

We appreciate your business. A strong testament to good service is when a client refers a friend or relation to us as a prospective client. If you know of someone who could benefit from our services, please feel free to contact your relationship manager or contact Jeffrey Smith at (781) 982-6793 email: jeffrey.smith@rocklandtrust.com.

The Investment Management Group offers a variety of investment portfolios to meet your needs. Please contact your Relationship Manager with any change in your financial circumstances, your investment objective or any special factors you may want to have considered in the management of your account.

Disclosure Statements:

Investments in stocks, bonds, mutual funds and other securities are not bank deposits or obligations, are not guaranteed by any bank and are not insured or guaranteed by the FDIC, the Federal Reserve Board, or any other government agency. Investment in stocks, bonds and mutual funds involves risk, including possible loss of principal.

Rockland Trust provides administrative services for some mutual funds used as investments in client accounts. When such an arrangement is in place, the mutual fund company may compensate Rockland Trust directly for the services rendered, which may be up to maximum fee of .35% of the average fund balance per annum. Mutual fund performance is stated net of any administrative and other costs imposed by the mutual fund company, which may include compensation to Rockland Trust.

Rockland Trust may receive investment related services from some brokerage firms in exchange for trades it directs to those firms. These services include proprietary and third party research that assists us in our investment decision-making process. Research may involve computer software and services supporting such investment research and services. While we believe that all clients benefit from the research and services we receive, it may be that we use research services provided by commissions paid to brokers by most but not necessarily all of our clients. Examples of third party research providers that we may use include Bloomberg, Factset, Morningstar, TradeWeb and SEI.



Robbin Kelley

From: Michael Andranovich <michael.andranovich@capecod.gov>
Sent: Tuesday, February 28, 2023 12:19 PM
To: Michael Andranovich
Cc: Hunter Moore; Robert Zielinski; Katherine Garofoli
Subject: AmeriCorps Cape Cod YR24 Group Service - Phase III (May-July 2023) Project Proposal Form Now Open:

Good morning Outer Cape Community Partners,

I hope that you and your organizations are thriving through the start of 2023! I'm sending this email to indicate the opening of the last Group Service phase for 2022-2023, which will work to accommodate project scheduling for May through July 2023. Please note that because it is our last phase and the reduced Corps size, we are limiting the number of approved submissions to **40 projects**. Our Outer Cape Program Supervisors (Rob Zielinski and Hunter Moore, cc'd here) will continue to be your point of contact for this planning process. ACC staff remains flexible and are creating extra group service opportunities whenever we can to meet the needs of the community.

You can access the form using the following link ([Year 24 AmeriCorps Cape Cod - Project Proposals - Formstack](#)) or by visiting the new [AmeriCorps Cape Cod's webpage](#).

Note: the last day of group service for Year 24 is **Friday, July 21, 2023**.

Please reach out to me directly if you have any issues filling out the Group Service Project Proposal Form. Thank you for your continued support of our program!

Michael

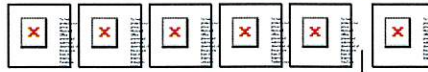


Michael Andranovich ([he/him/his](#))

**Program Coordinator (Outer Cape) | AmeriCorps Cape Cod
Barnstable County, Regional Government of Cape Cod**

Email michael.andranovich@capecod.gov | Work Cell (774) 994-2216 | Mobile (203) 710-1658

3195 Main Street | P.O. Box 427 | Barnstable, MA 02630

 www.americorpscapedod.org

Please note, my email address has recently changed. Please update my contact information. Thank you.

Robbin Kelley

From: Robbin Kelley
Sent: Tuesday, February 28, 2023 1:00 PM
To: 'Duncan Berry'
Subject: RE: North Harwich SAR Plaque

Duncan

Can you please bring the plaque to the DPW, 273 Queen Anne Road so that we can see what it needs for support. See Joni at the front desk.

Thank you

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: Duncan Berry [mailto:duncan@jduncanberry.com]
Sent: Thursday, February 9, 2023 8:26 AM
To: Robbin Kelley <rkelley@town.harwich.ma.us>
Cc: J. David Bowie <nohbowie@aol.com>; Bob Gifford <bgifford@comcast.net>; terry_murray1@hotmail.com; George Alexander Lewis <geoaiii@comcast.net>
Subject: North Harwich SAR Plaque

Robbin:

Just a quick note to pass along that the bronze plaque commemorating the North Harwich SAR soldiers arrived at my place last night.

Two questions arise:

- (1) Where would you like me to bring it, and
- (2) Can we schedule a time for the SAR and you and the DPW to mark its final destination and schedule an unveiling ceremony?

Thanks!

DB

J. Duncan Berry, Ph. D.

Formstack Submission For: Year 24 AmeriCorps Cape Cod - Project Proposals

Submitted at 03/02/23 8:48 AM

Has your organization submitted an online project proposal in the past?:

Yes

Please select your organization from the drop down menu. (alphabetical order):

Harwich Cemetery Department

Department / Organization:

Contact Person:

Robbin Kelley

Department/Organization Address:

Primary Phone Number:

(508) 430-7549

Cell Phone:

(774) 836-8069

Email:

robbindkelley@gmail.com

Project Title:

Tree Tag Installation

Project Town:

Harwich

Project Site Name:

Marceline Arboretum at Island Pond Cemetery

Project Type:

Small Scale Group Service - Tuesday/Thursday
(4-5 members)

Which of our focus areas does this project fit into? Select all that apply::

Environmental/Community Education

How many members are needed? (Assume 8hrs/day for group service):	5-6
Are there any specific date(s) or timing restrictions? (season, tide, weather, days of week):	No
Project Description:	Installation of Tree Tags on trees and in the ground within the Arboretum property.
Tools/Equipment needed by AmeriCorps Cape Cod::	Drill, tape measure, spade and hammer
List any other departments, organizations, or community groups involved in this project::	Cemetery Department, Harwich Conservation Department, Master Gardeners and Russ Norton from Cape Cod Cooperative Extension.
Is this project linked to a grant or any other funding deadline?:	No
Provide the project deadline and name of grant/type of funding::	
Attach Additional Information (Images, maps, etc.):	View File
Attach Additional Information (Images, maps, etc.):	
Additional instructions or comments::	<p>The tree tags will be placed at either base of tree or on the tree. These tags will identify each of the species with its scientific name, common name, and description with images.</p> <p>The tags placed on mature trees bring visibility to the existing benefits and remind our community of their importance.</p> <p>The many trees and their canopies collectively contribute a multitude of benefits—health, environmental, and economic.</p> <p>This project will enhance the arboretum and</p>

increase this valuable natural resource for students and visitors touring the property.

Accept Terms:

I agree to the Terms of Service

Sign your name to certify that you have completed this form and that the above information is correct.:

[View Signature](#)

Print Name::

Robbin Kelley

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Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038

CEMETERY REVOLVING FY2023

16111004

16111002

Date	Revenue	Admin	Mark out	Lot Returns	Expenses	PC	Balance
							\$82,130.50
	Previous Balance from FY2021						
7/18/2022		\$100.00					100.00
		\$100.00					100.00
		\$100.00					100.00
7/14/2022	\$450.00					50.00	450.00
		\$100.00					100.00
			\$75.00				75.00
			\$75.00				75.00
			\$75.00				75.00
			\$75.00				75.00
			\$75.00				75.00
		\$100.00					100.00
			\$75.00				75.00
		\$100.00					100.00
		\$100.00					100.00
7/21/2022	\$720.00					80.00	720.00
	\$4,320.00					480.00	4,320.00
7/27/2022		\$100.00					100.00
7/29/2022		\$100.00					100.00
		\$100.00					100.00
8/3/2022	\$4,320.00					480.00	4,320.00
			\$75.00				75.00
		\$100.00					100.00
		\$100.00					100.00
			\$75.00				75.00
		\$100.00					175.00
		\$100.00					100.00
		\$100.00					100.00
			\$75.00				75.00
8/5/2022		\$100.00					100.00
8/5/2022							-351.26
8/5/2022							-900.00
8/11/2022		\$100.00					100.00
8/13/2022		\$100.00					100.00
		\$100.00					100.00

Budget 2023

Water 014912-52300

	Date	Withdrawal	Balance	
Beginning			-\$2,384.82	
Water South Harwich	9/2/2022	\$45.00	\$45.00	
Eversource	9/2/2022	\$15.37	\$15.37	
Eversource	10/14/2022	\$9.71	\$9.71	
	10/14/2022	\$9.21	\$9.21	
South Hariwch	10/14/2022	\$70.00	\$70.00	
Mt Pleasant Bldg	10/14/2022	\$45.00	\$45.00	
Island Pond	10/14/2022	\$368.06	\$368.06	
Mt Pleasant	10/14/2022	\$115.95	\$115.95	
North Harwich	10/14/2022	\$95.00	\$95.00	
Pine Grove	10/14/2022	\$170.30	\$170.30	
Eversource	11/9/2022	\$8.98	\$8.98	
Eversource Oct	12/16/2022	\$8.98	\$8.98	
Eversource Nov	12/16/2022	\$6.00	\$6.00	
Eversource Dec	1/13/2023	\$6.00	\$6.00	
Eversource Jan	2/9/2023	\$5.88	\$5.88	
South Hariwch	2/9/2023	\$45.00	\$45.00	
Pine Grove	2/9/2023	\$45.00	\$45.00	
North Harwich	2/9/2023	\$45.00	\$45.00	
Mt Pleasant Bldg	2/9/2023	\$45.00	\$45.00	
Mt Pleasant	2/9/2023	\$70.96	\$70.96	
Island Pond	2/9/2023	\$53.52	\$53.52	
		\$1,283.92	-\$1,100.90	-\$1,100.90

Mil/Due/Subscrip 014912-573000

	Date	Withdrawal	Beginning Balance	
			-\$1,886.00	
ICCFA	11/9/2022	\$99.00	\$99.00	
July 2022 Mileage	12/16/2022	\$58.80	\$58.80	
Aug 2022 Mileage	12/16/2022	\$134.40	\$134.40	
Sep 2022 Mileage	12/16/2022	\$92.40	\$92.40	
Oct 2022 Mileage	12/16/2022	\$124.32	\$124.32	
Nov 2022 Mileage	12/16/2022	\$68.88	\$68.88	
Dec 2022 Mileage	1/13/2023	\$99.68	\$99.68	
		\$677.48	-\$1,208.52	-\$1,208.52

Supplies 014912-542000

	Date	Withdrawal	Beginning Balance
			-\$510.00
WB Mason	10/14/2022	\$228.80	\$228.80

Office Sup 014912-578000

\$228.80

-\$281.20

-\$281.20

Date

Withdrawal

Beginning Balance

-\$612.00

Cellphone 14912-534400

-\$510.00

Date

July
August
September
October
November
December
January
February
March

\$41.49

\$41.49
\$41.49
\$41.49
\$41.49
\$41.49
\$41.49
\$41.49
\$41.49
\$41.49

-\$136.59

-\$136.59

Clothing 014912-517900 Other Fringe Benefits

Date

Withdrawal

Beginning Balance

-\$325.00

-\$325.00
\$0.00

Total Available

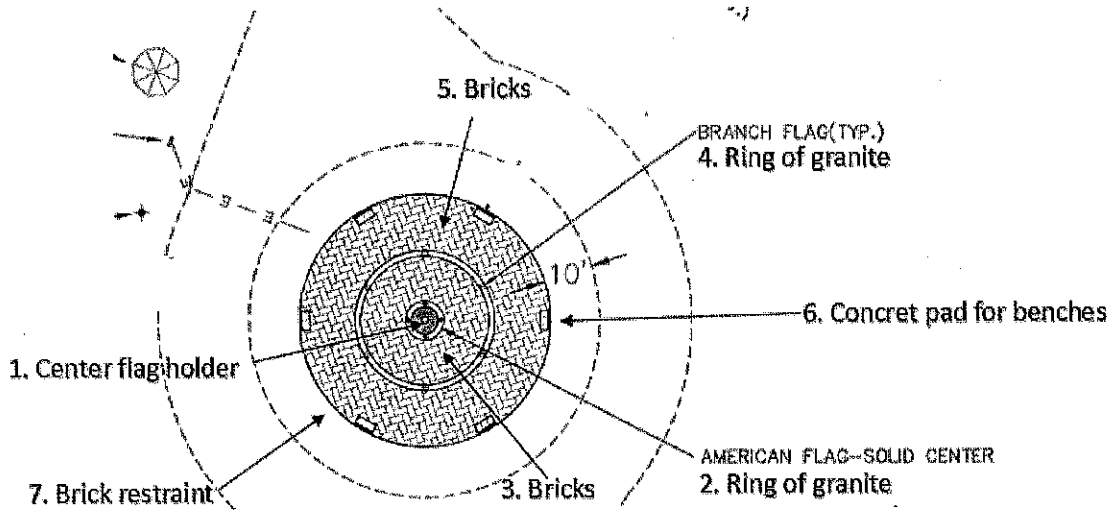
-\$893.20

-\$3,052.21

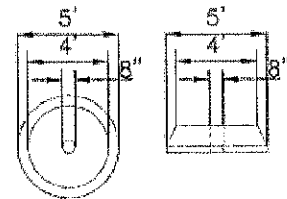
Procurement for Veterans Memorial Circle Hardscape
Evergreen Cemetery, East Harwich

Option 1: Steps 1 to 7

Option 2: Steps 1 to 4

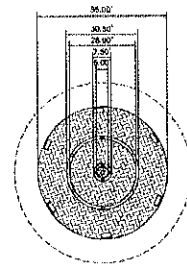


1. Solid Center Flag Pole Holder. Solid grey granite 5' diameter outer edge, 4' diameter inner edge, height is 16" from the base, center hole cut out is 8" diameter.

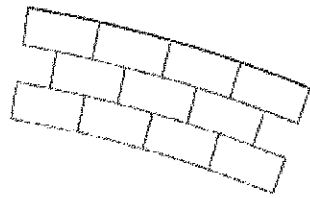


CENTER FLAG POLE
BASE LAYOUT

2. Flush granite ring around solid base center is 2 feet wide, height 2" (4 cut outs for lights 4 7/8" light fixtures 4 3/4)



3. Red paving bricks around inner circle 2" x 4" x 8 ". (Not as shown in herring pattern above)

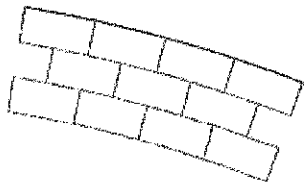


BRICKS TO BE LAID
OUT SYMETRICALLY



BRICKS 2"x4"x8"

4. Second flush grey granite ring 2 feet wide, height 2" (6 cut outs for Flag poles 8")
5. Outer circle red paving brings 2" x 4" x 8 ". (Not as shown in herring pattern above)



BRICKS TO BE LAID
OUT SYMETRICALLY



BRICKS 2"x4"x8"

6. Concrete pads for Bench foundation (6 benches for each branch of the military)
7. Outer ring of brick restraint, snapped edging - heavy duty plastic.

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

Harwich Cemetery
Attn Robin

Bench quotes for Evergreen/Harwich 6 in total

Barre Gray Granite
Polished top of seat
Smooth on front and back for lettering
Rock ends
2 Legs

Granite is 6" thick Price quotes as follows:

Size bench	Straight seat	Curved seat
5-0 x 1-4 x 0-6	\$4,788.00	5,034.00
6-0 x 1-4 x 0-6	5,302.00	5,600.00

Lettering: \$ 13.00 per letter (under 2" in size)

Bronze emblem recessed into bench \$ 750.00
Emblem cut directly into bench 450.00

Foundation and Installation \$ 750. Per bench

Thank you

Thomas Blute

PHONE: (508)432-0007 FAX: (508)432-6006
EMAIL: tomblute@crosbymonuments.com
WEB: htcrosbyandson.com

12/13/18 Revised Procurement Checklist

Please complete checklist below for contracts requiring Selectmen* signature **before Wednesday morning**** in order to get sign-off approval from the Town Administrator or the Assistant Town Administrator.

*Note: contracts (not grants) **below \$75,000** can be signed by Town Administrator.

- 1. Please provide a **separate page titled "Summary of Project"** which includes:
 - a. Provide how many bidders there were, the range of bids, and apparent low bidder.
 - b. Identify the funding source, such as article number and amount approved. 16111002-538000
 - c. Include what you feel is pertinent, but keep this section to 4 sentences or less. \$35,700.00
- 2. Finance Director has signed that funds are available: PO 23039
DocuSigned by: Ann Marie Ellis Account
- 3. Please provide a single **copy of the bid packet** along with all supporting documents. 1101891409678475
- 4. Please use K-P Law provided standardized contracts.

Buildings and Public Works	Goods and Services
<input type="checkbox"/> C1. Please show Prevailing Wage was used. <input type="checkbox"/> C2. If construction is near \$10,000 you also need: <ul style="list-style-type: none"> <input type="checkbox"/> a. Written spec sheet. <input type="checkbox"/> b. Advertised for two weeks on Central Register and COMMBUYS. <input type="checkbox"/> c. Apparent low bidder posted to Town website. <input type="checkbox"/> C3. If construction over \$25,000 you need C1, C2, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was in the Capital Plan. <input type="checkbox"/> b. Low bidder provides 50% payment bond after Selectmen's countersignature. <input type="checkbox"/> C4. If construction over \$50,000 you need C1, C2, C3, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. Bid Bond of 5% of total value. <input type="checkbox"/> b. Sealed Bids. <input type="checkbox"/> c. End of Public Works construction requirements <input type="checkbox"/> C5. If Building estimated construction costs are over \$300,000 and estimated design costs are over \$30,000 you'll need to follow the Designer Selection RFQ process: <ul style="list-style-type: none"> <input type="checkbox"/> a. Advertise in Central Register and local newspaper for two weeks. <input type="checkbox"/> b. Set a designer fee or price ceiling. <input type="checkbox"/> c. Use Standard Designer Application Form <input type="checkbox"/> C6. If Building construction over \$150,000 you'll need C1, C2, C3, C4, C5, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. 100% payment bond was in bids. <input type="checkbox"/> b. 100% performance bond was in bids. <input type="checkbox"/> c. DCAMM certified bidders. <ul style="list-style-type: none"> <input type="checkbox"/> i. DCAMM certified sub-bids if over \$25,000. <input type="checkbox"/> C7. If Building construction over \$10,000,000 you'll need C1, C2, C3, C4, C5, C6, as well as: <ul style="list-style-type: none"> <input type="checkbox"/> a. Solicit qualifications prior to sealed bids. 	<input type="checkbox"/> GS1. If procured using the State Bid List : <ul style="list-style-type: none"> <input type="checkbox"/> a. Over \$25,000 please show project was on the Capital Plan. <input checked="" type="checkbox"/> GS2. If project is over \$5,000 : <ul style="list-style-type: none"> <input checked="" type="checkbox"/> a. Please provide written spec sheet used and who it was sent to. <input checked="" type="checkbox"/> b. Maximum contract length is three years. <input type="checkbox"/> GS3. If project is over \$50,000 : <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was advertised for two weeks in a newspaper and on COMMBUYS. <input type="checkbox"/> b. Show project utilized sealed bids. <input type="checkbox"/> c. Apparent low bidder posted to Town website. <input type="checkbox"/> GS4. If project is over \$100,000 : <ul style="list-style-type: none"> <input type="checkbox"/> a. Show project was advertised for two weeks in COMMBUYS and Goods and Services Bulletin. <input type="checkbox"/> b. Show project utilized sealed bids. <p>Note 1: If lowest bidder was found to be either not responsive or not responsible, the Town may begin negotiations with next lowest bidder.</p> <p>Note 2: Bids may be negotiated downwards but never higher than original quote.</p> <p>Note 3: Municipalities shall not provide a down payment, deposit, or provide funding before possession of purchased item.</p>

Original for Accounting Original for Procurement Original for Vendor Contract to Treasurer's

Signature of Town Administrator or Assistant Town Administrator: DocuSigned by:
Joseph F. Powers
0623C0C5799644E...

Note: Failure to gain sign-off **before Wednesday at noon results in the contract being delayed to the next meeting.

Certificate Of Completion

Envelope Id: F941A77669324AA1A13931D3A646E915 Status: Completed
 Subject: Complete with DocuSign: POST Procurement Checklist.pdf, Evergreen Cemetery Software BID.pdf
 Source Envelope:
 Document Pages: 15 Signatures: 2 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Meggan Eldredge
 AutoNav: Enabled meldredge@town.harwich.ma.us
 EnvelopeId Stamping: Enabled IP Address: 75.150.125.249
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

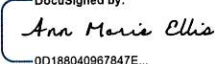
Record Tracking

Status: Original Holder: Meggan Eldredge Location: DocuSign
 2/16/2023 2:55:41 PM meldredge@town.harwich.ma.us
 Security Appliance Status: Connected Pool: StateLocal
 Storage Appliance Status: Connected Pool: Town of Harwich Location: DocuSign

Signer Events

Ann Marie Ellis
 amellis@town.harwich.ma.us
 Security Level: Email, Account Authentication
 (None)

Signature

DocuSigned by:

 0D188040967847E...
 Signature Adoption: Pre-selected Style
 Using IP Address: 75.150.125.249

Timestamp

Sent: 2/16/2023 2:57:10 PM
 Resent: 2/21/2023 8:51:07 AM
 Viewed: 2/22/2023 11:22:04 AM
 Signed: 2/22/2023 11:39:39 AM

Electronic Record and Signature Disclosure:
 Accepted: 7/25/2022 8:40:38 AM
 ID: 6609a8f5-fcb7-4bf6-ae93-948c46031764

Joseph F. Powers
 jpowers@town.harwich.ma.us
 Town Administrator
 Town of Harwich
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

 0623C0C5799644E...
 Signature Adoption: Pre-selected Style
 Using IP Address: 75.150.125.249

Sent: 2/22/2023 11:39:42 AM
 Viewed: 2/22/2023 2:15:36 PM
 Signed: 2/22/2023 2:15:57 PM

Electronic Record and Signature Disclosure:
 Accepted: 10/9/2020 8:56:40 AM
 ID: 481654b8-63ec-474f-8ff8-603dd35efd43

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Robbin Kelley
 rkelley@town.harwich.ma.us
 Cemetery Administrator
 Town of Harwich - HARWICH, MA
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 2/22/2023 2:16:00 PM
 Viewed: 2/23/2023 10:11:06 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/16/2023 2:57:10 PM
Certified Delivered	Security Checked	2/22/2023 2:15:36 PM
Signing Complete	Security Checked	2/22/2023 2:15:57 PM
Completed	Security Checked	2/22/2023 2:16:00 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Town of Harwich (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Town of Harwich:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ccoppola@town.harwich.ma.us

To advise Town of Harwich of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at ccoppola@town.harwich.ma.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Town of Harwich

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to ccoppola@town.harwich.ma.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Town of Harwich

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to ccoppola@town.harwich.ma.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Town of Harwich as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Town of Harwich during the course of your relationship with Town of Harwich.

PROCUREMENT CHECKLIST & APPROVAL FORM

STAFF LEAD: Robbin Kelley DEPARTMENT: Cemetery Department

FUNDING SOURCE: Cemetery Revolving Account

Appropriated amount: \$32,000.00 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 Evergreen Mapping and Software.

Electronic import all cemetery records in Microsoft Access: Evergreen Cemetery, 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.

Mapping of Evergreen Cemeterys inventory on satellite maps showing the location of each lot and color coding inventory status.

Create Evergreen Cemetery available property listing page on Town Cemeterys website and Mobile App and track visitors engagement and inquiries.

Fully integrated 360 degree visual image within the inventory maps and sales applications.

Onsite collection of 360 degree 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 Evergreen Cemetery, a minimum of 1,000 images are required.

Create a visual application and/or player directly on the cemetery website that showcases featured locations of the cemetery and all its 360 degree images for each proposed cemeteries.

Creation of Mobile Sales App for cemetery staff to search records and identify available property on map with integrated 360 views.

PROCUREMENT MAY PROCEED ONLY IF SIGNATURES PROVIDED BELOW CEMETERY REVOLVING ACCT.

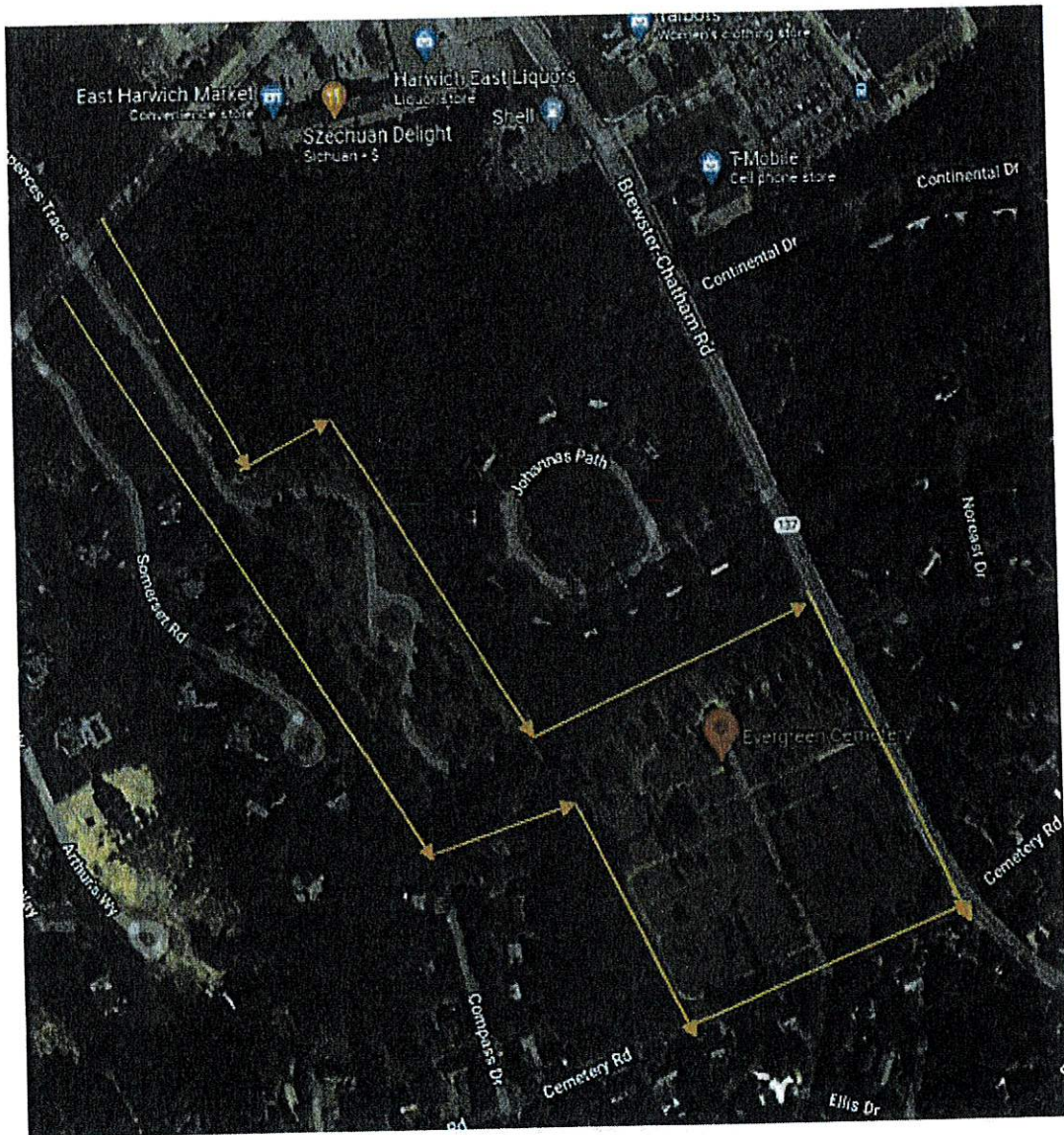
Funds Available: Finance Director: Wendy Tulloch Account # _____
DocuSigned by: D4BBAA4188474E3...

Approved to proceed: Town Administrator or Designee: Joseph F. Powers
DocuSigned by: 0623C0C5799644E...

Software require for Evergreen Mapping and Software.

Evergreen Cemetery, 40 Cemetery Road & 1403 Orleans Road, Harwich, MA. (20 acres)

Requests for project to Cemetery Department, 732 Main Street, Harwich, MA 02645





HARWICH CEMETERY COMMISSION
Office-100 Oak Street, Harwich 02645
Mail -732 Main Street, Harwich, 02645
rkelly@town.harwich.ma.us



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Create a visual application and/or player directly on the cemetery website that showcases featured locations of the cemetery and all its 360 degree images for each proposed cemeteries.

Creation of Mobile Sales App for cemetery staff to search records and identify available property on map with integrated 360 views.

Public Mobile App publish an interactive satellite map on the each cemetery enabling visitors to search burials, tours, inventory options, 360 images and memorial pages which included GPS navigation to each location.

Memorial pages for each record, allowing the visitors and/or staff to add pictures, videos and memories to be verified and/or approved by Cemetery Staff.

Training for staff on sales tools and aftercare on properties to allow follow-up with new clients.
Press Release to launch to public.

Including all Annual Costs; including but not limited to Hosting, Backups, Support 365 days a year, Licenses and Fees. **(First year costs to be included in Total Cost)** (Additional 2 years hosting costs to be on separate line item)

Evergreen Cemetery, 40 Cemetery Road & 1403 Orleans Road, Harwich, MA. (20 acres)

If you have any questions feel free to call me at 508-430-7549.

Robbin M Kelley
Cemetery Administrator.

Evergreen Cemetery Mapping and Software

Amount Approved: \$32,000.00

TOWN OF HARWICH MAIN STREET HARWICH, MA 02645		<u>PRUDENT PROCUREMENT</u>		
DEPARTMENT Cemetery Department		DATE: 1/26/2023		
	FIRM CONTACTED	TELEPHONE	ITEM(S) REQUESTED	QUOTE
NAME ADDRESS TOWN CONTACT	CemSites 3358 Pittsburgh Road Perryopolis, PA 15473 chris@cemsites.com Chris Kuo	724-984-7551	See Below	sent email not bidding
NAME ADDRESS TOWN CONTACT	Web Services of America LLC 221 Depot Street Dennis Port, MA 02639 Steve@capecod.com Steve Lipman	877-932-1872	See Below	\$30,000.00
NAME ADDRESS TOWN CONTACT	Behar Mapping 61 Locust Lane East Rutherford, NJ 07073 info@beharmapping.com Ronen Rybowski	609-462-2576	See Below	No response
NAME ADDRESS TOWN CONTACT	WebCemeteries PO Box 14 Virginville, PA 19564 nick@webcemeteries.com Nick Tempe	617-721-1529	See Below	sent email not bidding

- Electronic import all cemetery records in Microsoft Access: Evergreen Cemetery, 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.
- Mapping of Evergreen Cemetery's inventory on satellite maps showing the location of each lot and color coding

inventory status

inventory status.

- **Create Evergreen Cemetery available property listing page on Town Cemetery's website and Mobile App and track visitors' engagement and inquiries.**
 - **Fully integrated 360 degree visual image within the inventory maps and sales applications.**
- **Onsite collection of 360 degree 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 Evergreen Cemetery, a minimum of 1,000 Images are required. Spring to early fall Season to be determined by Cemetery Administrator**
- **Create a visual application and/or player directly on the cemetery website that showcases featured locations of the cemetery and all its 360 degree images for each proposed cemeteries.**
 - **Creation of Mobile Sales App for cemetery staff to search records and identify available property on map with Integrated 360 views.**
- **Public Mobile App publish an interactive satellite map on the each cemetery enabling visitors to search burials, tours, inventory options, 360 images and memorial pages which Included GPS navigation to each location.**
- **Memorial pages for each record, allowing the visitors and/or staff to add pictures, videos and memories to be verified and/or approved by Cemetery Staff.**
 - **Training for staff on sales tools and aftercare on properties to allow follow-up with new clients.**
 - **Press Release to launch to public.**
- **Including all Annual Costs; Including but not limited to Dedicated Cloud Hosting & Storage (AWS or Equal), 360 Image software hosting, Apple & Play Store, Backups, Support 365 days a year, Licenses and Fees. (First year costs to be included in Total Cost) (Additional 2 years hosting costs to be on separate line item)**

Proposal For

"HARWICH CEMETERY COMMISSION"

Evergreen Cemetery

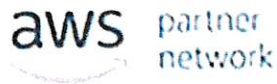
Online Tour & Management Platform

Version 2.0

Prepared by:

Steve Lipman

Web Services of America, llc.



cape@com
.com



the
cape map app



VisitCapeCod
.com



StreamPros
.net

Evergreen Cemetery Quote

1. Electronic Import all cemetery records in Microsoft Access; Evergreen, 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 Evergreen Cemetery's inventory by satellite and/or by Drone showing the location of each lot and color coding inventory status.
3. Create Evergreen Cemetery Website and Mobile App with available property listing page on Cemetery's 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 Evergreen Cemetery, a minimum of 1,000 images are required. Spring to early fall Season to be determined by Cemetery Administrator.
5. **Assumption: There will be no limits set on the storage requirements. However, the quote for storage and hosting will be based on the calculations that will be listed under hosting. Additional charges may be assessed for storage beyond the baseline estimates.*
6. **Assumption. Training for staff in the use of the deliverable platform does not include the management of any third party marketing platforms such as Constant Contact. The collection of user inquiries will be gathered and notifications of such inquiries will be sent to the appropriate contact via email. All user inquiries will also be stored within the platform Fully integrated 360 degree views/image within the inventory maps and sales applications.*
7. Link from Town Website to Evergreen Cemetery Website and Mobile App.
8. **Assumption: The viewing of any aspect of the platform that is to be played on the towns website will either be done via links to the cemetery platform, or by an iFrame code that the towns website administrator can paste onto the desired pages within the town website.*

(Continued)

9. *Press Release to launch to public.*

**Assumption: The press release will be written and distributed by Web Services. The content and salient information regarding the release will be supplied by the center administration. The distribution of the press release will be submitted to all news agencies within Barnstable County.*

10. Including all Annual Costs; including but not limited to Hosting, Backups, Updates to Apps, Support 365 days a year, Licenses and Fees. (First year costs to be included in

11. ***Assumptions:** Updates to Apps and non-essential support requirements will be done during normal business operation hours. Support is not to be included as public use of the platform based upon the failure due to users not having the latest supported version of their their browsers or mobile devices updated. Additionally, the lack of wi-fi or cell signals will not be considered as a support issue. The final bid calculation is based on total storage of of 3TB of data stored. Based on the storage requirement of 500 images @ 4mb and the 4 video drone images of 150 gb each this exceeds that requirement by 500 Gbs. Additional storage & bandwidth charges if required will be billed at \$0.06 per gb.

12.. Mobile App (Android and Apple) and Website must be ADA Compliant.

13. The Evergreen platform will be the same as the one used at Island Pond. The design of the website and Mobile Apps with uniques to gps mapping design for The Evergreen Cemetery.

Quote For Development, Design, Hosting & Implementation (year 1)

Web Design
Customize Platform
360 Camera Shoot
Gps Mapping
Updates to Platform of GPS Plus edited .jpgs

Form design and commerce integration to towns banking account.

\$30,000.00

Total Design

Including hosting, license fees and support included year one.

A \$2.00 per e-commerce submission fee will be added and billed to the user for each transaction form submitted.

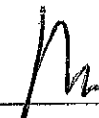
Hosting, Licensing Support Year 2

Hosting Fees AWS	2800.00
Includes 2 TB of storage.	
Hosting 360 imaging platform	1900.00
Annual Support and License	1000.00
Total :	\$5700.00

A \$2.00 per e-commerce submission fee will be added and billed to the user for each transaction form submitted.

Anticipated deliver 3-5 Months from approval of bid.

Terms: 1/3rd initial payment, *1/3rd upon viewing of website platform, 1/3rd upon completion and launch

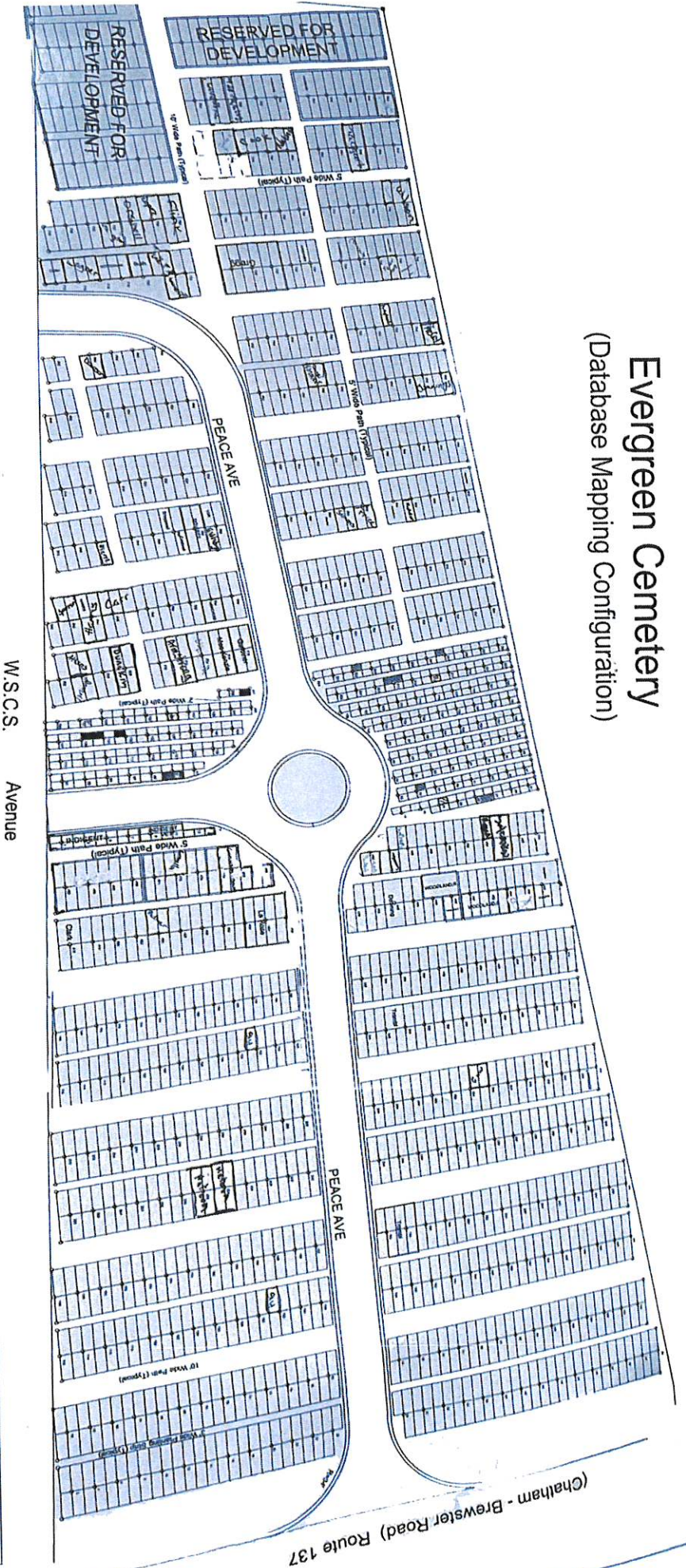
Stephen Lipman 
Web Services of America, llc

Date: 1 / 24 / 23

* Viewing of website is not dependent upon 360 images. The Viewing of the 360 Images is dependent upon favorable weather conditions for the taking of quality photographs.

Evergreen Cemetery

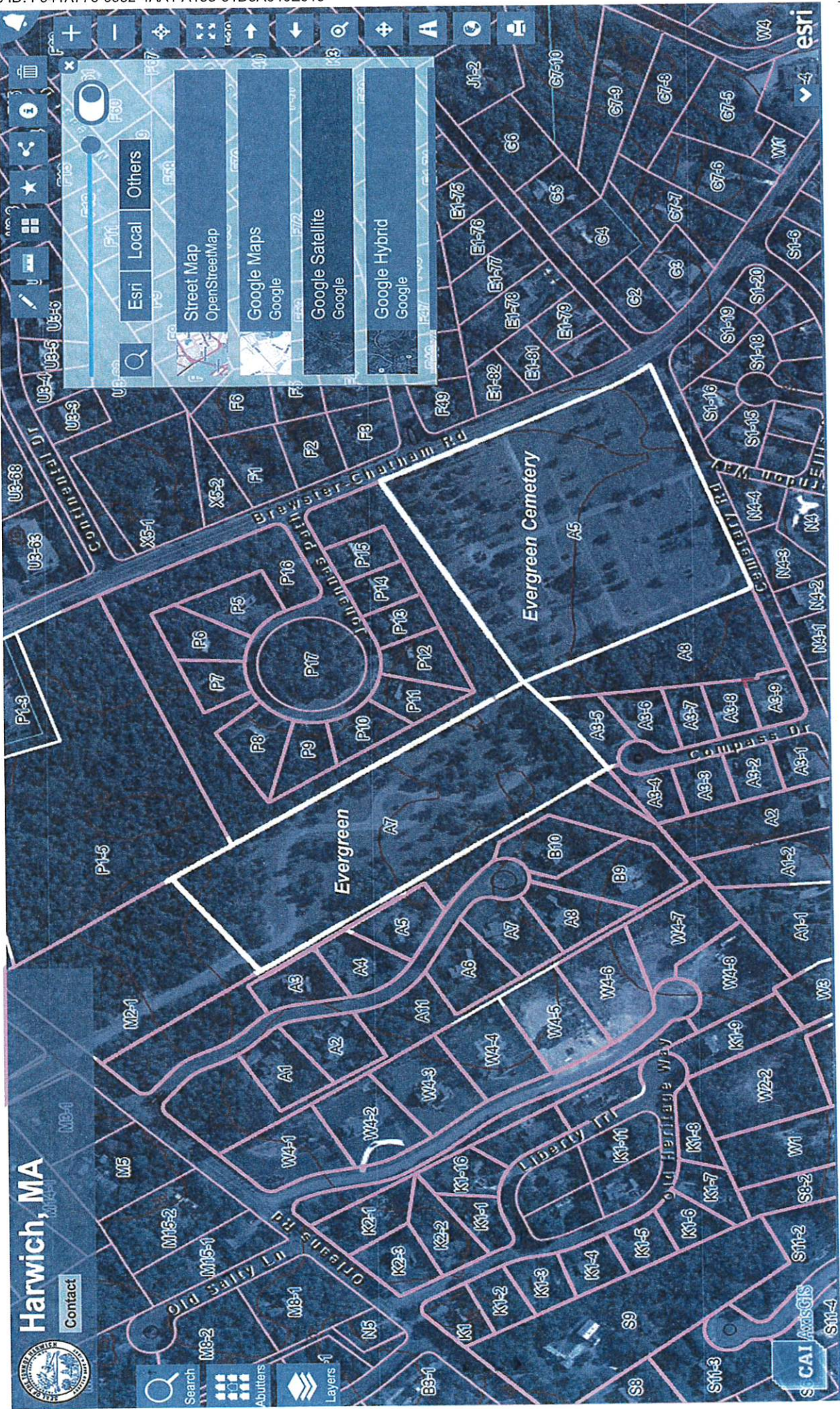
(Database Mapping Configuration)



There are 4 quadrants to this section of the cemetery A, B, C, D. Each lot will have the quadrant and lot number assigned in the Database. There will also be color coding indicating which lot is available and which is reserved. The user will be able to reserve the lots that are taken and pay for them. There will be a required form with details filled in by the user that must be completed before can be completed.

- Available █
- Reserved █

*Final colors to be selected by client



Harwich, MA

Contact



Search

Abutters

Layers

Map style selection menu:

- Esri
- Local
- Others
- Street Map
- OpenStreetMap
- Google Maps
- Google
- Google Satellite
- Google
- Google Hybrid
- Google

CAI ArcGIS

esri

Robbin Kelley

From: Chris Kuo <chris@cemsites.com>
Sent: Thursday, January 26, 2023 3:57 PM
To: Robbin Kelley
Subject: Re: Chris with CemSites

Hello Robbin,

I thought I replied to your email already, but realized I did not, my apologies!

We really appreciate you letting us know about this opportunity, and hope that you will consider us again for any future ones.

But we are going to pass on this specific one at this time.

Thank you again for thinking of us, and I hope you are having a great start to your year!

Sincerely,

Chris

On Mon, Jan 9, 2023 at 11:38 AM Robbin Kelley <rkelley@town.harwich.ma.us> wrote:

Chris

Can you take a look at the following scope of work for the Evergreen Cemetery Mapping and Software.

BID documents are due on January 26, 2023.

Robbin Marie Kelley

Cemetery Administrator

Town of Harwich

Office: 100 Oak Street

Mailing: 732 Main Street

Harwich, MA 02645

Robbin Kelley

From: Trisha Clark <trisha.clark@webcemeteries.com>
Sent: Monday, January 30, 2023 4:20 PM
To: Robbin Kelley
Cc: Nick Timpe
Subject: Re: RE: Maps

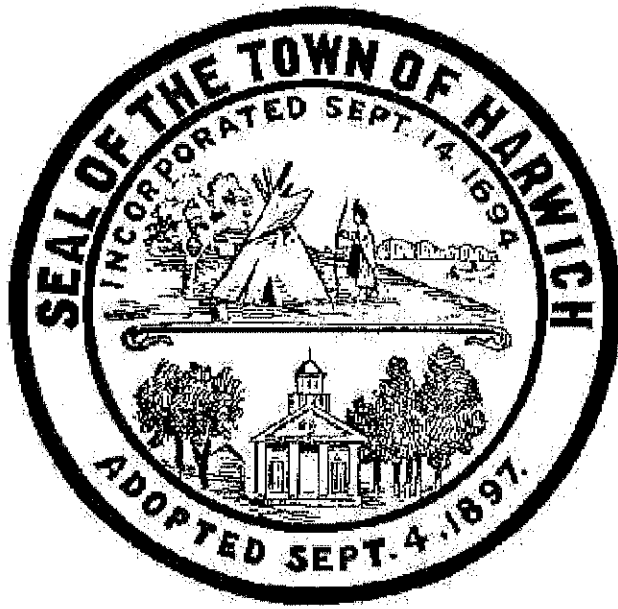
Hi Robbin,

I'm so sorry to hear this. We, unfortunately, don't offer photography services. If anything were to change with the procurement process we would be more than happy to help you create a strategy for subbing this work out.

In the meantime, we will have to withdraw from the quoting process.

If you feel there is any other option available to move this project forward please feel free to reach out.

Trisha Clark
Senior Account Executive
webCemeteries
trisha.clark@webcemeteries.com
P: 800-653-7049 Ext: 8013
M: 215-208-6644



Harwich Cemetery Commission

Rules and Regulations

of the

Harwich Cemeteries

2023

Mission Statement

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

13 February 2023

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I. Administration

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

Administrative Office

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

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

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

Administration Hours of Operation:
Monday-Friday 7:30-3:00

Persons seeking information and/or services covered by these rules and regulations shall be guided by the hours of operation specified for the Cemetery office. Outside of these hours please leave a message at the phone number above.

Holiday Schedule:

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

Interment Service Hours:

Except where special arrangements are made at least FORTY-EIGHT (48) hours in advance through the Cemetery Administrator or their designated representative, no services shall be provided beyond normal working hours or on Sundays or holidays.

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

II. Cemetery Commission

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

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

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

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

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

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

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

III. Harwich Cemeteries

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

IV. Harwich Cemetery Commission Rules and Regulations

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

A. Visitation Rules

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

B. Cemetery Regulations

1. Interments

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

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

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

d. No interment shall be made until the Cemetery Administrator or designee has been furnished with a burial permit and/or cremation certificate as required by law, together with a written order/interment form from the legal owner or the legal representative of the right of burial in the lot in which interment is to be made. No grave shall be opened for interment or removal unless authorized by the Cemetery Commission and the area has been flagged by the Cemetery Administrator or designated representative. (Reference MGL Part 1, Title XVI, Chapter 114, section 45)

e. All modifications or changes to inscriptions on existing monuments must receive the prior approval of the Harwich Cemetery Administrator. (reference section B, 3e)

f. Pursuant to MGL Part 1, Title XVI, Chapter 114, section 43N failure to comply with this section will result in a \$300 fine. Monumental Masons and installers are encouraged to take note.

g. At the present time the Harwich Cemeteries do not have a designated section for the scattering of cremains. Until an area is so designated, the scattering of ashes(cremains) is expressly prohibited.

h. Generational Succession of Burial Lots

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

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

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

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

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

2. Cemetery Lots

a. Lot Usage

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

b. Lot Sizes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Markers, Headstones, Monuments

a. Previously Established Cemetery Sections

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

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

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

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

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

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

e. All modifications or changes to inscriptions on existing monuments must receive the prior approval of the Harwich Cemetery Administrator. (Reference Section B, 1e)

f. Pursuant to MGL Part 1, Title XVI, Chapter 114, section 43N failure to comply with this section will result in a \$300 fine. Monumental Masons and installers are encouraged to take note.

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

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

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

j. Newly Designated Cremation Sections

Headstones are not permitted in these specially designated sections.

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

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

V. Definitions

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

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

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

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

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

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

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

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

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

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

Exhumation - the removal of a body from a grave.

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

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

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

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

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

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

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

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

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

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

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

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

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

Lot Sizes-See Cemetery Lots page 9

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

Memorial - a grave marker, usually in ornate one

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Upright stone - a grave marker that is placed upright, above the surface of the ground

vault - a tomb; a modern concrete shell placed over a coffin to prevent sinking of the ground surface in a cemetery

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

VI. Frequently Asked Questions:

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

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

How many burials are allowed per grave?

Please see "Interments" page 7

What size monuments are allowed?

Please see Markers, Headstones, Monuments page 9

What is allowed on a grave lot?

Please see Markers, Headstones, Monuments page 9

Are plantings permitted on a cemetery lot?

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

What plantings are recommended?

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

Can you donate a memorial tree to the cemetery?

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

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

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

SELECTMEN'S MEETING AGENDA*

Donn B. Griffin Room, Town Hall

732 Main Street, Harwich, MA

Regular Meeting 6:00 P.M.

Tuesday, January 17, 2023

Remote Participation Optional:

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

<https://meet.goto.com/739578573>

You can also dial in using your phone.

Access Code: 739-578-573

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. **CALL TO ORDER**

II. **PLEDGE OF ALLEGIANCE**

III. **PUBLIC COMMENTS/ANNOUNCEMENTS**

A. Committee Vacancies

IV. **PUBLIC HEARING (No earlier than 6:00 p.m.)**

A. Public Hearing continued from November 21, 2022 – Chase Escape Cape Cod, LLC d/b/a Summer House Café to present an update on the non-use of their Section 12, On-Premise, Seasonal All Alcohol Liquor License

B. Public Hearing – Review proposed amendments to the Harbor Management Plan, Appendix A, Special Purpose Mooring Assignment; Votes may be taken

V. **JOINT MEETING WITH BYLAW CHARTER REVIEW COMMITTEE**

A. Legal effect of quantum of vote on Capital Plan and discussion on any other changes

VI. **CONSENT AGENDA**

A. Vote to approve Board of Selectmen meeting minutes: January 3, 2023 and January 9, 2023

VII. **NEW BUSINESS**

A. Board discussion on priorities for the Real Estate and Open Space Committee

B. Vote to authorize a gift account to be setup to accept gifts for the Veteran's Memorial located in Evergreen Cemetery

C. Vote to approve the temporary closure request from Blue Stripe LLC d/b/a Cape Sea Grille, 31 Sea Street

VIII. **OLD BUSINESS**

A. Update – Judah Eldredge

B. Debrief from Joint Meeting with Harwich Affordable Housing Trust on December 12, 2022

IX. **CONTRACTS**

A. Vote to authorize the Chair to execute the Fiscal Year 2023 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant contract between the Department of Fire Services and Town of Harwich in the amount of \$3,781 and \$2,077

B. Vote to approve a change order request from Bowditch Excavating in the amount of \$6,000 for the Cranberry Valley Golf Course bunker renovation project.

Robbin Kelley

From: Accounting
Sent: Monday, February 27, 2023 10:44 AM
To: Robbin Kelley
Cc: Accounting; Ann Marie Ellis
Subject: RE: Gift Account

Hi Robbin,

A Cemetery gift account (Fund 1403) and project code was set up:

VETERANS MEMORIAL CEMETERY GIFT

To pay expenses: 14034912 / 558000 / 0024 UNCLASSIFIED SUPPLIES
To deposit gift funds: 14034914 / 483000 / 0024 CONTRIBUTION DONATIONS

Please let me know if you have any questions,
Megan

From: Robbin Kelley
Sent: Thursday, February 16, 2023 2:52 PM
To: Megan Green <mgreen@town.harwich.ma.us>; Accounting <accounting@town.harwich.ma.us>; Ann Marie Ellis <amellis@town.harwich.ma.us>
Subject: RE: Gift Account

Robbin Kelley

From: Anthony Schiavi <[redacted]>
Sent: Monday, February 27, 2023 2:20 PM
To: Robbin Kelley
Subject: Fwd: Vets at Evergreen Cemetery

Good afternoon Robbin,

I received this email from Leslie of Brewster offering assistance if needed with the monument project (see below) - Told him/her that I would forward the email to you in case you are interested.

Regards,

Tony Schiavi

Sent from my iPad

Begin forwarded message:

From: "Leslie Ray Sears, III" <[redacted]>
Date: February 26, 2023 at 11:55:41 PM EST
To: [redacted]
Subject: Vets at Evergreen Cemetery

Dear General Schiavi

It was great to read about the Revolutionary War and Civil War memorials at Evergreen Cemetery. I assisted with the grave marking for the 9 Rev War Veterans at the Sears Cemetery in West Brewster, maybe you have seen our video?

<https://youtu.be/Pkvnq6Ir7tU>

Have you already assembled a team to identify the veterans at Evergreen? I see there are about 2,000 tombstones, there, quite a project. I would like to help if I can. You probably know Duncan Berry there in Harwich is a fellow member of the Cape Cod Chapter, Sons of American Revolution. Also I have worked indirectly with Stauffer Miller who is an expert on Cape Cod Civil War veterans. About 1,000 Cape Cod men served in the Civil War. Eight Cape Codders are buried at Andersonville, their remains never re-patriated- even though not in Evergreen I wonder if you would recognize those from Harwich? Solomon N Doane of S Harwich, Jonathan Gifford of Harwich, Moses A Hardy, husband of Eliza Phillips of Harwich.

Cape Cod Gen Soc published Stauffer's book called Cape Cod Men in the Civil War-

Let me know if I can help

--

L. Ray Sears, III MBA, P.E.(retired)

Robbin Kelley

From: Cyndi Williams <Cyndi@harwichcc.com>
Sent: Tuesday, February 21, 2023 7:00 AM
To: Robbin Kelley; Robbin Kelley
Subject: 10-minute visit- TODAY

Good Morning Robbin on this rainy day-

I am hoping you have 10-20 minutes to come visit with me and discuss the cemeteries.

As you know I am writing an article for this year's magazine- It is highlighting notables who have made their final resting place in Harwich- These are the cemeteries in the magazine-

Island Pond
Mount Pleasant
Pine Grove

I would like to see what else you can share with me - Veterans etc....

I have the following time available 12-1:20 or 2:30-4
Let me know what works for you - Thanks Cyndi

--

Cyndi Williams
Executive Director
Harwich Chamber of Commerce
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Harwich Port, MA 02646
Office: 508-430-1165
Cell: 508-615-0124
www.harwichcc.com

