

REVISED
CEMETERY COMMISSION MONTHLY MEETING
DONN B. GRIFFIN ROOM, TOWN HALL
732 MAIN STREET
MONDAY APRIL 11, 2022 AT 9:00AM

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

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

<https://meet.goto.com/259236661>

You can also dial in using your phone.

United States: +1 (872) 240-3311

Access Code: 259-236-661

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I. CALL TO ORDER

II. CORRESPONDENCE FROM TOWN HALL & ASSOCIATIONS

- A. Email from Phoebe Plank on AmeriCorps webinar for next year placement.
- B. Email from Maryann Hoar, cleaning up of the Bank Street Cemetery, Work order was sent in to DPW.
- C. Ralph of All Cape Fence on price quote for Bank Street Cemetery.
- D. Email from Madeline Oerth on Native Species Garden at Marceline Arboretum plant to be purchased and planted by AmeriCorps Cape Cod Service project.
- E. Email from Elissa Cygan, stone cleaning workshop.
- F. Email for Phoebe Plank Cape Cod Canal Cleanup April 23, 2022.
- G. Jan Moore, CPC on update for CPC Committee Meeting on April 7, 2022.
- H. Cemetery Revolving Account Article for Town Meeting. Amending who is authorized to spend.
- I. Email from Nicole Muller looking for information on Ebenezer Eldredge Revolutionary Veteran buried at Hawks Nest Cemetery.
- J. Documents from Chatham Town Clerk on death record of Louis Martin who was WWI and WWII veteran buried in Island Pond Cemetery in unmarked grave. Veterans Agent Shawney Carroll has submitted records to get Military Marker.
- K. OTHER BUSINESS.

III. OLD BUSINESS

- A. Up to date totals for Revolving Account and Cemetery Budget.
- B. Email from Meggan Eldredge on bid documents for Veterans Memorial Circle at Evergreen. Email from Paul Sweetser on placement of American Flags for bid packet.
- C. Price quote from Steve Lipman on software for Evergreen and Interactive Forms.
- D. To approve the Cemetery Commission "Description of Responsibilities" to be forwarded to Selectman Liaison for inclusion in the Town of Harwich Committee Handbook.
- E. OTHER OLD BUSINESS.

IV. NEW BUSINESS

- A. BILLS: Seaside Arborist \$3,400 and Eversource \$12.00.
- B. DEEDS: for John & Dona Webber in Island Pond \$800.00, Jeffrey & Pennie Davis in Evergreen \$1,600.00.
- C. OTHER BUSINESS.

V. DATE AND TIME OF NEXT MEETING

VI. ADJOURNMENT

AUTHORIZED POSTING OFFICER:

POSTED BY: _____
TOWN CLERK

DATE: _____

Robbin Kelley

From: Phoebe Plank <phoebe.plank@barnstablecounty.org>
Sent: Wednesday, March 23, 2022 3:07 PM
To: Phoebe Plank
Subject: 4/7/2022: AmeriCorps Cape Cod IP RFP Release Webinar Confirmation

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

Good afternoon,

This email is to confirm that your RSVP to attend AmeriCorps Cape Cod's Individual Placement Request for Proposals Release Webinar on Thursday, April 7th (2:00-3:30 PM) has been received.

I will send out a Microsoft Teams meeting link 48 hours prior to date of the webinar so please be on the lookout for an invite on Tuesday, April 5th. A detailed Request for Proposals instruction manual will also be sent out on the 5th. Please bring any questions you have about the application process to the webinar. I'm looking forward to seeing you there!

Best,
Phoebe



Phoebe Plank ([she/her/hers](#))

Program Specialist | AmeriCorps Cape Cod

Barnstable County, Regional Government of Cape Cod

Email phoebe.plank@barnstablecounty.org | Office (508) 375-6871

[3195 Main Street | P.O. Box 427 | Barnstable, MA 02630](#)

www.americorpscapedod.org

Robbin Kelley

From: Robbin Kelley
Sent: Monday, March 28, 2022 8:04 AM
To: Joni Seely
Subject: RE: [harwichma] Bank Street Cemetery (Sent by Maryann Hoar, Mkh462@comcast.net)

Joni

Can you put in a work order for the Bank Street Cemetery.

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: Contact form at harwichma [mailto:cmsmailer@civicplus.com]
Sent: Sunday, March 27, 2022 5:24 PM
To: Robbin Kelley <rk Kelley@town.harwich.ma.us>
Subject: [harwichma] Bank Street Cemetery (Sent by Maryann Hoar, Mkh462@comcast.net)

Hello rk Kelley,

Maryann Hoar (Mkh462@comcast.net) has sent you a message via your contact form (<https://www.harwich-ma.gov/users/rkelley/contact>) at harwichma.

If you don't want to receive such e-mails, you can change your settings at <https://www.harwich-ma.gov/user/116/edit>.

Message:

Dear Mrs. Kelly,
I'm calling you about The condition of the cemetery On Bank Street. I know you sent someone up here last fall to clean up the cemetery they were here for approximately five minutes they took away some branches and left. The cemetery hasn't been cleaned of leaves in three years they blow all over my property, The cemetery is in complete ruin. There are large branches and leaves everywhere. I'm hoping you can send someone to do a complete cleanup leaves and branches,
Thank you,
Maryann Hoar

ALL Cape Fence Inc

508-394-2422

Mailing Address:

Email: allcapefence@comcast.net P.O. Box 318 S. Dennis, Ma. 02660

362 Upper County Rd, S. Dennis Ma.

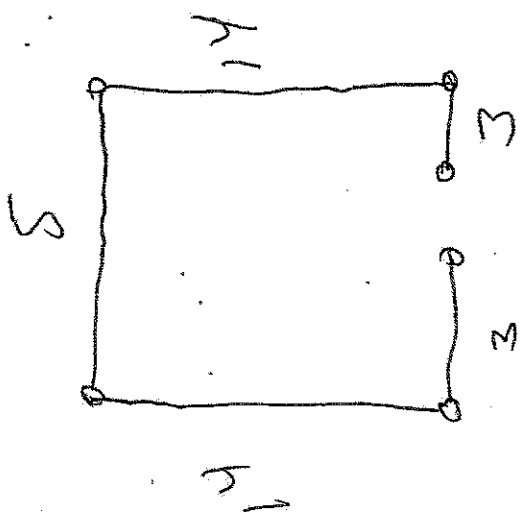
www.allcapefence.com

Name BANK STREET CEMETERY Date 4/5/22
 Address BANK ST
 State HARWICH Zip _____
 Promised Date Aug Phone 430-7549
 Description Rob QTY PRICE AMOUNT

INSTALL 39 SECTIONS OF
 PRESSURE TREATED
 SPLIT RAIL FENCE

\$4,400.00

rkelly@town.harwich.ma.us



Material			
%			
Material total			
Tax			
Delivery Charge			
Labor			
Total		4400.00	
Deposit		XXXX	
Balance		4400.00	

Native Species Garden Map & Descriptions

Note: Use stepping stones as a winding path through the garden. Add woodchips around plants and use grass groundcovers to fill in spots between larger plant species. Later include signage describing the importance of native and pollinator species.

Side near street

Purple lovegrass
 Ninebark
 MT Laurels
 Pussy Willows
 New York ironweed
 Pennsylvania Sedge
 Blue flag Iris
 Pinxterbloom azalea
 Blueberry
 Butterfly Weed
 Virginia Sweetspire
 Wild geranium
 Common Primrose
 VA Rose
 Meehan's Mint
 Wild lupine
 River Birch
 New England Aster
 Staghorn Sumac
 Foam flower
 Yellow wild indigo
 Yellow Birch
 River Birch
 New England Aster
 Staghorn Sumac

Side near woods

Witch Hazel
 Sweetbay Magnolia
 Sheep Laurels
 Bluestem goldenrod
 Highbush Cranberry
 Green Ash

Native Species Garden Map & Descriptions

Trees

- Tulip Tree, *Liriodendron tulipifera* – very tall tree that produces tulip shaped flowers that bloom in May and June, yellow foliage in fall, colorful seeds in the summer and into autumn.
- River Birch, *Betula nigra* - the leaves turn yellow in Autumn.
- Sweetbay Magnolia, *Magnolia virginiana* – White flowers bloom late spring and early summer. Bright scarlet-red seeded fruit ripens in late summer.
- Green Ash, *Fraxinus pennsylvanica* – has a slight drought tolerance, produces green to reddish-purple flowers, typically blooming in April.

Shrubs

- Mountain Laurel, *Kalmia latifolia* – it blooms in May and June. Vanderwall lot requested it.
- Sheep Laurel, *Kalmia angustifolia* - flowers in very late spring to early summer, leaves are blue-green, turning reddish-green to purple in fall.
- Ninebark, *Physocarpus opulifolius* - five petaled flowers appear in dense, spirea-like clusters in spring, and give way to clusters of reddish-pink capsules. The clusters eventually turn brown and persist into the winter. The leaves are yellow in the fall.
- Pinxterbloom azalea, *Rhododendron periclymenoides* – A deciduous shrub that grows tubular, pink/white flowers in large clusters between April – May. Smooth, medium-green, deciduous foliage turns dull yellow in fall.
- Staghorn Sumac, *Rhus typhina/Rhus hirta* – colorful fall foliage, yellow-green flowers are followed by bright red berries which persist throughout winter.
- Highbush Cranberry, *Viburnum trilobum* - produces flat-top clusters of showy white flowers in June and red fruit in the fall. Its glossy dark green often change to yellow-red or red-purple in the fall.
- Witch Hazel, *Hamamelis virginiana* – Fragrant, yellow flowers with strap-like, crumpled petals appear in the fall - winter. Lettuce-green, deciduous leaves maintain a rich consistency into fall when they turn brilliant gold.
- Virginia rose, *Rosa virginiana* – A bushy shrub with pink flowers that bloom in the summer, has red foliage in the fall.
- Bearberry, *Arctostaphylos uva-ursi* – leaves are yellow-green in spring, dark-green in summer, and reddish-purple in the fall. It has pink/white flowers occur in the spring – early summer. Bright-red berries persist into winter.

Groundcover

- Foam Flower, *Tiarella cordifolia* – A clump-forming perennial which spreads rapidly by runners. Foliage is evergreen in mild winters, often turning reddish bronze in autumn and winter. Blooms April to July.
- Meehan's Mint, *Meehania cordata* - low-growing perennial with broadly heart shaped green leaves and lavender blue flowers bloom in mid to late spring.

Native Species Garden Map & Descriptions

- Pennsylvania sedge, *Carex pensylvanica* – Common grass, foliage is deep green, semi-evergreen and about 1 foot long with narrow glossy blades. In early spring, whitish spikelets are held above the leaves.
- Purple lovegrass, *Eragrostis spectabilis* - In spring, it form a loose open mound of blue-green blades. In the summer, foliage is topped by clouds of rosy-purple spikelets. The autumn foliage develops a bronzy red patina and seed ripens to a soft beige color.

Perennials

Spring Blooming

- Blue Flag iris, *Iris versicolor* - a hardy perennial that forms nice patches of distinctive narrow pointed leaves. In early summer, lovely blue Irises sit atop the foliage. Attractive to hummingbirds.
- Wild Lupine, *Lupinus perennis* - Showy, elongate clusters of purple/blue, pea-like flowers that bloom April – July.
- Wild geranium/cranesbill, *Geranium maculatum* – beautiful pinkish-purple flowers, that readily spreads, forming stunning patches

Summer Blooming

- Butterfly Weed, *Asclepias tuberosa* – Grows clustered orange/yellow flowers from early summer to early autumn. Butterflies are attracted to the plant.
- Common Evening primrose, *Oenothera biennis* - perennial boasting showy clusters of large, saucer-shaped, bright yellow flowers. Blooms late spring to early summer at night into morning. Lemon scented.
- Yellow Wild Indigo, *Baptista tinctoria* - Smooth, bushy perennial with numerous elongated terminal clusters of yellow pea-like flowers.

Fall Blooming

- New England Aster, *Symphyotrichum novae-angliae* – A large perennial that grows rich deep violet to lavender-pink flowers. It blooms late in the season and provides a critical fall nectar source for pollinators
- Bluestem Goldenrod, *Solidago caesia* - Grows slender, purplish, branched stems covered with whitish blooms and bearing scattered clusters of yellow flower heads.
- New York ironweed, *Vernonia noveboracensis* - A tall, clump-forming perennial, that bears lance-shaped, deep-green leaves and small flower heads in clusters of deep lavender to violet flower heads; together, clusters form a loose spray.

Robbin Kelley

From: Contact form at harwichma <cmsmailer@civicplus.com>
Sent: Monday, April 4, 2022 9:57 AM
To: Robbin Kelley
Subject: [harwichma] Headstone cleaning workshops (Sent by Elissa Cygan , limpetfish@hotmail.com)

Hello rkelley,

Elissa Cygan (limpetfish@hotmail.com) has sent you a message via your contact form (<https://www.harwich-ma.gov/users/rkelley/contact>) at harwichma.

If you don't want to receive such e-mails, you can change your settings at <https://www.harwich-ma.gov/user/116/edit>.

Message:

Hello,

Last year, in September, you gave me a quick tour of the Marcelina Arboretum (aka Island Pond Cemetery). You pointed out some the stones that were restored or cleaned and that workshops stone cleaning are offered. I do not remember where you said these workshops are posted, when they happen, and I'm very interested in attending one. Please email me any information on any upcoming stone cleaning workshops or where I can find the information.

Thank you,

Elissa Cygan



FOR IMMEDIATE RELEASE

Information from: AmeriCorps Cape Cod



21st Annual Cape Cod Canal Clean-Up *Celebrate Earth Day by Helping Keep the Cape Cod Canal Clean*

April 1, 2022 (Barnstable, MA) – AmeriCorps Cape Cod and the U.S. Army Corps of Engineers (U.S. ACE) are celebrating Earth Day by hosting the 21st Annual Cape Cod Canal Clean-Up on Saturday, April 23rd from 10 AM to 2 PM.

Cape Cod Canal Clean-Up is a great opportunity to serve the community, and it's also a lot of fun! For the first time ever, the day-long event will take place at several recreation areas along both sides of the Canal to allow for safe, social distancing. Each site will feature educational booths/activities and refreshments for volunteers. Clean-up supplies such as gloves, buckets, and pickers, will be available, but participants are encouraged to bring their own.

“We are excited to be collaborating with the Army Corps of Engineers to organize Cape Cod Canal Clean-Up in this new capacity. Cape Cod Canal Clean-Up is a highlight in our program year because it allows our members to contribute to an event that engages a significant number of volunteers and honors one of Cape Cod’s unique landmarks” says AmeriCorps Cape Cod’s Program Specialist, Phoebe Plank. Join us as we work together to keep the Canal beautiful and safe for the future! Register today at <https://forms.gle/rTmQ3v71SKSX6vDz6>.

Since 2000, AmeriCorps Cape Cod and US ACE have partnered to engage and educate the community about the importance of keeping the Cape Cod Canal clean. The Cape Cod Canal is the widest sea-level canal in the world. Measuring at 480 feet wide and cutting through almost 7 miles of land, the Canal is what makes Cape Cod an island. It is maintained and operated by the U.S. ACE. The Cape Cod Canal offers a variety of recreational opportunities for both visitors and locals. Many enjoy walking, biking, and fishing along the Canal's service roads and shores.

For more information about the event, visit <https://www.americorpscapedoc.org/annual-program-events/>.

ABOUT AMERICORPS CAPE COD: Barnstable County's AmeriCorps Cape Cod is a national service program that recruits 24 members to serve on Cape Cod each year. The program focuses on meeting Cape Cod's critical and pressing environmental and disaster response needs through a dedication to community service and local collaboration.

ABOUT BARNSTABLE COUNTY REGIONAL GOVERNMENT OF CAPE COD: Barnstable County provides exemplary government functions and services to keep our community healthy and safe, promote sustainable growth, and offer a proactive, open government that enhances the quality of life for the citizens of Barnstable County. Learn more at www.barnstablecounty.org

MEDIA CONTACTS

Phoebe Plank, ACC Program Specialist
phoebe.plank@barnstablecounty.org
(508) 375-6871

Elisa Carey, U.S. ACE Volunteer Coordinator
elisa.d.carey@usace.army.mil
(508) 402-0914

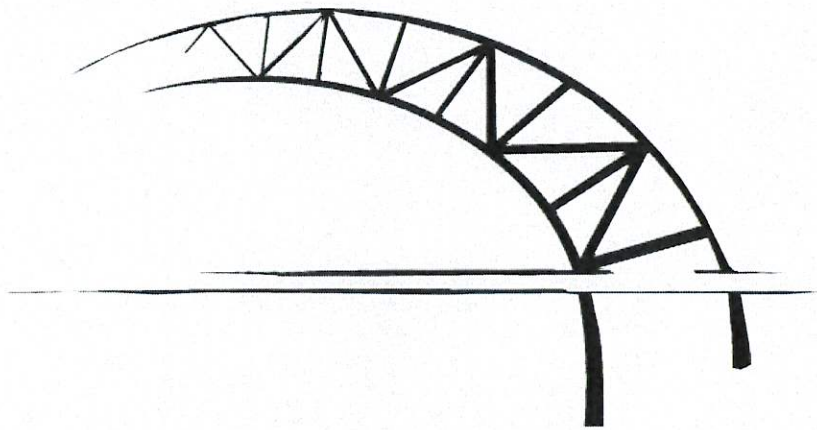
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US Army Corps
of Engineers
New England District

CAPE COD CANAL CLEAN-UP

Saturday, April 23rd, 10 am – 2 pm



Celebrate the 21st anniversary!



SCAN ME

Register Here:

<https://forms.gle/rTmQ3v71SKSX6vDz6>

← Or scan the QR Code!

Questions: Elisa.D.Carey@usace.army.mil or
korri.basinger@barnstablecounty.org

Robbin Kelley

From: Jàn Moore <janmoore8040@gmail.com>
Sent: Thursday, March 31, 2022 1:53 PM
To: Robbin Kelley
Subject: Harwich CPC April 7 meeting
Attachments: CPC Agenda 4.7.22.pdf

Hi Robbin,

A reminder: Harwich Community Preservation Committee meeting is Thursday, April 7, 6 PM in-person at the Harwich Town Hall, Donn B. Griffin Room. Agenda attached.

Please email me your written report when ready. I will forward to committee.

Please have your 12 paper copies available for the meeting.

Thank you,

~ Jan

Sent from [Mail](#) for Windows

From: [Jàn Moore](#)
Sent: Friday, March 18, 2022 9:54 AM
To: [Robbin Kelley](#)
Subject: Harwich CPC April 7 meeting reminder

Good Morning Robbin,

Just a reminder that your written progress report and in person presentation is requested for the April 7, 2022 CPC meeting.

If you have any questions, please let me know.

~ Jan

Sent from [Mail](#) for Windows

From: [Jàn Moore](#)
Sent: Friday, March 4, 2022 3:42 PM
To: [Robbin Kelley](#)
Subject: Harwich CPC April 7 meeting

To: Robbin Kelley, Town of Harwich Cemetery Administrator
Update Status Report Required

Hi Robbin,

Twice a year the Harwich Community Preservation Committee requires an update on the status of CPA funded projects with an open balance. Please present an oral and written report (please email prior to meeting) on the projects listed below during the Thursday, April 7, 2022 Harwich Community Preservation Regular Meeting, Griffin Room, Harwich Town Hall at 6 PM.

Town of Harwich - Cemetery Department
2020 Article #32 Pine Grove Cemetery Gravestone Conservation & Preservation Project, \$75,000

2021 Article #29 (6) Veterans Memorial Circle at Evergreen Cemetery, Flag Poles, \$48,385

If you cannot attend this meeting, please appoint a representative to attend in your place to present. The representative should be able to answer any questions regarding the projects.

The oral presentation should be about five-minutes, providing an overview of the project status. You don't need to read your written report.

The Update Status Report should state the progress or the completion of the project. The written report needs to include a detailed proper accounting of the project's budget, committed expenses, and the payments made, or the schedule of payments to be made.

Please email the written report to cpc@townofharwich.us prior to the meeting so committee members may read them before the meeting. Twelve (12) hard copies of the written report will be required for this update.

Please reply with your confirmation that you (or your representative) will be attending the meeting.

Thank you,

~ Jan Moore

✦

Sent from [Mail](#) for Windows

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

Harwich Community Preservation Committee
REGULAR CPC MEETING Agenda
Donn B. Griffin Room – Harwich Town Hall, 732 Main St, Harwich, MA 02645
6:00 PM
Thursday, April 7, 2022

I. CALL TO ORDER

Recording and Taping Notification: As required by law the Town may audio or video record this meeting. Any person intending to either audio or video record this open session is required to inform the chair.

II. WELCOME GUESTS

III. REGULAR CPC MEETING

A. Approval of Meeting Minutes: March 10, 2022

B. New Business:

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

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

Habitat for Humanity of Cape Cod - Beth Wade, CPC Liaison
2018 Article #53 Murry Lane Project (Harwich 93-97 Main St./Rt. 28), \$300,000

Harwich Conservation Trust – Michael Lach Executive Director
2021 Article #34 Harwich Natural Heritage Trail, Phase 1, \$150,000

Harwich Housing Authority - Harwich Housing Authority Executive Director Tracy Cannon
2020 Article #34 Rental Assistance Program, \$200,000

Town of Harwich - Town Administrator Joe Powers
2020 Article #37 Harwich Community Playground, \$500,000

Town of Harwich - Affordable Housing Trust – Town Administrator Joe Powers, Chair of Trust
2021 Article #32 Harwich Part-Time Housing Coordinator, \$50,000

Town of Harwich - Bikeways Committee - Paul Gazaille, Harwich Bikeways Committee
2021 Article #29 (3) Depot Street South Crossing Lights, \$15,000
2021 Article #29 (1) Old Colony Rail Trail Harwich/Chatham Town Border Marker, \$1,000

Town of Harwich - Brooks Academy Museum - David Spitz, Chair BAMC
2019 Article #41 Brooks Academy Assessment & Restoration of Foundation, \$130,000
2021 Article #31 Brooks Academy Structural Improvements, \$1,150,000

Town of Harwich - Cemetery Department - Robbin Kelley, Town of Harwich Cemetery Administrator
2020 Article #32 Pine Grove Cemetery Gravestone Conservation & Preservation Project, \$75,000
2021 Article # 29 (6) Veterans Memorial Circle at Evergreen Cemetery, Flag Poles, \$48,385

Town of Harwich Recreation & Youth Services - Eric Beebe, Recreation Department Director
2018 Article #54 Brooks Park Expansion, Phase 5, \$333,500
2019 Article #43 Sand Pond Restroom Replacement, \$125,000
2019 Article #40 Replace 11 Lifeguard Stands at Town Beaches, \$37,950
2020 Article #36 Brooks Field Fencing, \$72,657.00
2021 Article #35 Brooks Park Lighting, Phase 5, Part 2, \$125,000
2021 Article #29 (5) Senior Memorial Field Fencing, \$40,181

TOWN OF HARWICH
COMMUNITY PRESERVATION COMMITTEE

CPC 4.7.22 Agenda Page 2

- b) Rescind
- C. Old Business:
- D. Other:
- E. Next meeting's Agenda points:
- F. Adjournment

Authorized Posting Officer:
Jan Moore, Board Secretary

Posted By: Clerk
Date: March 31, 2022

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



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



4 April 2022

Community Preservation Committee:
Updates on Open Articles:

HISTORIC:

Article #50 TM 2018 – MT Pleasant Cemetery Gravestone Conservation Appropriation Amount \$49,900
Was awarded to GSCI Gravestone Conservation Services, Inc. In January 2020 reports were finished and 2 Books were created with documentation as well as thumb drives with all digital photography's of work. Final Total was \$49,140 leaving remaining balance of \$760.00 to be returned to CPC Historic

Article #32 TM 2020 – Pine Grove Cemetery Gravestone Conservation. Appropriated Amount: \$75,000.00.
Was awarded to Village Green Restoration, Inc. from East Falmouth July 8, 2021. Winning bid \$ 42,000.00. Went over specification with Mike Gallagher Monday September 13 at Pine Grove. Emailed received on 8 March 2022 from Village Green Restoration stating that they were wrapping up their current projects and will begin work in mid-April 2022.

RECREATION:

Article #29 TM 2021 - Phase I of II for Veterans Memorial Circle at Evergreen Cemetery. Appropriated Amount: \$ 48,385.00.
Install flags, lighting and related electrical service. Cemetery Administrator finished 30B bid documents with assistance from Sean Libby, Facilities Maintenance Manager on installation of electrical service and Meggan Eldredge, Assistant Town Manager on procurement type. Packet has been created and will be going out for bids next week.

2022 Article:

East Harwich Gravestone Conservation – has been approved by the Board of Selectmen, FinCom to be place on the warrant. The Commissioners have contracted with Crosby Monuments to do repairs to fence on roadway and was completed this March. DPW has cleaned up cemetery and removed debris on back on the lot.

Next Year's Article

Phase II Veterans Memorials at Evergreen Cemetery. Revolutionary War and Civil War Memorials. Will be finalizing the names to be place and requesting price quotes on cost for memorials.

The Cemetery Commission would like to thank Community Preservation Committee for all the support on past, current and future articles.

Sincerely,

Robbin M. Kelley
Cemetery Administrator
Phone 508-430-7549

Yeas: 0 (zero):
 Nays: 0 (zero): none

Board of Selectmen:
 To accept and adopt:
 Yeas: 0 (zero): none
 Nays: 0 (zero): none

**Placeholder- AMEND THE CODE OF HARWICH GENERAL BY-LAWS – CHAPTER 8
 DEPARTMENT REVOLVING FUNDS §8-1. FUNDS ESTABLISHED**

ARTICLE _ : To see if the Town will vote to amend the Departmental Revolving Funds Bylaw, Section 8-1 of the Town Code, (the language to be added is shown in bold, underlined text, the language to be deleted shows a ~~strike through~~); and to act fully thereon. By request of the Board of Selectmen.

Revolving Fund	Authorize to Spend Fund	Revenue Source	Use of Fund
Golf Pro Shop and Restaurant Lease Revenue	Director, Golf Committee and ATA <u>Town Administrator or Designee</u>	Golf lessons, Pro Shop sales and restaurant lease revenue	Pro Shop expenses, clubhouse and kitchen maintenance, modernization, <u>driving range equipment replacement and upgrades and lessons instructor</u>
Golf Infrastructure Fund	Director, Golf Committee <u>Town Administrator or Designee</u>	Surcharge on all green fees and cart fees as well as a portion of golf membership fees	CVGC infrastructure, including Club House facilities, maintenance facilities
Council on Aging	Director and Council on Aging <u>Town Administrator or Designee</u>	Fees from health, recreation, nutrition and education programs	Health, recreation, nutrition and education programs
Cemetery	Administrator and Cemetery Commission <u>Town Administrator or Designee</u>	90% of lot sales, 100% of all cemetery services and fees	Maintenance, care and support of Town cemetery properties
Community Center	Director and Facilities Committee <u>Town Administrator or Designee</u>	75% of the fees from use of the weight room	Weight room equipment (and repair)
Recreation	Director and Recreation and Youth Commission <u>Town Administrator or Designee</u>	Fees from recreation and youth programs	Recreation and youth programs
Albro House	Town Planner and Historic District Historical Commission <u>Town Administrator or Designee</u>	Fees from receipts of lease or fees for short-term rooms use and rental	Restorations, maintenance, care and support of Town-owned property
ADA	Town Administrator <u>Town Administrator</u>	Receipts of parking penalty fees	Interpreter services or accommodations required under ADA
Wetlands	Conservation Commission <u>Town Administrator or</u>	Notice of intent filing fees; as well as in-lieu fees generated as a result of an approval of a notice of intent	Consultants and wetland and buffer zone management and restoration projects

Revolving Fund	Authorize to Spend Fund Designee	Revenue Source	Use of Fund
Middle School Cultural Center 204 Sisson Road Municipal Building	Community Center Director and Facilities Manager Town Administrator or Designee	Funds generated from receipt of lease or fees collected for short-term, year-round, temporary or otherwise, room(s) use and rental	Funding restorations, maintenance, care and support
Sidewalks	Town Planner and Planning Board Town Administrator or Designee	Sidewalk improvements including consulting services and construction	Monies generated from receipts paid to the Town in lieu of sidewalks required to be installed in new subdivisions
Tax Title Collection	Treasurer/Collector Town Administrator or Designee	Fees collected for certain costs, charges, and fees incurred by the Treasurer/Collector and collected upon redemption of tax titles or sales of real property acquired through foreclosures of tax titles	To offset expenses incurred in connection with tax takings or tax title foreclosures

FINANCE COMMITTEE RECOMMENDS THIS ARTICLE BE ACCEPTED AND ADOPTED. VOTE: YES-0, NO-0

ROLL CALL VOTES:

Finance Committee:

To accept and adopt:

Yeas: 0 (zero):

Nays: 0 (zero): none

Board of Selectmen:

To accept and adopt:

Yeas: 0 (zero):

Nays: 0 (zero): none

ANNUAL DEPARTMENTAL REVOLVING FUNDS AUTHORIZATION

ARTICLE _ : To see if the Town will vote to set spending limits for various revolving funds that have been authorized pursuant to Section 8.1 of the Town Code; and to act fully thereon. By request of the Finance Director.

<u>Revolving Fund</u>	<u>FY 2022 Spending Limit</u>	<u>Disposition of FY21 Fund balance</u>
<i>Golf Pro Shop and Restaurant Lease Revenue</i>	<i>\$250,000</i>	<i>Available for expenditure</i>
<i>Golf Infrastructure fund</i>	<i>\$140,000</i>	<i>Available for expenditure</i>
<i>Council on Aging</i>	<i>\$125,000</i>	<i>Available for expenditure</i>
<i>Cemetery</i>	<i>\$100,000</i>	<i>Available for expenditure</i>

Robbin Kelley

From: Robbin Kelley
Sent: Wednesday, March 23, 2022 2:12 PM
To: 'nicoleoncapecod@gmail.com'
Subject: RE: [harwichma] Head of the Bay Cemetery (Sent by Nicole Muller, nicoleoncapecod@gmail.com)
Attachments: Hawks Nest Cemetery.pdf

Nichole

I am attaching the information that I have on Hawk's Nest let me know if you need anything else.

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: Contact form at harwichma [mailto:cmsmailer@civicplus.com]
Sent: Wednesday, March 23, 2022 12:41 PM
To: Robbin Kelley <rkelly@town.harwich.ma.us>
Subject: [harwichma] Head of the Bay Cemetery (Sent by Nicole Muller, nicoleoncapecod@gmail.com)

Hello rkelly,

Nicole Muller (nicoleoncapecod@gmail.com) has sent you a message via your contact form (<https://www.harwich-ma.gov/users/rkelly/contact>) at harwichma.

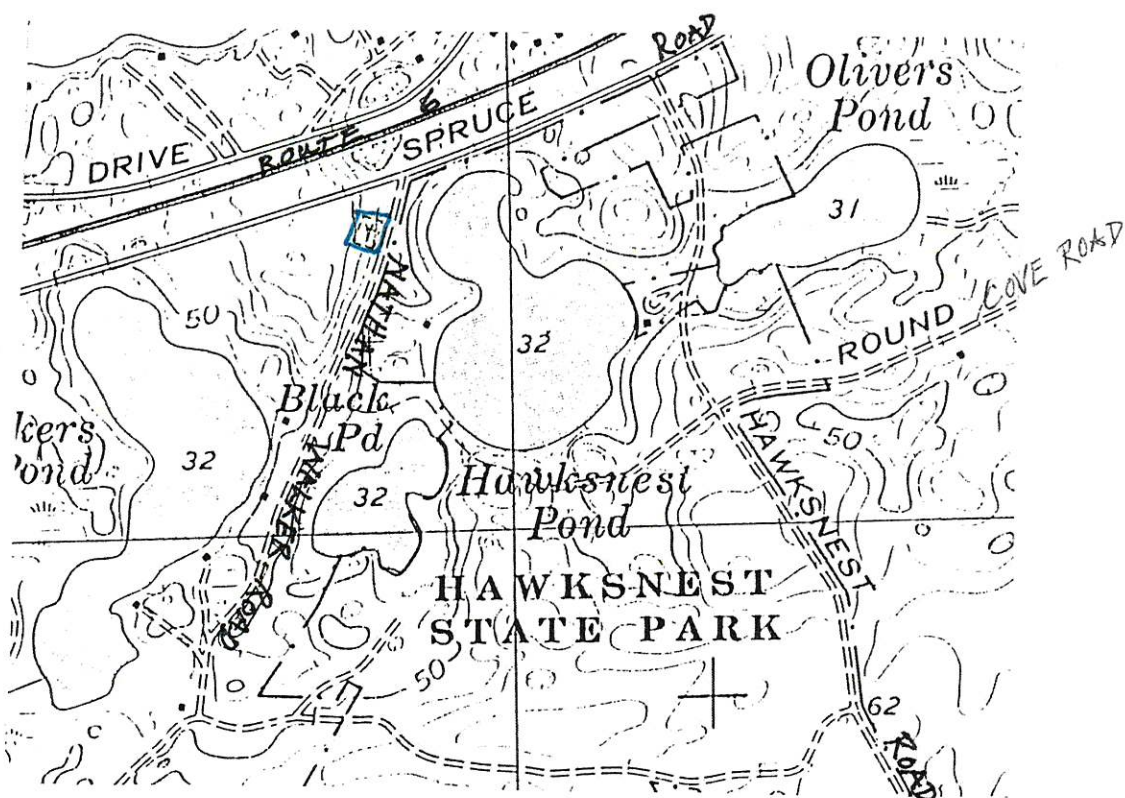
If you don't want to receive such e-mails, you can change your settings at <https://www.harwich-ma.gov/user/116/edit>.

Message:

Hi Robin,

I am working with Mike Lach of HCT. Researching the history of the land abutting the Six Ponds Great Woods Project, I came across info about this cemetery at the edge of Hawksnest State Park in which Ebenezer Eldredge (a Revolutionary War vet) is among the 7 interred.

Enlargement showing location of Hawksnest Cemetery, Harwich,
.15 Acre



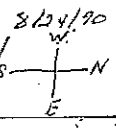
MN = Magnetic North (Magnetic North attracts Compass Needle)
GN = True or Geographic North

Enlargement from Geodetic Map, 1974 U.S. Geological Survey

TOP of Hill

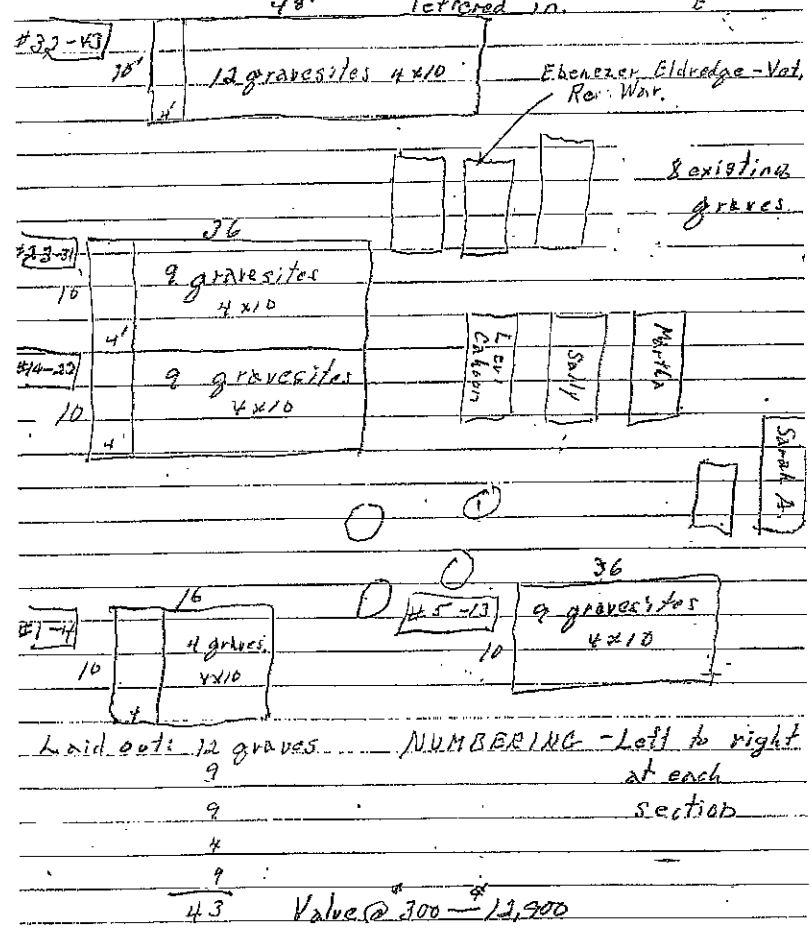
Sketch by Richard B. Bygeman
Cemetery Administration

ENGINEER to
make a large scale
map of Hawks Nest
So names can be
lettered in.



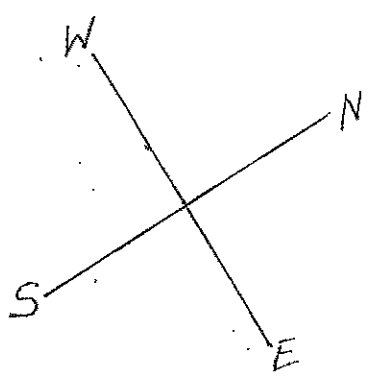
HOUSE
+ Garage

SPRUCE ROAD



NATHAN WALKER ROAD

Hawksnest
Pond



HAWKSNEST CEMETERY - at corner of Spruce Road and Nathan Walker Road
.15 Acre

(Note: Compass needle shows Magnetic North)

Ebenezer Eldredge

BIRTH 7 Jun 1755
Chatham, Barnstable County, Massachusetts, USA

DEATH 8 Feb 1844 (aged 88)

BURIAL Hawks Nest Cemetery
East Harwich, Barnstable County, Massachusetts, USA

MEMORIAL ID 44992223



Photo added by soeey



Added by soeey



Added by soeey

Ebenezer was born June 7, 1755 in Chatham, Barnstable County, MA. Sarah was born October 18, 1756 in Harwich, Barnstable County, MA and died November 20, 1825 in Harwich. They were married in 1776. The vital records of Harwich does not show a middle initial for Sarah. Her nickname was Sally.

All of the above is verifiable in vital records of Chatham and Harwich.

*

additional information courtesy of Robert Thomas #47422513

Inscription

age 91

Family Members

Spouses



Sarah Young *Chase Paine* Eldredge
1758–1850 (m. (married) 1826)



Sarah H *Small* Eldredge
1756–1825

Children



Jeremiah Eldridge
unknown–1862



Jacob Eldredge
1790–1870



Salome *Eldredge* Cahoon
1797–1873

Created by: ditdit

Added: 1 Dec 2009

Find a Grave Memorial **44992223**

Find a Grave, database and images

(<https://www.findagrave.com/memorial/44992223/ebenezer-eldredge> : accessed 07 April 2022), memorial page for Ebenezer Eldredge (7 Jun 1755–8 Feb 1844), Find a Grave Memorial ID 44992223, citing Hawks Nest Cemetery, East Harwich, Barnstable County, Massachusetts, USA ; Maintained by ditdit (contributor 47012745) .

Commonwealth of Massachusetts.

County of *Norwiltah* On this *fourteenth* day of *September* in the year of our Lord one thousand eight hundred and thirty two, personally appeared in open court before the Honorable *Judge* of the *Probate Court* now sitting at *Haverhill* in and for said County, *Chasey or Cleavage* a resident of *Haverhill* in said County, aged *seventy nine* years, who being first duly sworn, according to law, doth on his oath make the following declaration in order to obtain the benefit of the act of Congress passed June 7th, A. D. 1832.

6 THAT he was born at *Haverhill in S County* on the *fourth* day of *June* A. D. 1753, and that there is a record of his birth *to his knowledge*; that he was in the United States service from the *twenty fifth* day of *April* A. D. 1776, to the *twenty fifth* day of *October* A. D. 1776 as a *private* in the *Militia*; that he was residing at *Haverhill in S County* when he entered the service; that he *volunteered for six months* and served for the period aforesaid under the command of *Capt James Hamilton* that he was stationed at a *place called North-Haven in S County*; that he marched from *said North-Haven to Haverhill* and *other towns in S County* as usual to or from to meet the *army of the State*; that he served with *C Hamilton* during the *war of the Revolution*; and *no* regular officers were known to him: that he was in *no* battle

and at the end of his service received a discharge that he left the service on the *twenty fifth* day of *October* aforesaid and that since the Revolutionary war he has resided at *Haverhill aforesaid*

9 ALSO: that he was in the United States service from the *fourth* day of *January* A. D. 1776, to the *first* day of *April* A. D. 1776 as a *private* in the *Militia*; that he was residing at *Haverhill aforesaid* when he entered the service; that he *volunteered for two months* and served for the period aforesaid under the command of *Capt* *Mayjamin Gidney* of *Chatham in S County*; that he marched from *said Chatham to Haverhill* and *other towns in S County* as usual to or from to meet the *army of the State*; that he served with *C Gidney* for the *time aforesaid*; and *no* other regular officers were known to him: that he was in *no* battle

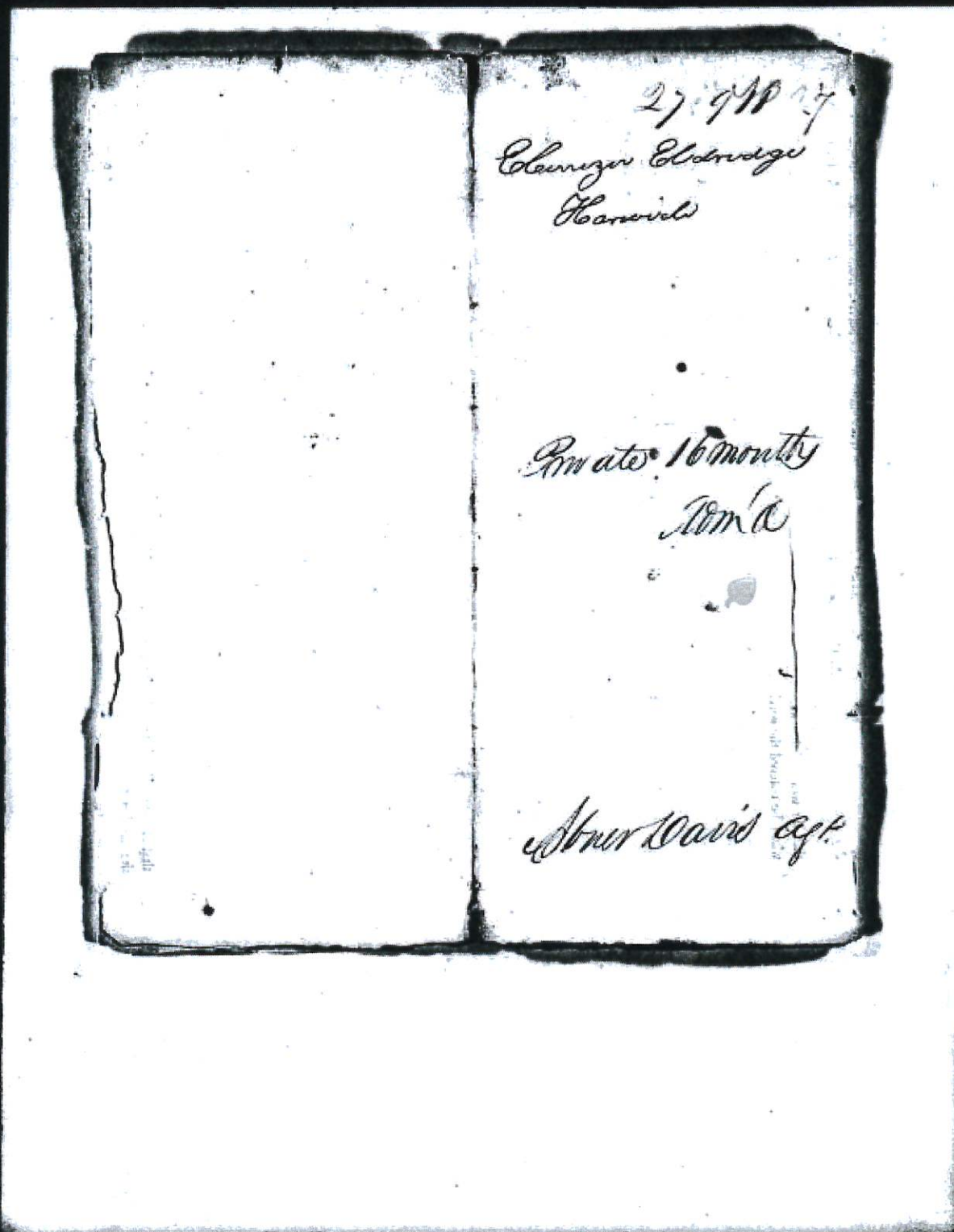
6 that at the end of his service he received a discharge *not in writing* and left the service on the *first* day of *April* aforesaid

6 ALSO: that he was in the United States service from the *fourth* day of *May* A. D. 1776, to the *last* day of *November* A. D. 1776 as a *private* in the *Militia*; that he was residing at *Haverhill aforesaid* when he entered the service; that he *volunteered for six months* and served for the period aforesaid under the command of *Capt John Russell* of *Norwiltah*; that he marched from *said Haverhill through S County* and *other towns in S County* as usual to or from to meet the *army of the State*; that he served with *C Russell* during the *war of the Revolution*; and *no* regular officers were known to him: that he was in *no* battle

that at the end of his service he received a discharge *not in writing* and left the service on the *last* day of *November*

U.S., Revolutionary War Pension and Bounty-Land Warrant Ap

E > Edy, Samuel - Emery, Joshua > Eldredg, Robert - Eldrige,



27:910 27

Eldredge Eldridge
Harvard

Private 16 months
Tom A

Strut Davis age

U.S., Revolutionary War Pension and Bounty-Land Warrant

E > Edy, Samuel - Emery, Joshua > Eldredg, Robert - Eldri

Also that he was in the United States service from
 the last day of Sept: 1780 to the last
 day of Decemr 1780 that he was necessarily and
 unavoidably taken by the service that he volunteered
 and served for the period aforesaid under the command of
 Capt Nathaniel Emerson of Providence as a private in
 the militia, and that he marched from Providence thro
 ugh the County of Providence Plymouth & Bristol to Rhode
 Island, and served there in the common company for the
 term aforesaid stationed at Block Island fort

and Joseph Young Esq of Charleston and Eldredg
 Esq of Providence are acquainted with him and can
 testify to his character and reputation of
 services.

He hereby relinquishes every claim whatever to a pension or annuity except the present, and declares that his
 name is not on the pension roll of the agency of any State.

Sworn and subscribed the day and year first aforesaid.
 Attest, *Albion Davis, Prop. of the Court of Probate.*
 We *Joseph Young* and *Wm. Brooks* residing in the County of *Charleston*
 and *Wm. Brooks* residing in *Providence*
 hereby certify that we are well acquainted with *Elmer Eldredg* who has
 subscribed and sworn to the above declaration; that we believe him to be *Twenty seven*
 years of age; that he is reputed and believed in the neighborhood where he resides, to have been a *soldier*
 of the revolution, and that we concur in that opinion.
 Sworn and subscribed as aforesaid.
 Attest, *Albion Davis, Prop. of the Court of Probate.*

And the said court do hereby declare their opinion after the investigation of the matter, and after putting the
 interrogatories prescribed by the War Department, that the abovesaid applicant was a revolutionary *soldier* and
 accord as he states. And the court further certify that it appears to them that *Joseph Young* is
 who has signed the preceding certificate, is a *resident in the County of Charleston* and that
Wm. Brooks who has also signed the same is a resident in *Providence*
 and both credible persons; and that their agreement is entitled to credit. *And it appeared to the*
Court that there is no objection now presented near
the residence of the Declarant.
 I *Albion Davis* of the Court of Probate do hereby certify
 that the foregoing contains the original proceedings of the said court in the matter of the application of
Elmer Eldredg for a pension.

In testimony whereof I herewith set my hand and seal of office on the day and year first aforesaid.

Albion Davis, Prop.

S., Revolutionary War Pension and Bounty-Land Warrant

E > Edy, Samuel - Emery, Joshua > Eldredg, Robert - Eldri

I Stephen Swickson of Hamwick in the County of Ham-
wick of lawful age to give evidence as testiff and
swear that during the revolutionary war, I enlisted
in the service under Capt. Thomas Hamilton, an
with Benjamin Gidney, and Capt. Thomas Phipps
and during the whole of my service in said com-
pany I always served under the command of
in my company as first private which was
about 14 months, further south west

Stephen Swickson

I Isaac Chase of Hamwick in the County of Ham-
wick of lawful age to give evidence as testiff and
swear that during the Revolutionary war in the year
1780 I entered the United States Army in a com-
pany commanded by Capt. Nathaniel Freeman
and marched to Rhode Island and there the
military named George Blodgett and two others
at the same time and served in the same com-
pany -
further south west. Isaac Chase

Barnes

Probate Court at Hamwick
in said County September
17th. 1832

Personally appeared in open Court the above
named Stephen Swickson and Isaac Chase and
made oath to the truth of the above depositions by them
signed respectively in Court. And I certify that, in the
opinion of the Court the said Stephen & Isaac are
credible witnesses. In testimony whereof I have hereunto
set my hand & affixed the seal of the Court this day
and year aforesaid

Abner Davis, Register

U.S., Revolutionary War Pension and Bounty-Land Warrant Ap

E > Edy, Samuel - Emery, Joshua > Eldredg, Robert - Eldrige, H

This Bureau can furnish the military record of only such Revolutionary soldiers as were pensioned or whose widows were pensioned for their services. Such of the original muster and pay rolls of the Revolutionary War and the War of 1812 as are now in the possession of the Government are on file in the Record and Pension Office, War Department. Original rolls and other records pertaining to service in the Revolutionary War may also be found on file in the archives of many of the original States.

O. W. & N. DIV.
REVOLUTIONARY.

L. W. B.
I. 29779.

DEPARTMENT OF THE INTERIOR,
BUREAU OF PENSIONS,
WASHINGTON, D. C.,

August 3rd, 1899.

Madam:-

In response to your recent communication you are advised that Ebenezer Eldredge made an application for pension on September 17, 1832, at which time he was 79 years of age and residing at ^{Harwich} Hardwick, Barnstable Co., Mass., and his pension was allowed for sixteen months' actual service as a private in the Mass. troops, Revolutionary war. He enlisted at Hardwick, Mass., and served under Capt. Hamilton.

Name of his wife not stated. Date of death can possibly be ascertained upon application to the Hon. Auditor for the Interior Department, Treasury Department, this city, giving the above together with the following data: Cert. No. 21931; Mass. Agency; Act of 1832; Issued November 25, 1833.

Very respectfully,

Commissioner.

Mrs. Lissie S. Irving,
162 Corey Street,
West Roxbury, Mass.

Ebenezer Eldredge

in the American Genealogical-Biographical Index (AGBI)

[Detail](#)

[Source](#)

Name: Ebenezer Eldredge
Birth Date: 1750-1759
Birth Place: Massachusetts, USA
Occupation: Priv.
Volume: 49
Page number: 324
Reference: Soldiers and Sailors of the Rev. War. Comp. By Secy. of the Commonwealth,
Ms. Boston. 1896-1908. (17v):5: 261

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Ebenezer Eldrige

in the American Genealogical-Biographical Index (AGBI)

[Detail](#)

[Source](#)

Name: Ebenezer Eldrige
Birth Date: 1750-1759
Birth Place: Massachusetts, USA
Occupation: Priv.
Volume: 49
Page number: 375
Reference: Soldiers and Sailors of the Rev. War. Comp. By Secy. of the Commonwealth,
Ms. Boston. 1896-1908. (17v.):5:267

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CERTIFICATE OF VITAL RECORD

VERIFY PRESENCE OF WATERMARK

HOLD TO LIGHT TO VIEW

The Commonwealth of Massachusetts

SIDE |

The Commonwealth of Massachusetts

REGISTERED NUMBER

CT STATE USE ONLY **4027010**

STANDARD CERTIFICATE OF DEATH
REGISTRY OF VITAL RECORDS AND STATISTICS

75

DECEDENT - NAME FIRST MIDDLE LAST		SEX	DATE OF DEATH (Mo. Day Yr.)
1 Louis Martin		2 Male	3 July 26, 1987
PLACE OF DEATH (CITY OR TOWN)	COUNTY OF DEATH	HOSPITAL OR OTHER INSTITUTION - Name (If not in either, give street and number)	
4a Chatham	4b Barnstable	4c Liberty Commons Nursing Home	
RACE (e.g. White, Black, American Indian, etc.) (Specify)	AGE - Last Birthday (Yrs)	UNDER 1 YEAR MOS DAYS	UNDER 1 DAY HOURS MINS
5 White	6a 94	6b	6c
7 Sept. 6, 1892		8 England	
9 Widowed		10 Mary V. McDonough	11a Office Manager
MARRIED, NEVER MARRIED, WIDOWED OR DIVORCED		SPOUSE (If wife, give maiden name)	
SOCIAL SECURITY NUMBER		RESIDENCE - STREET AND NUMBER, CITY OR TOWN, COUNTY, STATE, ZIP CODE	
12 076-09-9102	13 ---	14 62 Center St., Dennis, Barnstable, Mass. 02639	
FATHER - FULL NAME	STATE OF BIRTH (If not in U.S.A. name country)	MOTHER NAME (GIVEN MAIDEN)	STATE OF BIRTH (If not in U.S.A. name country)
15a Issac Jacob Martin	15b Poland	16a Matilda Rosenthal	16b England
INFORMANT - NAME AND ADDRESS			RELATIONSHIP
17a Marie D. Marcus, 62 Center St., Dennisport, Mass. 02639			17b Stepdaughter
TYPE OF DISPOSITION (Specify Burial, Cremation, Other)		DATE OF DISPOSITION	PLACE OF DISPOSITION AND LOCATION CITY OR TOWN STATE
18a Burial		18b July 28, 1987	18c Island Pond Cemetery, Harwich, Massachusetts
FUNERAL SERVICE LICENSEE		NAME OF FACILITY ADDRESS OF FACILITY	
19a Edward M. Blute		19b Doane, Beal & Ames, Inc. 260 Main Street, West Harwich, Mass. 02671	
20 IMMEDIATE CAUSE - ENTER ONLY ONE CAUSE PER LINE FOR (a), (b), AND (c) (PRINT OR TYPE LEGIBLY)			Interval between onset and death
PART I (a) Arteriosclerotic vascular disease			10 years
DUE TO OR AS A CONSEQUENCE OF			Interval between onset and death
(b)			Interval between onset and death
DUE TO OR AS A CONSEQUENCE OF			Interval between onset and death
(c)			Interval between onset and death
PART II OTHER SIGNIFICANT CONDITIONS - Conditions contributing to death but not related to cause given in Part I (a)			AUTOPSY (Yes or No)
			21 No
			22 No
ACC SUICIDE HOM UNDET OR PENDING INVEST (Specify)	DATE OF INJURY (Mo. Day Yr.)	HOUR OF INJURY	DESCRIBE HOW INJURY OCCURRED
23	24a	24b M	24c
INJURY AT WORK (Specify Yes or No)	PLACE OF INJURY - At home, farm, street, factory, office building, etc. (Specify)		LOCATION STREET CITY OR TOWN STATE
24d	24e	24f	
25a To the best of my knowledge, death occurred at the time, date and place and due to the cause(s) stated		25a On the basis of examination and/or investigation, in my opinion death occurred at the time, date and place and due to the cause(s) stated	
(Signature and Title) Leonard R. Wees		(Signature and Title)	
DATE SIGNED (Mo. Day Yr.)	HOUR OF DEATH	DATE SIGNED (Mo. Day Yr.)	HOUR OF DEATH
7-26-87	6:40 A.M.		
25b NAME OF ATTENDING PHYSICIAN IF OTHER THAN CERTIFIER (Type or Print)		25b PRONOUNCED DEAD (Mo. Day Yr.)	
E ROBERT HARNED MD			
25d NAME AND ADDRESS OF CERTIFYING PHYSICIAN OR MEDICAL EXAMINER (Type or Print)		25d ON	
LEONARD R. WEES CHATHAM MA 02633			
27		25c AT	
28. BURIAL PERMIT ISSUED ON JUL 28 1987		29. RECEIVED IN THE CITY OR TOWN OF Chatham	
SIGNATURE - BD HEALTH AGT. # Emily C. Rice		CLERK'S SIGNATURE Emily C. Rice	
		DATE RECEIVED JUL 28 1987	

I, Julie S. Smith, hereby certify that I am the Clerk of the Town of Chatham; that as such, I have custody of records of birth, marriage, and death required by law to be kept in my office; and I do hereby certify that the above is a true copy from said records.

Julie S. Smith
Town Clerk
Town of Chatham



ILLEGAL TO ALTER OR REPRODUCE

VOID IF ALTERED OR ERASED

U.S., World War I Draft Registration Cards, 1917-1918 for Louis Martin

New York > Manhattan City > 105 > Draft Card M

REGISTRATION CARD No. 136

1 Name (Last, first, middle)
Louis Martin

2 Home address
175 10th St New York

3 Date of birth
Sept 6 1892

4 Are you (1) a natural born citizen, (2) a naturalized citizen, (3) an alien, (4) or have you declared your intention to become a citizen?
(1) natural born citizen

5 Where born
London England

6 If not a citizen, of what country are you a citizen or subject?
U.S.

7 What is your present trade, occupation, or office?
Office Manager

8 If when employed?
Miller & Co. Carbon and Ink

9 Where employed?
no.

10 How long have you been in this country?
since 1906

11 What military service have you had?
no.

12 The registrant is (1) married, (2) single, (3) divorced, (4) widowed.
no.

I declare that I have written down answers and that they are true.
Louis Martin

REGISTRAR'S REPORT No. 31-8-105

1 The residence or place of birth is as stated on the card.
175 10th St New York

2 The person has been by himself, or by a person named (specify):
Tracy son of the registrant

3 I certify that my answers are true, that the person registered has read the answers, that I have witnessed his signature, and that all of the answers which I have knowledge are true, except as follows:

President
for my

City or County
NYC

State
June 5 1917

U.S., World War II Draft Registration Cards, 1942 for Lewis Martin

New York (City) > All > Markowitz, Philip - Matteo, James

REGISTRATION CARD—(Men born on or after April 28, 1877 and on or before February 16, 1897)

SERIAL NUMBER U 2424 I. NAME (Print) LEWIS MONTE MARTIN ORDER NUMBER

2. PLACE OF RESIDENCE (Print) ALSO AT 14 W E 52 ST B K L Y N N Y
MRS E. S V ST. B K L Y N N Y
(Number and street)

3. MAILING ADDRESS J A M E
(Town, township, village, or city)
(State)

4. TELEPHONE NA 8-1071 5. AGE IN YEARS 49 6. PLACE OF BIRTH London
(Mailing address if other than above indicated on line 2. If none insert word none)
(City)
(State or territory)

7. NAME AND ADDRESS OF PERSON TO WHOM YOU WILL ALWAYS KNOW YOUR ADDRESS (Print)
MRS ANNA HOLLENBERG, SISTER, 14 W E 52 ST B K L Y N N Y
(Name)
(City)
(State or territory)

8. EMPLOYER'S NAME AND ADDRESS S E L F - 14 W E 52 ST B K L Y N N Y
(Name and address of U. S. D. number)

I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.

D. S. S. FORM 1 (Revised 4-1-42) J Lewis Martin
(Number and address of U. S. D. number)
(Town)
(State)

Robbin Kelley

From: Wendy Tulloch
Sent: Friday, April 1, 2022 12:12 PM
To: Robbin Kelley
Subject: FEBRUARY BUDGET REPORT FY22
Attachments: mu09116001.pdf; Cover letter Monthly Reports - signage.pdf

Hello-

Attached is the budget report for February. Please remember to sign and return a copy of the cover letter to the accounting department. Thank you.

Wendy

Wendy Tulloch
Assistant Town Accountant
508 430 7514 x3333

FOR 2022 08

JOURNAL DETAIL 2022 8 TO 2022 8

ACCOUNTS FOR: 0100 GENERAL FUND
ORIGINAL ESTIM REV REVISED ESTIM REV ACTUAL YTD REVENUE ACTUAL MTD REVENUE

				REVENUE	REVENUE	% COLL
014912 CEMETERY ADMINISTRATION						
517900 OTHER FRINGE BENEFITS						
<u>014912 517900</u>	OTHER FRINGE BENEFITS	325.00	0.00	0.00	325.00	.0%
TOTAL OTHER FRINGE BENEFITS		325.00	0.00	0.00	325.00	.0%
523000 WATER UTILITY						
<u>014912 523000</u>	WATER UTILITY	2,384.82	1,329.91	0.00	1,054.91	55.8%
TOTAL WATER UTILITY		2,384.82	1,329.91	0.00	1,054.91	55.8%
534400 TELEPHONE						
<u>014912 534400</u>	TELEPHONE & TELEDATA SERVICES	612.00	248.94	0.00	363.06	40.7%
TOTAL TELEPHONE		612.00	248.94	0.00	363.06	40.7%
542000 OFFICE SUPPLIES						
<u>014912 542000</u>	OFFICE SUPPLIES	510.00	229.56	0.00	280.44	45.0%



JOURNAL DETAIL 2022 8 TO 2022 8

FOR 2022 08

ACCOUNTS FOR: 0100 GENERAL FUND
ORIGINAL ESTIM REV REVISED ESTIM REV ACTUAL YTD REVENUE ACTUAL MTD REVENUE

					REMAINING REVENUE	% COLL
TOTAL OFFICE SUPPLIES	510.00	510.00	229.56	0.00	280.44	45.0%
573000 DUES/SUBSCRIPTIONS/TRAVEL						
014912 573000	1,276.28	DUES, SUBSCR. & IN STATE TRAVEL	642.84	0.00	633.44	50.4%
TOTAL DUES/SUBSCRIPTIONS/TRAVEL	1,276.28		642.84	0.00	633.44	50.4%
TOTAL CEMETERY ADMINISTRATION	5,108.10		2,451.25	0.00	2,656.85	48.0%
01491A2 CEMETERY - WARRANT ARTICLES						
619032 ATM 19 #32 CEMETERY ARBORETUM						
01491A2 619032	0.00	ATM 19 #32 CEMETERY ARBORETUM	20,272.50	0.00	0.00	100.0%
TOTAL ATM 19 #32 CEMETERY ARBORET	0.00		20,272.50	0.00	0.00	100.0%
620018 MEMORIAL TREE REPLACEMENT						
01491A2 620018	0.00	MEMORIAL TREE REPLACEMENT	20,000.00	0.00	20,000.00	.0%
TOTAL MEMORIAL TREE REPLACEMENT	0.00		20,000.00	0.00	20,000.00	.0%
TOTAL CEMETERY - WARRANT ARTICLES	0.00		40,272.50	0.00	20,000.00	50.3%

04/01/2022 12:07
wtulloch

TOWN OF HARWICH - LIVE DATA
FEBRUARY BUDGET REPORT FY22

P 4
glytdbud

FOR 2022 08

JOURNAL DETAIL 2022 8 TO 2022 8

ACCOUNTS FOR: 0100 GENERAL FUND
ORIGINAL ESTIM REV REVISED ESTIM REV ACTUAL YTD REVENUE ACTUAL MTD REVENUE

				REVENUE	REVENUE	% COLL
TOTAL GENERAL FUND	76,542.48	116,814.98	70,231.63	9,741.10	46,583.35	60.1%
TOTAL EXPENSES	76,542.48	116,814.98	70,231.63	9,741.10	46,583.35	



5
P
glytdbud

TOWN OF HARWICH - LIVE DATA
FEBRUARY BUDGET REPORT FY22

04/01/2022 12:07
wtulloch

JOURNAL DETAIL 2022 8 TO 2022 8

FOR 2022 08

ORIGINAL ESTIM REV REVISED ESTIM REV ACTUAL YTD REVENUE ACTUAL MTD REVENUE REMAINING REVENUE % COLL

76,542.48	116,814.98	70,231.63	9,741.10	46,583.35	60.1%
GRAND TOTAL					

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

Budget 2022

Water 014912-52300

	Date	Withdrawal	Beginning Balance	
			-\$2,384.82	
Eversource July	8/10/2021	\$8.91	\$8.91	
South Harwich Cemetery	10/22/2021	\$45.00	\$45.00	
North Harwich Cemetery		\$95.00	\$95.00	
Mt Pleasant Cemetery		\$83.56	\$83.56	
Pine Grove		\$355.22	\$355.22	
Mt Pleasant Bldg		\$46.35	\$46.35	
Island Pond Cemetery		\$343.20	\$343.20	
Eversource Oct	11/19/2021	\$27.80	\$27.80	
Eversource Dec	12/27/2021	\$13.39	\$13.39	
Eversource Jan	1/28/2022	\$6.06	\$6.06	
South Harwich Cemetery		\$45.00	\$45.00	
Mt Pleasant Bldg		\$45.00	\$45.00	
Island Pond Cemetery		\$58.58	\$58.58	
Pine Grove		\$64.14	\$64.14	
Mt Pleasant Cemetery		\$47.70	\$47.70	
North Harwich Cemetery		\$45.00	\$45.00	
		\$1,329.91	-\$1,054.91	-\$1,054.91

Mil/Due/Subscrip 014912-573000

	Date	Withdrawal	Beginning Balance	
			-\$1,276.28	
Mass Cemetery Dues	8/10/2021	\$250.00	\$250.00	
July 2021 Mileage	11/19/2021	\$80.08	\$80.08	
August 2021 Mileage	11/19/2021	\$73.36	\$73.36	
September 2021 Mileage	11/19/2021	\$71.12	\$71.12	
October 2021 Mileage	11/19/2021	\$49.28	\$49.28	
ICCFA	10/22/2021	\$99.00	\$99.00	
National Wildlife Fed	10/22/2021	\$20.00	\$20.00	
Nov 2021 Mileage	3/1/2022	\$63.84	\$63.84	
Dec 2021 Mileage	3/1/2022	\$106.40	\$106.40	
Jan 2022 Mileage	3/1/2022	\$48.16	\$48.16	
		\$861.24	-\$415.04	-\$415.04

Supplies 014912-542000

	Date	Withdrawal	Beginning Balance	
			-\$510.00	
W. B. Mason	8/10/2021	\$169.19	\$169.19	
W. B. Mason	8/10/2021	\$1.87	\$1.87	
W. B. Mason	10/22/2021	\$34.66	\$34.66	
W. B. Mason	12/17/2021	\$23.84	\$23.84	
			-\$280.44	-\$280.44

Total Available

-\$1,750.39

Clothing 014912-517900 Other Fringe Benefits

	Date	Withdrawal	Beginning Balance	
			-\$325.00	
				\$0.00

CEMETERY REVOLVING

16111004

16111002

Date	Revenue	Admin	Mark out	Lot Returns	Expenses	PC	Balance	Lot Sale Total
	Previous Balance from FY2021						\$92,298.12	
7/9/2021	\$100.00	Admin Kucha PG					100.00	
	\$720.00	Lot Sale Kucha-Stone PG				\$80.00	720.00	800.00
	\$100.00	Admin Lowery IP					100.00	
	\$100.00	Admin Ladd IP	\$75.00				100.00	
	\$100.00	Mark out Morris MP					75.00	
	\$100.00	Admin Williams MP					100.00	
7/20/2021	\$100.00	Admin Beatty IP					100.00	
	\$100.00	Admin Salton MP					100.00	
	\$100.00	Admin Palmer MP					100.00	
	\$1,620.00	Lot Sale Smith EV				180	1,620.00	1,800.00
7/28/2021	\$5,040.00	Lot Sale Soderberg EV				560	5,040.00	5,600.00
8/3/2021	\$1,440.00	Lot Sale Dwyer EV				160	1,440.00	1,600.00
8/5/2021	\$100.00	Admin Myers NH					100.00	
8/6/2021	\$2,880.00	Lot Sale Duke IP				320	2,880.00	3,200.00
	\$100.00	Admin McDonnell IP					100.00	
	\$100.00	Admin Foster MP					100.00	
8/9/2021	\$100.00	Mark out Foster MP	\$75.00				75.00	
	\$100.00	Admin Sevier John IP					100.00	
	\$100.00	Admin Sevier Marg IP					100.00	
	\$100.00	Mark out Sevier IP	\$75.00				75.00	
8/23/2021	\$100.00	Admin Eardley IP					100.00	
	\$100.00	Admin Colby EV					100.00	
	\$100.00	Admin Brenzinski IP					100.00	
	\$75.00	Mark out Long MP	\$75.00				75.00	
	\$75.00	Mark out Briggs IP	\$75.00				75.00	
	\$75.00	Mark out Conaghan IP	\$75.00				75.00	
	\$75.00	Mark out Weber EV	\$75.00				75.00	
	\$75.00	Mark out McGulliard IP	\$75.00				75.00	
	\$75.00	Mark out Robinson MP	\$75.00				75.00	
	\$75.00	Mark out Ritz EV	\$75.00				75.00	
	\$75.00	Mark out Myers NH	\$75.00				75.00	
8/24/2021		John Canto Paving MP & IP		13,300.00			-13,300.00	
8/25/2021	\$100.00	Admin Morris MP					100.00	
	\$100.00	Admin Pappas MP					100.00	
9/1/2021	\$100.00	Admin Colby EV					100.00	
	\$100.00	Admin Wentworth EV					100.00	

9/10/2021	Admin Etsey IP	\$100.00				100.00	
	Mark out Etsey IP		\$75.00			75.00	
	Admin Long MP	\$100.00				100.00	
	Admin Mosier IP	\$100.00				100.00	
	Admin Scism IP	\$100.00				100.00	
	Admin Bearse EV	\$100.00				100.00	
	Admin Friloux EV	\$100.00				100.00	
	Mark out Thacher IP		\$75.00			75.00	
9/14/2021	Lot Sale Bernabei MP	\$720.00				720.00	800.00
	Admin Logan PG	\$100.00				100.00	
	Mark out Logan PG		\$75.00			75.00	
	Admin Skidstone G. IP	\$100.00				100.00	
	Admin Skidstone N. IP	\$100.00				100.00	
	Lot Sale Gronim IP	\$495.00				495.00	550.00
9/24/2021	American Red Cross Certification			32.00		-32.00	
	John Canto Paving Evergreen			11,500.00		-11,500.00	
	Liberty Metal Works install Union Cem			600.00		-600.00	
9/30/2021	Admin Murphy IP	\$100.00				100.00	
	Admin Murray IP	\$100.00				100.00	
	Admin Arsenalut IP	\$100.00				100.00	
9/30/2021	Blue Flax Design Land Manage IP				1,117.50	-1,117.50	
	John Canto Paving Berm IP				750.00	-750.00	
	John Canto Paving Cranberry Ave IP				3,000.00	-3,000.00	
	Young & Fancy Signs Union Cemetery				4,720.00	-4,720.00	
10/4/2021	Lot Sale Spezzafero EV	\$720.00				720.00	800.00
10/6/2021	Lot Sale Eldridge EV	\$720.00				720.00	800.00
	Admin Macker NH	\$100.00				100.00	
10/7/2021	Mark out Bernabei MP		\$75.00			75.00	
	Mark out Spaulding IP		\$75.00			75.00	
	Mark out Spaulding IP		\$75.00			75.00	
	Mark out Salton MP		\$75.00			75.00	
	Mark out Whiteley M EV		\$75.00			75.00	
	Mark out Whiteley N EV		\$75.00			75.00	
	Admin Neal EV	\$100.00				100.00	
	Admin Ahokas PG	\$100.00				100.00	
10/18/2021	Admin Spezzafero EV	\$100.00				100.00	900.00
	Lot Sale Quill IP	\$810.00				810.00	
	Admin Porter IP	\$100.00				100.00	
	Lot Sale Porter IP	\$450.00				450.00	500.00
10/22/2021	Lot Sale Lionetta MP	\$2,880.00				2,880.00	3,200.00
	Admin Marceline D IP	\$100.00				100.00	
	Admin Wood IP	\$100.00				100.00	
	Admin Harrington EV	\$100.00				100.00	

1/28/2022	Admin McDonough MP	\$100.00				100.00
	Admin Coleman MP	\$100.00				100.00
	Admin Rose IP	\$100.00				100.00
2/2/2022	Admin Browne MP	\$100.00				100.00
2/4/2022	Lot Sale Asiaf IP	\$1,620.00	180.00			1,800.00
	Admin McKennan IP	\$100.00				100.00
	Mark out McDonough MP	\$75.00				75.00
	Mark out West SH	\$75.00				75.00
	Mark out Small SH	\$75.00				75.00
2/8/2022	Lot Sale Goodrick IP	\$1,620.00	180.00			1,800.00
	Lot Sale Bern IP	\$1,620.00	180.00			1,800.00
	Admin Asiaf IP	\$100.00				100.00
2/10/2022	Lot Return IP French 532RW West M					
	Temple Aluminum Veterans Flag Holders					
2/11/2022	Lot Sale Porter IP	\$720.00	80.00	571.16		800.00
	Admin Porter J IP	\$100.00				100.00
	Admin Porter K IP	\$100.00				100.00
	Mark out Porter IP				\$75.00	75.00
2/24/2022	Lot Sale DiPierro IP	\$2,430.00	270.00			2,700.00
	Admin Kissack IP	\$100.00				100.00
	Admin French IP	\$100.00				100.00
3/4/2022	Mark out Coleman MP				\$75.00	75.00
	Mark out DiPierro IP				\$75.00	75.00
	Mark out Cahoon IP				\$75.00	75.00
	Mark out Cornell IP				\$75.00	75.00
3/7/2022	Admin Kelley MP	\$100.00				100.00
3/11/2022	Reprographics Signs Trails IP					
	Seaside Artist IP					
3/14/2022	Lot Sale Davis IP	\$1,440.00	160.00			1,600.00
3/17/2022	Admin Scoville IP	\$100.00				100.00
	Admin Court PG	\$100.00				100.00
3/21/2022	Lot Sale Webber IP	\$720.00	80.00			800.00
3/25/2022	Mass Cemetery Annual Meeting RK & CE					
3/29/2022	Mark out Foster MP					
	Admin Donahue PG					
	Admin West SH					
	Admin Armstrong EV					
	Mark out Browne MP				\$75.00	75.00
	Admin Dennison IP	\$100.00				100.00
	Admin Rock IP	\$100.00				100.00
	Mark out Rock IP				\$75.00	75.00
	Mark out Ford IP				\$75.00	75.00
	Admin Rossi N PG	\$100.00				100.00

Admin Rossi C PG
Mark out Rossi PG

\$100.00

100.00
75.00

\$75.00

	\$35,235.00	\$7,925.00	\$3,000.00	-\$600.00	\$41,988.25	\$3,915.00	93,883.35	39,150.00
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Admin Fees	7,925.00
Mark out Fees	3,000.00
Deposit into Revolving	46,160.00
Deposit into Perpetual Care	3,915.00
Year to Date Deposited	50,075.00

Robbin Kelley

From: Meggan Eldredge
Sent: Monday, April 4, 2022 3:19 PM
To: Robbin Kelley
Subject: RE: Bid Document
Attachments: Procurement Checklist Preapproval Form.pdf

Hi Robbin,

The description of work seems to be a MGL Ch 30, 39M project. Will you be doing a separate procurement for the flag poles? Those are straight 30B procurements.

Do you have any sort of plan or schematic/concept plan for the placement of the trench and flag poles?

Please fill out and return the procurement checklist form and I can get started on the request for bids.

Meggan

From: Robbin Kelley
Sent: Thursday, March 31, 2022 10:16 AM
To: Meggan Eldredge <meldredge@town.harwich.ma.us>
Cc: Ellen Powell <epowell@town.harwich.ma.us>; Danielle Delaney <ddelaney@town.harwich.ma.us>; Joe Powers <jpowers@town.harwich.ma.us>
Subject: FW: Bid Document

Meggan

If you get a chance could you get back to me with an answer if the Electrical BID is it a 149 Contract or a 30B. I need to give update to the CPC for next week's meeting on the project progress.

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: Robbin Kelley
Sent: Wednesday, March 2, 2022 2:05 PM
To: Meggan Eldredge <meldredge@town.harwich.ma.us>
Cc: Danielle Delaney <ddelaney@town.harwich.ma.us>; Ellen Powell <epowell@town.harwich.ma.us>
Subject: FW: Bid Document

Robbin Kelley

From: Paul Sweetser <paulsweetser@gmail.com>
Sent: Monday, April 4, 2022 4:45 PM
To: Robbin Kelley
Subject: Plan...
Attachments: RememberColor.pdf

Hi Robbin,

This was the last plan that I had for this, it shows the American flag in the middle...?

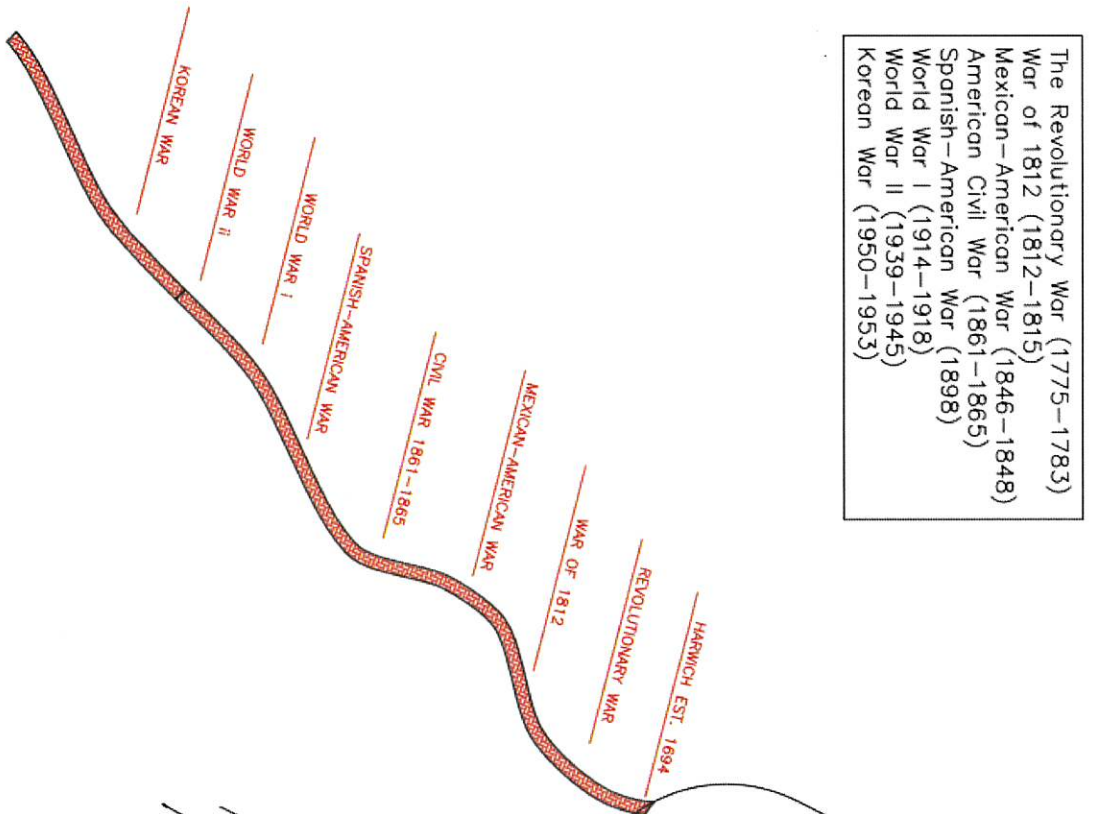
Paul

--

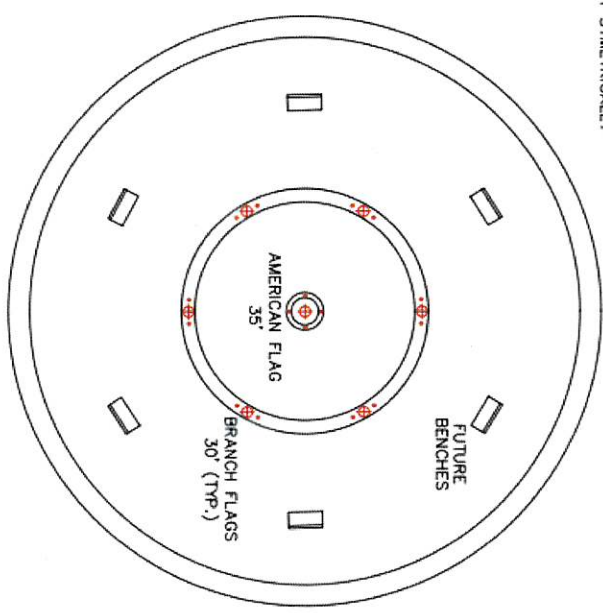
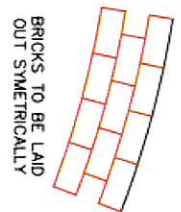
Paul E. Sweetser
Professional Land Surveyor
P.O. Box 1146
Dennisport, MA 02639
Cell- (508)737-7560



- The Revolutionary War (1775-1783)
- War of 1812 (1812-1815)
- Mexican-American War (1846-1848)
- American Civil War (1861-1865)
- Spanish-American War (1898)
- World War I (1914-1918)
- World War II (1939-1945)
- Korean War (1950-1953)



TO ROUTE 39



NOTE: THIS PLAN IS NOT BASED ON AN INSTRUMENT SURVEY AND IS FOR ILLUSTRATION PURPOSES ONLY. ACTUAL WALKWAY LOCATION SUBJECT TO INSTRUMENT SURVEY.

"EVERGREEN CEMETERY"
 WALK OF REMEMBRANCE
 SKETCH PLAN
 (FOR ILLUSTRATION ONLY)
 AS PREPARED FOR
 HARWICH CEMETERY COMMISSION
 DATE: 01.20.2011
 SCALE: 1"=30'
 PAUL B. HANCOCK
 PROFESSIONAL LAND SURVEYOR
 P.O. BOX 1148
 DORCHESTER, MA
 01929



Proposal

Date	Estimate #
------	------------

3/21/2022 268

steve@webcastsusa.com
 221 Depot St. Dennis Port, MA
 02639

Name / Address

-Town Of Harwich

Project

Description	Qty	Rate	Total
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Create interactive submission forms for the Cemetery Department. Transaction Fees Not Included		2,000.00	2,000.00
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- Forms:
- Admin Fee For Burials
 - Monument mark-out
 - Lot Survey
 - Payment Cremation Lot
 - Payment Full Burial Lot

Rental of Ground Penetrating Radar (GPR)
 Full and half day

Total

\$2,000.00

Proposal For
"HARWICH CEMETERY COMMISSION"

Evergreen Cemetery

Online Tour & Management Platform
Version 1.6

Prepared by:

Web Services of America, llc.



capee.com
.com



the
cape map app



VisitCapeCod
.com



StreamPros
.net

About Web Services Of America, Ilc

Originally established in 1995 as cape@com we have been on the forefront of web design and application development. Founded by Steve Lipman, the company he was an organizing co-founder of The Cape Cod Internet Council.

Currently application development, design, and content delivery are the core competencies that we have developed of the past 26 years in business. Our streaming platform (StreamPros) has advanced content delivery features, and to that end transfers multiple Terra Bytes of data globally for several clients including the Town Of Orleans, the DY School District, The Town of Plymouth as well as WCAP in Lowell, to name a few. We continue to support our customers locally with whom we have long term relationships. We continue with our innovations in content delivery to serve our customers as telecommuting has become so vital since the outbreak of the Covid-19 pandemic.

In 2005 we developed the first live streaming platform that was used by CBS and NBC in Boston market. This was innovative as our first stream was of the video and audio feed from Court TV. It was of the Christa Worthington murder trial from The Barnstable County Superior Court. This was the first live online streaming feed in Boston and was embedded on the WBZ website. This initiated a 6 year relationship with CBS Boston in which we were the sole provider of live streaming events and solutions. Along with this we provided the first live streaming solutions for the New England Conservatory of Music, Oxfam, Citi Group as well as designing and creating web based technology used by The Boston Marathon, called the "Finish Line" that was the first of its kind video slicing platform. The platform sliced 14 hours of recorded video into 20 second segments to provide runners the ability to logon to the WBZ website and enter their crossing times at the finish line to view themselves while crossing.

Along with application development we have developed countless websites, We're an Authorized Amazon Partner, as wells a Certified Reseller of The Axis Communications streaming Appliances and work directly with the Comcast Business Team in establishing network connectivity for customers with specific requirements.

The Harwich Cemetery Commission Bid Request

1. 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
2. Mapping of Evergreen Cemetery's inventory by satellite and/or by Drone showing the location of each lot and color coding inventory status. 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.
3. On site 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.
4. Fully integrated 360 degree views/image within the inventory maps and sales applications.
5. Create a visual application and/or player directly on the cemetery website that showcases featured locations of the cemetery and all its 360 degree views/images.
6. Identifying specific trees at Evergreen Cemetery with images. Tree list with locations will be provided by Cemetery Office. (52 species of trees identified with option to add newly identified or planted trees to list.
7. Public Mobile App and Website to include; interactive map of the Evergreen Cemetery enabling visitors to search burials, tours, inventory options, 360 degree views/images and memorial pages which included GPS navigation to each location. App must work on both Android and Apple.
8. Creation of Mobile Sales App for cemetery staff to search records and identify available property on map with integrated 360 degree views/images.
9. Public Mobile App and Website to include; interactive map of the Evergreen Cemetery enabling visitors to search burials, tours, inventory options, 360 degree views/images and memorial pages which included GPS navigation to each location. App must work on both Android and Apple.
10. 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.
11. Training for staff on sales tools and aftercare on properties to allow follow-up with new clients.

12. Link from Town Website to Island Pond Arboretum Website and Mobile App.
13. Press Release to launch to public.
14. 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 Total Cost) (Additional 2 years hosting costs to be on separate line item)
15. Mobile App (Android and Apple) and Website must be ADA Compliant

Overview

The salient functionality of the application is to create a user experience that will assist in the navigation for visitor to the final respecting place of loved one, while educating the general public of Cape Cod's only registered arboretum. The platform will display the natural botanical beauty and other historic points of interest. There will be additional mapping to these locations, along with an image of the specific point interests corresponding information. Incorporated into the platform users will be able to be added contact the Cemetery Administrator, and sign up to be notified via special messaging as so deemed valuable to the Town. This information will be stored within the platform and the Town will have the ability to utilize animal marketing platform of their choice. Third party platforms are not included in this estimate.

Solution

The platform will be created using MySQL db and presented on a customized Wordpress website platform. Custom HTML, Java Script and PHP will be utilized as required in building out the platform. The site will be built with responsive design providing viewing for all browsers and platforms. Along with the responsive design, mobile apps will be incorporated on the iOS (Apple) & Android platforms. Each for the mobile platforms will be available in the respective mobile downloadable platforms. The towns website, the platform website, and iTunes and Google Play Store Platforms will allow the users to download the App.

The platform will have installed Google Analytics which would enable the management staff to understand the geo locations, platforms which acquire valuable insights and information about visitors. This will help in understanding how best the interests that visit the arboretum gauge the the use statics.

Technical Support

Web services of America will provide 24/7/365 support in order to maintain the uptime of the platform that relates to server functionality. All other support with does not impact the uptime status of the site will be available during normal business. Once tested and launched there will be an extended warranty

of function for 3 months including training. Exclusions to the warrantee of website functionality and are not included.

1. The failure of the public or staff who are not using browsers and platforms that have not been updated with the latest manufacturers platform or browser updates
2. Weak wi-fi or cell signals
3. All support will be provided to the cemetery administration and not directly to the public

Dependencies to Deliver The Project

- This estimate is based on the understanding that what is contained in this Bid Request are the sole requirements as required. Any further modification not included in Additional Changes to the Bid Request that are not contained within the provided RFQ may change the cost estimate.
- Any major changes in the application during the development phase will be carried out during the development phase. Upon Completion the town will sign off on the implemented changes.
- The Town will provide a map of the cemetery with clear boundaries of 50x50 (approx.) areas for the creation of a 360 degree view as required by the RFQ. Town will provide all copy to be used on the website, including identifying species of plants, flowers, trees, and historic landmarks.

Testing

Web Services of America will require User Application Testing (UAT) throughout the duration of the platform during its construction. The Cemetery Commission, and or staff assigned will provide all the UAT tests prior to the completion of Platform Development phase and execute the test cases at the timely fashion. Any UAT testing must be completed by the Commission and presented in written form to Web services of America. All fixes to bugs will be done by Web services of America and a report of the completed corrections will be sent in writing. A Project Closure Report will be sent once all the bugs in UAT phase are completed, and then agreed by the Commission. At that point the development phase of the contract will be then formally closed, and the site will be launched to for use. This is when the support and hosting requirements will be initiated and carried forward.

Bid Requirements & Deliverable Assumptions

1. Electronic import all cemetery records in Microsoft Access: Island Pond, The ability for Harwich Cemetery staff to add additional data entry of smaller cemeteries within the Town of Harwich to be accessed by Mobile App Mapping of Evergreen Cemetery's inventory by satellite and/or by drone showing the location of each lot and color coding inventory status.
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. Assumption: **Assumption.** Google Analytics and inherent stats reporting to the platform will be used.
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.
Assumptions: Spring to early fall Season to be determined by Cemetery Administrator. Spring to fall as referenced is understood as spring through fall seasons. Image software stitching for the 360 views will be limited to general overall views of the Cemetery views. A single spring seasonal 360 view as created and approved for the above 50 x 50 layout will become the year round default and is not included in the RFQ. Spring to fall as referenced is understood as spring through fall seasons. Image software stitching for the 360 views will be limited to general overall views of the Cemetery views.
5. Fully integrated 360 degree views/image within the inventory maps and sales applications.
Assumptions: The available inventory views will consist of utilizing the existing color coding and 360 views of the cemetery as included within the bid request. The sales staff will be able to click on that segmented available plot for a pop-up image to appear. All locations and inventories to be provided.

6. Create a visual application and/or player directly on the cemetery website that showcases featured locations of the cemetery and all its 360 degree views/images.
7. Identifying specific trees at Evergreen Cemetery with images. Tree list with locations will be provided by Cemetery Office. (52 species of trees identified with option to add newly identified or planted trees to list.

Assumptions: A staff member will accompany the photographer on days requested for deciding the which locations and specimens need to be photographed.

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

Assumptions: The Mobile App will have included features, including including the searching of available records, 360 degree views, and color coding. These features will be activated through the management administration of the website.

9. Public Mobile App and Website to include; interactive map of the Evergreen Cemetery enabling visitors to search burials, tours, inventory options, 360 degree views/images and memorial pages which included GPS navigation to each location. App must work on both Android and Apple.

10. 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.

Assumptions: 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 up these baseline estimates.

11. Training for staff on sales tools and aftercare on properties to allow follow-up with new clients.

***Assumptions:** 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

12. Link from Town Website to Island Pond Arboretum Website and Mobile App.

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.

13. Press Release to launch to public.

Assumptions: The town will provide list of major market media outlets limited to a 300 mile radius, and provide an overview of the salient points to be included in the press release.

14. 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 Total Cost) (Additional 2 years hosting costs to be on separate line item.).

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 5TB of data stored. Based on the storage requirement of 1000 images @ 4mb and the 4 video drone images of 150 gb each this exceeds that requirement by 500 Gb's. Additional storage charges if required will be billed at \$0.06 per gb.

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

General Terms & Conditions

- For Web services of America to be able to meet deadlines, we require client to provide us feedback within 3 business days of each milestone delivery completed for review.
- If no feedback is received within this duration, we will consider the delivery accepted and invoices will be generated.
- Final Acceptance by client within 1 calendar week has been considered for final project closure. If no feedback is obtained within the suggested duration, we would consider the deliveries as formally accepted and we will move towards closure of the project from our end.
- Change Requests. Functional changes will be estimated as they are raised and will be charged at standard project rate. Implementation time etc. will be discussed and agreed upon with client as and when they are raised.
- Please note that third-party hardware configuration and or software would need to be borne by the town and such costs are NOT a part of this techno-commercial quotation.

- While 500 images are outlined as part of the Bid Request the term as it applies will be modified to as “up to 500 images or up to of 2TB’s of monthly storage.
- 35% deposit

Hosting, & Support Terms

The platform will be hosted by Web Services of America, llc on the Amazon Web Services network (AWS) on an Ec2 instance on a dedicated Linux Server and video storage of video content in the StreamPros S3 streaming Content Delivery Network (CDN). The services as outlined under the will be included for the term of 1 year from the date that the server is initialized for building the platform. Included in the hosting will be an AWS Security SSL. Server maintenance and updates are included for the first year.

Billed separately are technical support and requirements for the upkeep and maintenance for all operational segments of the platform. These include Ricoh 360 images, and Play/iTunes mobile apps.

In the event of malicious attack through the AWS network the town will hold Web Services of America, llc harmless. Training and support to the staff is included and support will be available for 120 days from day of the site availability to the public. *Hosting fees will vary determined by any increases in AWS charges for data transfer, and increased storage. In such an event the Town will be notified in writing within 90 days of hosting renewals if these any changes are likely. Given the allotments given it is a best guess assumption that the the prices will hold through FY ending 2023.

Submitted Bid

Price: \$19,750.00

Turnaround Time: 3.5 Months

Hosting Services & server support	5500.00
Tech Support For Web and Mobile applications	2000.00
Annual Total	\$7500.00

Submitted by:

Steve Lipman
Web Services of America, llc

Signature _____ **Date: 03/04/2021**

Suggestion for a Harwich Cemetery Commission “Description of Responsibilities”

The town's committee handbook does not include a description for our committee. To that end, I searched and grabbed a couple of “descriptions” from other towns (bottom). And to speed the process up I took the liberty to write a description for us using the Section 23 from MA Chapter 114 and bits and pieces from other towns. A lengthier version of what follows is included in our 2022 rules revision/proposal. I just don't believe we formally voted to approve this and to forward it to our Liaison for inclusion in the handbook.

Proposed Harwich Cemetery Commission description and responsibilities for the Town of Harwich Committee Handbook:

Harwich Cemetery Commission

The Harwich Cemetery Commission is dedicated to and responsible for the care, maintenance, preservation, and improvement of over 98 acres of grounds, monuments, and the Marcelene 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 will consist 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.

References:

MA General Law

Chapter 114 Section 23: Board of cemetery commissioners; powers and duties

Section 23. Said board shall have the sole care, superintendence and management of all public burial grounds in its town, may lay out any existing public burial grounds in its town or any land purchased and set apart by said town for such cemeteries, in lots or other suitable subdivisions, with proper paths and avenues, may plant, embellish, ornament and fence the same and erect therein such suitable edifices and conveniences and make such improvements as it considers convenient; and, subject to the approval of the town, may make such regulations, consistent with law, as it deems expedient.

Dover Town Code Description of Responsibilities

There shall be a three-member Cemetery Commission elected on a rotating basis of one member each year for a three-year term. The Commission's responsibilities shall include, but shall not be limited to, the operation of the Highland Cemetery in accordance with Massachusetts General Laws (MGL) Chapter 114, Sections 22, 23.

Provincetown:

Mission & Authority:

To have sole care, superintendence and management of all public burial grounds in the Town. May lay out any existing public burial grounds or any land purchased and set apart for cemeteries with proper paths and avenues; may plant, embellish, ornament and fence the same and erect therein such suitable edifices and conveniences and make such improvements as it considers convenient; and, subject to the approval of the Town, may make such regulations, consistent with law, as it deems expedient.

Groveland, MA

Mission Statement:

The Groveland Cemetery Commission and its staff are dedicated to the maintenance, restoration and perpetuation of the grounds and monuments of the Riverview Cemetery and the smallpox cemetery. Our objective is to offer the people of Groveland and their families' burial grounds and services consistent with the Town's needs, the social and cultural needs of its residents, and the Cemetery's beautiful and historic setting. We strive to preserve and maintain our cemeteries while simultaneously developing and improving new sites and offering new internment services in a financially responsible manner.

Peru Cemetery Commission – Mission Statement

It is the mission of the Peru Cemetery Commission to protect, preserve and maintain the Town of Peru's cemeteries. The Cemetery Commission strives to maintain the cemeteries to a standard that the residents can be proud of. The Cemetery Commission's mission is to provide:

- Adequate space for the town's burial needs
- Maintenance in perpetuity of the grounds and monuments in each of the town's three cemeteries
- Regulations that promote good order and respectful conduct
- Accurate records of those buried there