

Cemetery Commission
Minutes of the Meeting – January 5, 2021

The meeting of the Harwich Cemetery Commission was a virtual meeting videotaped with GoToMeeting Access Code 259-240-3311, Commissioners Cynthia Eldredge, Steven Conner, Robert Thompson and Administrator Robbin Kelley were in attendance.

Meeting Called to Order at 8:06 a.m. by Steven Conner.

Approval of the Minutes

Robert Thompson makes a motion to approve the minutes of the December 15, 2020 and it was seconded by Cynthia Eldredge and was unanimous.

1. Email from Meggan Eldredge, Health Director on Governor Bakers updated orders rolling back attendance at funerals. We were up to 50 attendees, but it will be rolled back to 25 at the graveside. Meggan Eldredge did give the Cemetery Administrator a packet of masks so that if attendees don't have a mask administrator can provide them on-site at the funerals.
2. Email from Paul Sweetser on surveying the Bank Street Cemetery. Sweetser Surveyor has emailed a proposal to survey the lot, create a plan between the cemetery and the abutters. The cost should be between \$900.00 to \$1,100.00 for the project. Steven Conner makes a motion that we accepted the price quote and move ahead with the project, it was seconded by Robert Thompson and was unanimous. Discussion on boy scouts installing a fence on the property, the eagle scouts had some interest. Cynthia Eldredge will reach out to see if they are still would like to do a project on the property.
3. Email from Danielle Delaney on legal service, Administrator had gone before the CPC on the East Harwich Union Cemetery which is owned by the East Harwich Methodist Church but it is maintained by the Town. CPC has requested that the administrator contact legal services to make sure that we can move forward. Steven Conner and the administrator drafted a letter and sent it to Danielle Delaney she responded back that if CPC wanted legal service that the request must come from them. I send the supporting documentation back to the CPC and hopefully, it will address their concerns. Mass Gen Law Chapter 114 Section 18 we can expend funds for upkeep and maintenance.
4. A letter from NStar: we are one of the abutters at the Mount Pleasant Cemetery and they are having a public hearing on Friday regarding work to be done. The administrator will be watching to see when and what will be going from a noise perspective so that if we have to re-schedule funerals, we can notify the funeral homes and families who will be attending. Robert Thompson asked if the cemetery has only one entrance. Administrator, "it has 2 entrances on South Street where they will be doing the work and one entrance on Forest Street." Robert Thompson, "is there a president for noise if we are having a funeral?" The administrator will look into it and get back to the Commission.
5. Patty Macura from the Board of Selectmen office sent an email requesting the Annual Report of the Cemetery Commission be submitted to her by 22 January. The administrator will update the report that was given to the Board of Selectmen in December so that it reflects the balances on the accounts and deaths up to the end of 2020.
6. Old Business: Cemetery Master Plan we have a master plan that will need to be updated. Discussion on what improvements we want including brochures for all cemeteries. Inventory all the cemeteries with their available space and possible expansions. The only cemetery as of right now for expansion would be the Kelley Cemetery and it is incomplete as we do not have a town surveyor. Inventory all existing burials and create a searchable database for Veterans, Sea Captains, historically significant Harwich residents for future tours. Identify areas for grounds improvements for each of the cemeteries. The administrator suggested that in the spring that all the commission meet at the cemeteries and walk the grounds so that they can see what improvements they would like to make. This will assist in the Commissioners' long-term goals and long-range plans for each of the cemeteries.

7. Veterans memorial update; the recreation commission meeting unanimously approved article for Veterans Memorial Circle at Evergreen Cemetery. One of their commission Vahan Khachadoorian who is a veteran recommended that I reach out to the Hyannis Veterans group to see if they were able to give funds to defray the cost of the project. The administrator will look into other veterans' groups and draft a letter to be sent by the commission.
8. Draft Application for the ArbNet for Arboretum Accreditation. Included in the packet was the Master Plan, a map with the location of the trees, descriptions of each of the trees with the common name, scientific name, and two sentence description which will be used for the tree tags.
9. Update on the cemetery signs, the sign has been moved from the East Harwich Union cemetery over to Old Methodist Cemetery in East Harwich. We are still waiting for the price from Young and Fancy signs on the new sign to be placed at Union Cemetery as soon as I have sent it will be included in the packet for approval. Once the Arboretum gets its accreditation, we should put it on the list to do next.
10. Deeds; Mrs. Campbell purchased one grave in Mount Pleasant, Marie Carlson purchased two graves in Island Pond, Shawn Driscoll purchased two graves in Island Pond. Shawn Driscoll is the Administrator's brother commissioners will have to go to Town Hall to be notarized by Patti Macura. Commissioners need to call and make an appointment to come by the cemetery office to sign the deed.
11. The bills were emailed. Liberty Metalworks \$1,525.00, Eversource \$5.98, mileage for Robbin Kelley December \$74.75, ICCFA Annual Membership dues \$99.00, New England Cemetery Association Annual dues \$50.00, W. B. Mason Office supplies \$127.98 and \$89.98. All members gave verbal approval of bills and will all send in the email confirmation.
12. Email from Caleb Ledue has updated the cemetery page for the Town adding Robert Thompson to the list of commissioners. Changed Steven Conners to Chair and update on cemetery page to have links to the original Harwich Cemetery Books which were made digital by previous CPC Article.
13. The administrator wanted to confirm February 2nd so that she can get login information and all the commissioners can attend, all members are available. She will request login information.

Steven Conner make motion to adjourn at 8:32 A.M, it was seconded by Robert Thompson and it was unanimous.

Respectfully Submitted,

Robbin Kelley,
Cemetery Administrator