

Cemetery Commission

Minutes of the Meeting – Monday April 24, 2017

The meeting of the Harwich Cemetery Commission was at the Cemetery Office 273 Queen Anne Road, Harwich. Commissioner Chair Cynthia Eldredge, Commissioners Wilfred Remillard and Administrator Robbin Kelley were in attendance.

Meeting Called to Order at 8:15 a.m. by Cynthia Eldredge.

Approval of the Minutes

Wilfred Remillard approved the minutes of February 13 and it was seconded by Cynthia Eldredge.

Correspondence from Town Hall & Associations

1. Email from Charleen Greenhalgh on MMA/Suffolk University information for upcoming September at Barnstable Town Hall. Robbin Kelley will apply.
2. Internal Control Procedures over Departmental Expenditures FY2017 per MGL Chapter #41 S/S/58 dated March 24, 2017.
3. RBC Capital Markets, LLC Statement for Pine Grove Cemetery Association Tax for 2016 combined Forms 1099.
4. Meeting with Christopher Clark, Carolyn Carey, Barbara Ann Foley, Lincoln Hooper, Lee Culver, Sean Libby, Kevin Grunwald, and Wilfred Remillard to discuss Cemetery Office moving from DPW to the Community Center.
5. Removal of Tree Article from 2017 Town Meeting Warrant to be funded out of Perpetual Care Account. Wilfred makes motion it is seconded by Cynthia Eldredge it was a unanimous vote.
6. Email from Dinah Lane volunteer at Channel 18 requesting interview.
7. Email from Foster Banford on moving Cemetery Phone number.
8. Email from Dan Pelletier on meeting to discuss mapping of cemetery properties. Robbin will go to Water Department to go over possible solutions.
9. Letter from Judith A. Ford, president of South Harwich Meeting House on update on building.
10. Massachusetts Cemetery Association Annual Conference & Showcase. Cynthia Eldredge makes motion that Robbin Kelley will attend and it was seconded by Wilfred Remillard.
11. Letter from Frances Haidas on cemetery lots in Island Pond Landscaping on Cemetery lots. Cynthia Eldredge makes motion to approve the Haidas retaining wall as long as Richard Berube marks out space allowed it is seconded by Wilfred Remillard.
12. Email on ceremony on Tuesday April 11, 2017 to swear in firefighter Daniel Sangiovanni.
13. Letter from Carl L Clapp on Lot return in Island Pond Cemetery.
14. Email from Sean Libby, Facilities Maintenance Manager on moving cemetery office.

15. New England Cemetery Association Annual Meeting and Conference, Cynthia Eldredge makes motion that Robbin Kelley attend and it was seconded by Wilfred Remillard.
16. Wilfred Remillard makes motion to contact Dawn Fancy from Young and Fancy Signs about signs for cemeteries. First Mount Pleasant, Evergreen and North Harwich it was seconded by Cynthia Eldredge.
17. Wilfred makes a motion from Robbin Kelley to get price quotes on Pet Cemetery to striping off topsoil, loam, and seed. It was seconded by Cynthia Eldredge.
18. New Deed for Pamela F. Phillips for 118 Pond Grove Island Pond Cemetery for \$500.00.
19. New Deed for Sandra Brietzke for 208 Pond Grove Island Pond Cemetery for \$500.00.
20. New Deed for Sarah Williams for 123 Pond Grove Island Pond Cemetery for \$500.00.
21. New Deed for Robert & Paula Howard for 95 Oak Avenue in Mount Pleasant (8 Graves) for \$6,400.00.
22. Review price quotes for well, 3 prices quotes received All Cape Well Drilling was awarded \$5,800.00. Review of prices quotes for Gazebo 3 prices quotes received it was awarded to Pine Harbor Wood Products. Wilfred makes motion for Robbin Kelley to contact winning companies, it was seconded by Cynthia Eldredge.
23. Rules and Regulations for Pet Cemetery, Robbin Kelley will look into other pet cemeteries and report back to the board.
24. Eversource \$5.53, WB Mason 299.80. Mass Cemetery Association \$85.00, Water bills S Harwich \$71.29, Pine Grove \$163.20, Mount Pleasant 95 South \$77.74, Mount Pleasant 87 Forest Bldg. \$72.58, N. Harwich \$120.00, Island Pond \$136.77 and Payroll for Robbin Kelley.

The meeting was adjourned at 8:45 A.M.

Respectfully Submitted,

Robbin Kelley,
Cemetery Administrator