

## Cemetery Commission

### Minutes of the Meeting – Monday November 7, 2016

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 8:20 a.m. by Cynthia Eldredge.

#### Approval of the Minutes

Wilfred Remillard approved the minutes of September 19<sup>th</sup> and it was seconded by Cynthia Eldredge.

#### Correspondence from Town Hall & Associations

1. Review of Quote from Anthony Pagliaro and Henry T Crosby & Sons on Historic Restoration of the Burial Crypts Wilfred Remillard makes motion to except Henry T Crosby & Sons Quote and it was seconded by Cynthia Eldredge.
2. Review of new article for CPC for the Historic Restoration of Fence Rails in Evergreen Cemetery for 2017 Annual Town Meeting.
3. Letter from Dorothy S. Francis on selling back her lot in Island Pond Cemetery, Cynthia Eldredge makes motion to except the lot return and for payment for purchase price, it was seconded by Wilfred Remillard.
4. Letter from Paul and Janet McKenna of Smyrna Beach, FL to sell back their lot in Island Pond as they won't be returning to Massachusetts. Cynthia Eldredge makes motion to except the lot return and for payment for purchase price, it was seconded by Wilfred Remillard.
5. Letter from Wayne Staltare of Milford, MA would like to donate his parent's unused portion of lot in Pine Grove Cemetery back to the town as they will not be using it. Wilfred Remillard makes motion to except the lot return and to have monument moved from center of the lot to over graves 1 & 2 where parents are interred, it is seconded by Cynthia Eldredge.
6. Internal Control Procedures over Departmental Expenditures FY2017 per MGL Chapter #41 s/s/58.
7. Review of article from Cape Cod Chronicle on work at Pet Cemetery, "Work Begins on Town-operated Pet Cemetery". Discussion on possible names for the pet cemetery, Cindy suggests a possible contest from residents.
8. Email from Daniel StPierre on signs at the Barnstable Town Cemeteries. Discussion on possible size and colors of signs for the Harwich Cemeteries.
9. Pine Grove and South Harwich Cemeteries, Wilfred Remillard make a motion to put in a work order to pick up the granite post at both cemeteries and store behind the DPW building, it is seconded by Cynthia Eldredge.
10. Email from Andy Gould on Balance on 1611 Cemetery Lot Sales. Total balance in fund on October 20<sup>th</sup> was \$52,827.00.
11. Letter from Robbin Kelley to Jennifer Pickett on the CPC Article for Digitalization of the Harwich Oracle Newspapers.
12. Review of Capital Outlay Budget requests for FY2018 to FY2020.
13. Letter from David Allen Lambert, Chief Genealogist for American Ancestors updating the lists of cemeteries in Harwich, Robbin will send written response.
14. Email from Project Management Academy on Courses at Harvard University January 17 – 20. Robbin will check with Charleen to see if the Town will pay for Robbin Kelley to attend if not Wilfred Remillard makes the motion to pay out of revolving account it is seconded by Cynthia Eldredge.

15. Email from Paula Champagne on FY16 SEIU Salary Compensation Study.
16. Discussion of FY2018 budget and the need to add an additional cemetery employee.
17. Wilfred Remillard make a motion to address the entrance at Mount Pleasant Cemetery and looking at a small wall between Pine and Cedar Avenue.
18. Letter from Harwich Historical Society to Robbin Kelley thanking her for her reenactment of Jane Phillips Baker in the Annual Lantern Grave Yard Tours in October.
19. New Deed for Charles Dinezio & Barbara Schnepf for Lot 19 Nickerson Avenue (Graves # C & D) in Evergreen Cemetery for \$1,800.00.
20. New Deed for Andrew E. & Martha L. Bennett for Lot 1SE East Main Avenue (Graves # 1 & 2) in Island Pond Cemetery for \$1,600.00.
21. New Deed for Orville Unel for Lot 19 East Main Avenue East (Grave # 2) in Island Pond Cemetery for \$800.00.
22. New Business Wilfred Remillard makes motion to go forward with proposal from John Canto on drainage repairs to install berms in Mt. Pleasant and Island Pond Cemeteries, it is seconded by Cynthia Eldredge.
23. Old Business, Robbin Kelley met with Paul Sweetser and he will be going out to survey the Kelley property in North Harwich and will be creating new map of cemetery land.
24. Harwich Water bills; Pine Grove \$708.90, North Harwich \$120.00, South Harwich \$71.29, Island Pond \$289.70, Mount Pleasant Forest St \$72.58, Mount Pleasant South St. \$176.50 & Eversouce Well at Evergreen \$51.46. New England Cemetery Association \$595.00 and Massachusetts Cemetery Association \$45.00, Seaside Arborist \$1,400.00, W. B. Mason \$25.89 & \$141.28, Mileage for Robbin Kelley \$212.22 and Payroll for Robbin Kelley.

The meeting was adjourned at 9:40 A.M. Next Meeting will be December 12, 2016.

Respectfully Submitted,

Robbin Kelley,  
Cemetery Administrator