

Cemetery Commission
Minutes of the Meeting – December 1, 2020

The meeting of the Harwich Cemetery Commission was a virtual meeting videotaped with GoToMeeting Access Code 567-687-677, Commissioners Cynthia Eldredge, Steven Conner, Robert Thompson, Administrator Robbin Kelley, and Ashley Boudreau; AmeriCorps Cape Cod member was in attendance.

Meeting Called to Order at 8:11 a.m. by Steven Conner.

Approval of the Minutes

Robert Thompson makes a motion with changes made by Cynthia Eldredge to number 22 and to approve minutes of the November 17, 2020 meeting, which was seconded by Cynthia Eldredge.

1. Email from the Board of Selectmen for the Cemetery Commission to attend the Board of Selectmen and give their Annual Report on January 4th. The administrator will get together a draft of what we have accomplished this year and goals and objectives for next year. If any of the commissioners have anything that they would like to add for this upcoming year we can have the discussion at our next meeting. Steven Conners asks if meeting with the Board of Selectmen is in person or a go-to-meeting, Administrator responded GoToMeeting.
2. Review of the Cemetery Account balances generated each month by Wendy Tullock, Assistant Town Accountant.
3. Reviewed letters that were sent by the Harwich United Methodist Church referring to the burial ground as the East Harwich Union Cemetery; one letter in support of the Gravestone Conservation & Preservation, one letter in support of the Granite Fence and Rails, and one letter is from the members of the church supporting both projects. The letter was sent by Karl Young the historian for the Harwich United Methodist Church. The administrator will be going before the CPC on Thursday night and presenting the CPC Articles and will keep the Cemetery Commission updated as the process continues.
4. Cemetery Administrator has submitted a couple of more AmeriCorps Cape Cod projects; each time the Administrator finds a project that the AmeriCorps member can help with she will submit projects online. These projects don't cost the Town any money and is a great service that they do. One project is to do more invasive species removal at Island Pond Cemetery and the second one is at Evergreen Cemetery lifting up the canopy of the trees in the newer section off Route 39 and in the older section of Evergreen removal of invasive species in the rows of shrubs and trim up of all the shrubs. The administrator met with Dan Flockton from AmeriCorps to go over the projects at each of the cemeteries. We walked both sites and Dan stated that they both are projects that AmeriCorps could do for the Town. If AmeriCorps went fully remote, they could still do the projects but would only be doing them within their houses that they currently live in. So, four or five members who live in one house could do projects together. The

administrator felt that at this time we should submit more projects for members to complete as they probably will not be able to work in office spaces due to COVID guidelines if they change. The administrator will keep the Commission updated if the projects get scheduled.

5. Discussion on the budget instructions from Carol Coppola, Town Accountant all of the departments have to have their budget entered into Munis so that the Town Administrator, Board of Selectmen, and the Finance department can go over all the requests put in by department head for the next fiscal year. They will let us know if there is anything that will need to be changed or removed as this is going to be a very tight budget year. Administrator and Cynthia Eldredge did meet with Joe Powers, Town Administrator and he told us to move forward to put in for a part-time employee for the cemetery office. This was a very busy week for the Administrator as we had three burials this weekend. It is always a busy weekend after Thanksgiving for burials each year. The administrator is having a hard time keeping up with her work and sometimes works until eight at night just to complete work. We also received an email from Dan Pelletier, Water Department on an increase in water usage for the cemeteries. Last budget year they took out some of the mileage which will now come out of the cemetery revolving account. More people are in the cemeteries maintaining their lots and using more water. Steven Conners added this past year has been so dry and lot owners would be using more water as we are still in a drought.
6. Administrator asked commissioners if they wanted to have one more meeting on the budget and Annual Report before they go before the Board of Selectmen on January 4th as our next meeting of the Commission is on January 5th. Steven Conners stated that it would be beneficial to have an additional meeting. The administrator will look for a date for a meeting.
7. Discussion on the Arboretum Plan if anyone has any changes if they could send them to the Administrator. Steven Conners said there has already been a lot of work done in the plan. The administrator has to submit the plan to the Board of Selectmen for their review before she can submit the application to ArbNet for certification. The Town Administrator and the Board of Selectmen will be listed on the application as it is a Town Owned property, and they are in charge. The administrator will draft the application for their review. ArbNet already has the map with trees and their location which is all that we need along with the plan in order to get certified. Ashley Boudreau, our AmeriCorps member only has a few more of the trees to index and we will be having Russ Norton, Educator for the Cape Cod Cooperative Extension go over all the trees with their description. Hopefully, we will be able to have the tree tags made and possibly put in an AmeriCorps project for the installation of the tree tags on the trees. The administrator will still be meeting with Griffin Ryder to put the Arboretum Software back out to BID.
8. Old Business: I did put in the Additional materials to the CPC when articles were originally sent in the highlighted maps would not copy the yellow highlighted areas. I sent to the Historic Commission and Community Preservation Commission updated materials on each of the Articles, the stones are my number one priority. We have three CPC Articles if they ask what the preference would be the number one would be the

Gravestone Article, two would be Veterans Memorial Circle and third, would be the Granite Post Fencing and Rail. Steven Conner agrees with the list of priorities. When Administrator spoke with Griffin Ryder, he was concerned about the price quote on the Electricity to the Veterans Memorial Circle, and he recommended that she reach out to Sean Libby to have his look into the existing electrical service was able to power electricity and light the flags. Sean Libby emailed back that he had some concerns about the service is 240v and it powered the well and irrigation sent the information back to Rick Haarman Electrical vendor to update his price quote. Once the American Flag goes up it will have lighting. The new total is \$43,000. I have updated the Community Preservation Committee of the new total and hopefully, they will be in support of this article at Thursday night's meeting. I supposed to go before the Recreation Commission and their meeting was canceled due to lack of quorum so I will be at their December 22 meeting. I also included the letter of support from Wilfred Remillard, retired Veterans Agent from the Town.

9. Letter from the Estate of Sylvia B. Larson they had gifted us an additional \$10,000 letter was drafted in the packet. Steven makes a motion to send the letter to the estate of Sylvia B. Larson it was seconded by Robert Thompson and was unanimous.
10. Cemetery signs after reading the letter from the church they feel that the cemetery is East Harwich Union Cemetery. Steven Conner makes the motion to send the information out for the sign to get a price quote to make for the East Harwich Union Cemetery was seconded by Robert Thompson.
11. Steven Conners asked about the Veterans Memorial Flag holders and will they be placed. The administrator is still compiling the list of Revolutionary War Veterans and Civil War Veterans. We do have some Veterans who had served in the Spanish American War. In the database, we list all the Wars that the veterans have served in. Robert Thompson said it will get complicated with post 911 conflicts, they have a list of all the conflicts at Bourne National Cemetery. Robert does Wreaths Across American each year and they have a nice plaque that lists all the conflicts he has a picture of; Robert will send a picture to the office. The administrator asked if Robert Thompson was doing Wreaths Across American this year? Robert, yes he is coordinating it for the pilots union in Boston we have three cemeteries we have one in New Hampshire, one in Newbury Port and he will lead the group that comes down to Bourne.
12. Other Old Business: Steven Conners asked about the Bank Street Cemetery and the surveyor. The administrator has sent an email to Griffin Ryder about hiring a surveyor. We will have to pay for it, I did send an email and ask if we could hire a retired surveyor.
13. Bills; \$169.05 October mileage, \$63.82 November mileage, Evergreen Cemetery Well Eversource \$7.13 and Temple Alum Foundry for Veteran Memorial Flag holders \$1020.10.
14. An additional meeting will be added for December 15, to review the Annual Report to the Board of Selectmen and budget for FY2022.

Steven Conners makes a motion to adjourn at 8:45 A.M, it was seconded by Robert Thompson and it was unanimous.

Respectfully Submitted,

Robbin Kelley,
Cemetery Administrator