

**Town of Concord
Cemetery Committee Meeting
February 11, 2020
135 Keyes Road**

Members Present: Mr. Paul Cooke – Chair
Ms. Andrea Solomon – Vice Chair
Mr. Brian Davidson
Mr. Jerry Soucy

Also Present: Mr. Aaron Miklosko -- Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Mallory Price – Administrative Assistant
Mr. Bill Robichaud

ADMINISTRATIVE ITEMS

- A-1 Six deeds were submitted for signature
- A-2 The meeting was called to order at 7:05pm
- A-3 It was announced that the meeting was being audio recorded
- A-4 Review of Agenda (additions can only be made if not anticipated by the chair at least 48 hours in advance and the item cannot wait until a future meeting)
- A-5 The minutes of the December 4, 2019, were approved
- A-6 The next proposed Cemetery Committee meeting is Wednesday, March 4, 2020, at 7pm

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Cooke had a productive meeting with Mr. Miklosko earlier in the week, and is glad to see so much being done on the priority projects. Mr. Cooke looks forward to further discussion about bicycles in the cemetery, and is pleased the Committee agreed at the last meeting to leave trail management decisions to Ms. Hopkins and Mr. Miklosko.

D-2: STAFF REPORT

Mr. Miklosko said in December and January there were eight full burials, two cremations, and seven single grave lots were sold; Ms. Hopkins keeps track of this information. Mr. Davidson said looking at trends in burials could help us track our income stream for the future. Maintenance operations have continued throughout the winter, including the installation of the post and chain at Chestnut Hollow. Mr. Miklosko advised the Cemetery Committee that the tourist map to graves of interest has been updated to reflect the recent Concord Journal article from January 30, 2020, with the addition of the Marc and Emily Daniels graves as a site of interest. The article link will be posted under "Cemeteries in the News" on the website. Mr. Miklosko will review the budget quarterly with the Committee, so their recommendations for capital projects can be considered. Mr. Miklosko

reminded the Committee that the budget is directed by the Town Manager. Mr. Miklosko will investigate the justification of the budget ratio of 70/30 and will meet with Mr. Davidson to review.

D-3: GAFFNEY LOT REPURCHASE

Mr. John Gaffney purchased a two grave lot, C-54 Maple Avenue in 1984; he is now deceased and buried elsewhere. His wife and children would like to sell the lot back to the Town for half of our current rate. Mr. Cooke motioned to repurchase this lot, Ms. Solomon seconded, and all approved.

D-4: BICYCLE USE ON CEMETERY TRAILS

Mr. Robichaud said the trails committee has drafted a set of guidelines for trail use that they will share with other groups in Town, and he will get a copy to the Cemetery Committee. A sub group will be discussing how to teach cyclists good bicycle citizenship and how they can promote positive behavior. Mr. Cooke shared a letter of appreciation he wrote to Mr. Robichaud thanking him for his years of trail stewardship. Mr. Robichaud understands he may still maintain trails in the cemetery, but no changes or major maintenance may be done except by Concord Public Works.

The Committee discussed the bicycle issue in the cemetery. Mr. Davidson attended an NRC meeting and noted the bicycle issue in Town is bigger than can be solved at one meeting. He believes the Cemetery Committee needs to make its desires known regarding bicycle use on cemetery property as bicycle regulations in Town are being formed. Mr. Davidson is against an all-out ban on bicycles in the cemetery, but certain areas should be restricted. Mr. Miklosko agrees our voice needs to be heard if the Town is reviewing town-wide bicycle policies, but he said since our last meeting, we have no complaints about bicycle use on trails. Mr. Davidson suggested temporary sandwich boards to use during funerals to call attention to the event. Ms. Solomon said if we do voice our concerns in a letter, that will help get the word out to remind groups to be respectful of the cemetery. She sees cycling concerns as two distinct issues: bicycles on Town trails and bicycles in and around the cemetery itself. Mr. Cooke requested that Ms. Solomon and Mr. Soucy draft a letter regarding the Cemetery Committee's opinion regarding bicycle use in the cemetery, which will eventually be given to our Select Board liaison, Ms. Susan Bates.

D-5: UPDATE ON COMMITTEE'S PRIORITY PROJECTS:

Mr. Miklosko shared the engineering site survey of the mausoleum area, illustrating the five additional proposed lots. The two lots pushed back into the hill (D,E) would be more difficult to access and construct, but the front three (A,B,C) would be relatively straightforward. Purchasers would be responsible for all costs regarding drainage and preparation of the area purchased. Mr. Miklosko asked that everyone visit the site before the next meeting. Ms. Hopkins reminded the Committee that we have an active inquiry into putting in a mausoleum in the new area, as well as a waiting list for those who would like a columbarium. For the record scanning project, the town archivist, Nathaniel Smith, is working with Ms. Hopkins and Mr. Miklosko and is researching pricing to digitize the material; Mr. Miklosko will have more information at the next meeting. Regarding headstone restoration, Mr. Carroll and Mr. Davidson met with Mr. Miklosko, Ms. Hopkins, and Mr. Erik Shaw (Asst. Highway and Grounds Superintendent) and agreed that a proposal may be ready by the end of February, a vendor may be chosen by the end of April, and work could begin in the summer. There was some casual conversation about tree planting in the cemetery.

D-6: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

D-7: PUBLIC COMMENTS: None.

D-8: SUMMMARY OF FOLLOW-UP ITEMS:

Mr. Cooke asked each committee member to visit the mausoleum area with the engineering survey in hand. Mr. Cooke will send Mr. Miklosko the mausoleum specifications that his predecessor compiled. We will update progress on all three priorities: record scanning, mausoleums, and headstone restoration. Mr. Soucy and Ms. Solomon will draft a letter about bicycle use in the cemetery. Regarding tree planting and tree labeling, Mr. Cooke will ask Mr. Carroll to check in with the Friends of Sleepy Hollow Cemetery. Mr. Davidson and Mr. Miklosko will meet in April to review budget considerations.

ADJOURNMENT:

The meeting was adjourned at 8:29 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee