

**Town of Concord
Cemetery Committee Meeting
January 6, 2021 via ZOOM**

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

Also Present: Mr. Aaron Miklosko - Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Justine St. John – Administrative Assistant for Highway & Grounds
Ms. Susan Bates – Select Board Liaison

ADMINISTRATIVE ITEMS

A-1 The meeting was called to order at 4:02 pm. It was announced that the meeting was being video and audio recorded. By roll call vote, the following members were present: Paul Cooke, Andrea Solomon, Jerry Soucy, Leo Carroll and Brian Davidson.

A-2 It was announced that the meeting was being video and audio recorded.

A-3 2 Deeds to be signed.

A-4 Next Meeting will be February 3, 2021 AT 4:00PM via ZOOM

A-5 Meeting Minutes from December 2, 2020 were approved as follows:

Andrea Solomon moved to accept the December 2, 2020 minutes as amended, Jerry Soucy seconded and it was voted as follows to approve:

Andrea Solomon – Aye
Jerry Soucy – Aye
Leo Carroll - Aye
Paul Cooke – Aye
Brian Davidson – Aye

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Cooke thanked Anna Trout for posting the new rates that were approved at the December 2nd meeting, and the report for the new headstone restoration project on the website. He also stated the Friends of Sleepy Hollow website posted information about their sign project, which can also be found through the Cemetery website. He asked for comments regarding the letters to Mallory Price and Friends of Sleepy Hollow. No comments. He asked members to email him with any suggestions for the Annual Report. He would also like to post a short history he wrote about the first 50 years of the Cemetery Committee on the website. No objections from the Committee.

D-2: STAFF REPORT

Mr. Miklosko gave a summary of sales of lots (3) and interments (9) for the month of December. He reported there have been 8 snow events to date, and they have been continuing to work hard at keeping the Cemetery as open as possible and getting the snow cleared. He commended Cemetery Supervisor Hopkins with her hard work at getting that accomplished.

Mayer Tree was given authorization to start tree work in the Cemetery this month, addressing dead and hazardous trees.

Work will continue to create the budget for FY22.

D-3: UPDATE ON COMMITTEE'S PRIORITY PROJECTS

Records Scanning: Mr. Miklosko reports Boston Scanning has been working on records scanning. They have visited the Cemetery Office, completed scanning of hard records and continue to work on digitizing all of lot cards and information. Could take a few months to complete the project.

Headstone Restoration: Mr. Miklosko reports Cemetery Supervisor Hopkins is working with Assistant Superintendent Shaw to identify the stones (just under 60) they intend to include in the bid for the spring. There are enough identified that he is considering using both FY21 and FY22 funds.

Mausoleum Sites: Mr. Cooke inquired whether there should be more publicizing of the availability of the Mausoleum sites. Mr. Miklosko advised it is on the website and the information was also included in the Directors Report for the Public Works Commission. Mr. Soucy agrees it is newsworthy. Mr. Davidson suggested sharing all of the new, good things happening in the Cemetery. Mr. Miklosko suggested reaching out to the Town's Chief Information Officer and use that channel to get the word out. Mr. Cooke will follow up with her.

D-4: MASTER PLAN-CONTINUED DISCUSSION

Tree Planting: Mr. Carroll spoke about the trees in the Cemetery and locating areas where trees can be planted. He explained the process of locating appropriate, Cemetery owned, land to plant the trees on, and the considerations that come into play to choose the proper trees.

Columbaria: Ms. Solomon started the update. She and Mr. Soucy have not met yet, due to the constraints of a public, in person, meeting. She spoke about identifying possible locations and getting elevations. She also mentioned Hardy Doric, a company that reached out a few years ago and offered to do a sketch free of charge. She wonders if someone could reach out to see if that was still a possibility. Mr. Soucy spoke about the many options that could be considered that would keep in the esthetics of Sleepy Hollow. He believes the setting and design merits substantial thought. He suggested considering outreach to either the community or landscape design community for input. Ms. Solomon recapped an idea that was suggested in the past about possibly building the Columbarium in the hillside, on the western edge of the new area, where the stairs are. Mr. Miklosko gave suggestions on how the subcommittee could meet to discuss further. Mr. Cooke suggested putting aside some money aside for the development of this project.

Paul Cooke moved to set aside \$10,000 in the FY22 budget for the Columbarium project. Brian Davidson seconded and it was voted as follows to approve:

Andrea Solomon – Aye
Jerry Soucy – Aye
Leo Carroll - Aye
Paul Cooke – Aye
Brian Davidson – Aye

Undeveloped Land Use: Mr. Davidson gave an update. Due to the weather and the challenges of the pandemic, he sees this a more of something to consider in the spring. He thinks there is conversation to be had because there are people using these areas, and it would be beneficial to make decisions about usage and signage for the future.

Cemetery Stone Walls: Mr. Carroll explained his thoughts about the stone wall project, and the different phases that may have to be considered. They may have to prioritize what can be fixed for a lesser cost, within the Cemetery budget, along with putting together a proposal for a larger project. He will continue to work with Mr. Miklosko to help prioritize the walls to be fixed. Ms. Bates suggested considering the Community Preservation Act for funding for the bigger part of this project, in the Historical Preservation category.

Paul Cooke moved to set aside \$10,000 in the FY22 budget for the Cemetery stone wall project, and direct Superintendent to apply for CPA funding for the next part of the project. Andrea Solomon seconded and it was voted as follows to approve:

Andrea Solomon – Aye
Jerry Soucy – Aye
Leo Carroll - Aye
Paul Cooke – Aye
Brian Davidson – Aye

Mausoleum Sites for New Area of Sleepy Hollow: Mr. Miklosko reviewed the plan for proposed mausoleum sites in the new area of Sleepy Hollow. Ms. Hopkins presented additional information and thoughts to consider. Mr. Miklosko recommended considering the front area for the installation of 1 or 2 lots, and note that on the plan. Mr. Davidson asked about possible reasoning from historical perspective as to why mausoleum sites had never been identified in the past. Ms. Hopkins stated it had never come up. He also asked about concerns about culturally sensitive areas. Ms. Hopkins explained there are locations that have been designated historically significant, but they will not be digging in them. Mr. Davidson wants to be mindful of the esthetics of the location. Ms. Solomon and Mr. Soucy believe it could work well in that area and believe it can be done in an esthetically pleasing way.

Paul Cooke moved to direct the Superintendent to lay out 2 mausoleum sites, 20'x20' in the new section. Andrea Solomon seconded and it was voted as follows to approve:

Andrea Solomon – Aye
Jerry Soucy – Aye
Leo Carroll - Aye
Paul Cooke – Aye
Brian Davidson – Nay

D-5: BICYCLE USE & SIGNAGE DISCUSSION

Mr. Davidson gave an update. He's been monitoring other meetings and there is not too much to report at the moment. He thinks more discussion to consider a request for visitors to stay on paved areas, even bicycles and/or pedestrians, would be helpful. Mr. Miklosko shared a proposed revision of the Reformatory Branch Trail Guide map from Natural Resources, which removes some of the unblazed trails and notes "*Sleepy Hollow Cemetery is an active burial ground. Please use trails quietly and respectfully. All dogs must be leashed.*" It has not been finalized yet, and NRC is still getting feedback before it is updated. He agrees signage would be appropriate. It was suggested for the two locations coming from the Reformatory Branch Trail, facing the trail prior to entrance to Sleepy Hollow, a sign at the bridge and an additional sign near the Cemetery office. Mr. Miklosko will develop language for the signage and bring it back to the Committee for their approval.

D-6: COMMITTEE COMMENTS: None.

D-7: PUBLIC COMMENTS: Ms. Bates asked how many interments are in a mausoleum. Ms. Hopkins reported it depended on whether it was a full interment or cremation. For full interment, with the size that was approved, probably between four and six. Ms. Bates thanks the committee and Town staff for their dedication to the Cemetery.

D-8: SUMMARY OF FOLLOW UP ITEMS: Mr. Cooke summarized follow up items. Mr. Miklosko will work to design signage to be posted in Sleepy Hollow. He will dedicate \$10,000 for stone wall work from the Cemetery Master Plan line item for FY22, and he will work with Mr. Carroll on prioritizing the walls. He will work on a proposal for the CPA for FY23, for a larger project. He will also dedicate \$10,000 for design work for a Columbarium, from the same line item. Thank you letters will be mailed out. Mr. Cooke will reach out to the Chief Information Officer for the Town regarding the news about the mausoleums. Mr. Cooke will send Mr. Miklosko the text regarding history of Cemetery Committee for posting on the website.

ADJOURNMENT:

Mr. Cooke made a motion to adjourn the meeting at 17:50P.M. Mr. Davidson seconded.

Andrea Solomon – Aye
Brian Davidson – Aye
Jerry Soucy – Aye
Paul Cooke – Aye
Leo Carroll - Aye

Respectfully Submitted,

Approved,

Justine St. John
Administrative Assistant, Highway & Grounds Division

Paul Cooke, Chairperson
Cemetery Committee