

**Town of Concord
Cemetery Committee Meeting
July 1, 2020
135 Keyes Road, Zoom meeting**

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. Mallory Price – Administrative Assistant
Mr. Alan Cathcart – Director, Concord Public Works
Ms. Anna Trout – Special Project Administrator, Concord Public Works
Mr. Chris Carmody – Administration Manager, Town Manager’s Office

Ms. Priscilla Sturges, Ms. Lydia Lodynsky

MEETING ITEMS

Join Zoom

Meeting

<https://us02web.zoom.us/j/87603691254?pwd=Nm0yVXVXajNDWDdHdHRZcjZ5b0Jwdz09>

Meeting ID: 876 0369 1254 Password: 158271

One tap mobile

+13017158592,,87603691254# US (Germantown) 13126266799,,87603691254# US
+(Chicago)

Or Join by Phone:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 876 0369 1254

Find your local number: <https://us02web.zoom.us/u/kYwuU3eGm>

ADMINISTRATIVE ITEMS

A-1 Call to Order

A-2 Announce that the meeting is being video and audio recorded

A-3 Deed Signing (to be done post meeting)/Discussion – Twenty deeds were signed

A-4 Review of Agenda

A-5 Next Proposed Cemetery Committee Meeting – August 5, 2020

Mr. Cooke called the meeting to order at 4PM and announced that this Zoom meeting was being recorded.

D-1: CHAIR COMMENTS:

Mr. Cooke thanked Ms. Hopkins and the Maynard Elks for placing flags for Memorial Day.

D-2: CPW STAFF REPORT: OPERATIONS/MAINTENANCE UPDATE

Mr. Miklosko said that work was limited in the beginning of COVID (mid-March) and we have continued operations as best possible while protecting crew and staff. At the beginning of COVID, sales in the cemetery were limited to immediate need and we only allowed small family gatherings. Ms. Hopkins has begun selling lots again and is following state guidelines. In the months of March, April, and May, there were eleven single grave sales.

Einstein's Inc. has continued their maintenance in Sleepy Hollow, and Ms. Hopkins has been maintaining the smaller cemeteries. Mr. Miklosko said that due to COVID, our operating expenses have been lower. Also due to COVID, our progress on the records scanning project are on hold, but funds will roll over to FY2021. The cemetery maintenance contract is up for renewal in September, 2020, and bid documents are being prepared; we hope to award the contract by the end of August. Mr. Cooke asked about including sustainable, more environmentally conscious equipment, and Mr. Miklosko said we have purchased several electric items (weed whip, blower, mower) that Ms. Hopkins has been testing. This equipment is useful for smaller jobs as the technology is not yet efficient enough for all of our operations. Mr. Davidson commended Mr. Miklosko and Ms. Hopkins for taking steps to purchase this electric equipment and said that as the technology grows, so will our ability to use these options. Mr. Cooke asked how we are proceeding with the budget since we have not yet been able to have Town meeting. Mr. Miklosko explained that Governor Charlie Baker has said Towns will operate on 1/12 per month of the prior year. Mr. Soucy asked if there was any budget increase due to the pandemic, and Mr. Miklosko said there was not.

D-3: LOT REPURCHASE - TOWN OF CONCORD - REYNOLDS

Linda Reynolds wants to sell back L-29 Linden Path, putting her purchase price of \$850 towards the purchase of a new two-grave lot in the new area. Mr. Soucy motioned to approved the Reynolds repurchase request, Mr. Cooke seconded. There was a roll call vote as follows: Ms. Solomon, yea; Mr. Soucy, yea; Mr. Davidson, yea; Mr. Cooke, yea, and the repurchase was approved. Mr. Carroll did not vote on this issue as he joined the Zoom discussion via phone call after the vote took place.

D-4: NON-CONFORMING HEADSTONE REQUEST -REYNOLDS

Ms. Reynolds is requesting permission to place a carved stone in the shape of a sleeping deer on top of a granite block as a headstone. Mr. Cooke asked if there was any downside to this, to which Ms. Hopkins said the only risk is the possibility of theft. Mr. Cooke asked that we have Ms. Reynolds sign a waiver saying we are not responsible if it gets stolen. Mr. Cooke motioned to give permission for this non-conforming stone with a signed waiver, and Ms. Solomon seconded. The roll call vote is as follows: Mr. Cooke, yea; Ms Solomon, yea; Mr. Soucy, yea; Mr. Davidson, yea; Mr. Carroll, yea. The request was approved.

D5: NON-CONFORMING HEADSTONE REQUEST - CANNAVA

Patricia Cannava is requesting a bench with a back and arm rests. Ms. Hopkins said the only other example of this in the cemetery is not a headstone, but was placed in open space and will not ever have to be moved. Mr. Miklosko said the existing bench is gray with no arms, and that this request is for a unique piece with a back and arms. The dimensions of this request exceed our current allowed measurements for a bench on a lot this size. Concerns are that it would be difficult to move if needed to accommodate future burials in the surrounding area as it is made of 4 pieces, and it may need to be moved several times. Mr. Davidson asked if accepting this bench design would be setting a precedent, which Ms. Hopkins affirmed. Mr. Soucy said a memorial is a personal thing and Mr. Cooke wondered if a modified bench would be more likely to be accepted. Mr. Cooke wants Ms. Hopkins to convey the Cemetery Committee's concerns to Ms. Cannava. Mr. Miklosko said the Committee needs to vote on the request as presented, then Ms. Hopkins can speak with the

resident. Mr. Cooke motioned to accept Ms. Cannava's request for a non-conforming headstone. Mr. Davidson seconded. A roll call vote was taken as follows: Mr. Cooke, nay; Mr. Davidson, nay; Ms. Solomon, nay; Mr. Soucy, nay, Mr. Carroll, nay. The request was denied.

D6: LOT REPURCHASE REQUEST - TOWN OF CONCORD- BOWERS

The Bowers would like to sell back two of their four lots in section J of Chestnut Hollow. Ms. Solomon motioned to approve the request, Mr. Soucy seconded. The roll call vote was taken as follows: Mr. Carroll, yea; Mr. Soucy, yea; Mr. Davidson, yea; Ms. Solomon, yea; Mr. Cooke, yea. The request was approved.

D7: LOT TRANSFER REQUEST - MONAGHAN

Mr. Paul Monaghan no longer lives in Town and wants to transfer ownership of the May Hall lot at 8 Sleepy Hollow Avenue to his brother, Mr. Richard Monaghan, who is a resident. Ms. Solomon motioned to approve the request, Mr. Davison seconded. The roll call vote was as follows: Mr. Davidson, yea; Ms. Solomon, yea; Mr. Soucy, yea; Mr. Carroll, yea; Mr. Cooke, yea. The request was accepted.

D8: LOT REPURCHASE - TOWN OF CONCORD - EVANS

Selena and David Evans have moved out of state and would like to sell back their lot at 27 Catalpa Path in the new area. Mr. Davidson motioned to approve the request, Ms. Solomon seconded. The roll call vote was as follows: Mr. Davidson, yea; Ms. Solomon, yea; Mr. Soucy, yea; Mr. Carroll, yea; Mr. Cooke, yea. The repurchase request was approved.

D9: UPDATE ON COMMITTEE'S PRIORITY PROJECTS:

Mausoleum lots-of the five lots that were laid out by the Town engineering department, it was agreed that only three of the lots are viable for sale. Mr. Cooke will research what we might charge for the sale of these lots.

Record scanning project: Mr. Miklosko said this has been on hold due to COVID-19, but he plans to resume progress in the coming months and will update the Committee in August or September. The Town archivist will review our records and will assist in suggesting third party vendors to request quotes for the scanning work. Mr. Miklosko added that it is important to have these records searchable to all.

Headstone restoration - in progress now, the contractor will finish this week and photos will be taken and shown at a future meeting.

D10: TREE LABELING PROJECT - CONTINUE DISCUSSION

Ms. Priscilla Sturges, of The Friends of Sleepy Hollow, will order the tree labels once she has costs, so a gift to the Town can be prepared. Based on the dollar amount of the gift, the gift may need to go before the Select Board, but that will be determined once the cost is known. Mr. Davidson asked about tree health with this type of label, as it was previously a concern. Mr. Miklosko said, in consultation with Davey Tree, that these spring-type screws will not harm the trees. Mr. Cooke motioned to approve The Friends of Sleepy Hollow tree labeling project pending gift acceptance requirements, Ms. Solomon seconded. The roll call vote was as follows: Mr. Carroll, yea; Mr. Soucy, yea; Mr. Davidson, yea; Ms. Solomon, yea; Mr. Cooke, yea. The request was approved.

D11: COMMITTEE COMMENTS:

Mr. Davidson thanks Ms. Hopkins for her assistance with the Fenn headstone restoration, which was paid for by fundraising efforts of the Fenn students and completed by Acton Monument Company.

D12: PUBLIC COMMENTS

Mr. Alan Cathcart, Public Works Director, introduced himself and thanked Mr. Miklosko and Ms. Hopkins as well as all the Cemetery Committee members for their work and commitment.

D13 - SUMMARY OF FOLLOW UP ITEMS:

Mr. Davidson motioned to adjourn the meeting, Mr. Solomon seconded. The roll call vote: Mr. Carroll, yea; Mr. Soucy, yea; Mr. Davidson, yea; Ms. Solomon, yea; Mr. Cooke, yea. The request was approved and the meeting is adjourned.

ADJOURNMENT:

The meeting was adjourned at 5:20 p.m.

Respectfully Submitted,

Approved,

Mallory Price, Administrative Assistant
Highway and Grounds Division

Paul Cooke, Chairperson
Cemetery Committee