

**Town of Concord
Cemetery Committee Meeting
July 10, 2019
135 Keyes Road**

Members Present: Mr. Paul Cooke -- Chairperson
 Mr. Leo Carroll
 Mr. Jerry Soucy

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
 Ms. Mallory Price – Administrative Assistant
 Ms. Susan Bates – Select Board Liaison

ADMINISTRATIVE ITEMS

- A-1 Two deeds were submitted for signature.
- A-2 The meeting was called to order at 7:05p.m.
- 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 May 29, 2019, meeting were approved
- A-6 The next proposed Cemetery Committee meeting is Wednesday, August 7, 2019, at 7:00p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Paul Cooke asked that the Boston Globe article about Memorial Day flag placement be put up on the website. Mr. Cooke has invited Mr. Brian Davidson to attend the next meeting as a prospective member of the Cemetery Committee. Mr. Cooke also thanked everyone for their dedication and work in restoring the Melvin Memorial and in preparing and participating in the rededication. He added that thank you notes had been prepared for everyone who participated in the rededication ceremony.

D-2: STAFF REPORT – HOAR LOT TREE REMOVAL, HEADSTONE RESTORATION PROJECT

Mr. Daniel Rowley said the Hoar lot tree removal is scheduled for tomorrow, July 11, 2019, and we will also remove another tree nearby. Regarding the headstone restoration project, we can now focus on that, and our new Assistant Highway and Grounds Superintendent, Aaron Miklosko will likely manage it.

D-3: ELECT CHAIR AND VICE-CHAIR

Mr. Leo Carroll suggested that we do this at the next meeting when Ms. Andrea Solomon is present as well as a potential fifth member for the Cemetery Committee; everyone agreed.

D-4: MELVIN MEMORIAL REDEDICATION CEREMONY REVIEW AND THANK YOU LETTERS

Mr. Rowley said there might be an issue with the photographer's camera memory card, but there is a video of the ceremony that can be posted to the website. He asked the members of the Cemetery Committee to sign the thank you notes and suggested we ask two former Cemetery Committee members, Ms. Carol Harney and Ms. Whitney Kocher-Nguyen, to come in and sign them as well. Cemetery Supervisor, Ms. Patricia Hopkins, will sign when she is back in town.

D-5: REVIEW WEBSITE AND DISCUSS UPDATES

We will condense the information about the November, 2018 public meeting and place it under its own heading. Mr. Rowley said a video exists of the Melvin Memorial Rededication which can be added to the website. Mr. Cooke would like the website updated monthly to keep information current as well as provide other information of interest to visitors. Mr. Cooke will work on finishing his article on the history of the cemetery, which can then be posted.

D-6: REVIEW AND APPROVE UPDATED RULES AND REGULATIONS DOCUMENT

Mr. Rowley reminded the group that at the meeting held on May, 29, 2019, the Cemetery Committee voted to include limits to lots sold, and he has added that to the cemetery's Rules and Regulations document, and now the Cemetery Committee needs to approve this addition. Mr. Cooke moved that we approve this limit, Mr. Carroll seconded, and all approved. Mr. Carroll asked how regulations are enforced within the cemetery and what is the mechanism if the rules are broken? Mr. Rowley suggested we ask this at the next meeting, when Ms. Hopkins is present, and we could inquire with the Police Department as well.

D-7: MAUSOLEUM SPECIFICATION REVIEW:

Mr. Rowley and Mr. Cooke worked together to come up with preliminary rules and regulations for the mausoleum area in Sleepy Hollow. Mr. Rowley supplied the Cemetery Committee with a draft and discussed the items within, which included naming the area, design and construction, and general rules. This draft was created by reviewing rules and regulations for mausoleums of other cemeteries and adapting them to fit our needs. There are many details which the Cemetery Committee will continue to discuss and refine as this document is created. Mr. Cooke said these preliminary specifications are very helpful and we also need to come up with a rate, and then a public rate hearing would need to be held. Mr. Rowley will ask Mr. Miklosko to bring in an engineering firm to assess the area and make some recommendations. Mr. Cooke asks the Committee to read over Mr. Rowley's draft, and Mr. Cooke will call other cemeteries to find out about charges for lot sale price, charges for perpetual care, and charges for structure maintenance.

D-8: THE FRIENDS OF SLEEPY HOLLOW CEMETERY:

Mr. Cooke reminded the group that the Friends of Sleepy Hollow Cemetery do not meet during the summer, but we do need to find a Cemetery Committee member to attend their meetings. Cemetery Committee members could take turns attending the meetings, it does not have to be only one person.

D-9: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting). None.

D-10: PUBLIC COMMENTS: None.

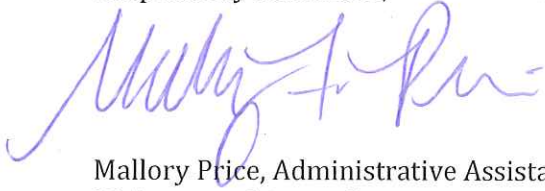
D-11: SUMMARY OF FOLLOW-UP ITEMS:

For the next meeting, Mr. Cooke said we will discuss how rules are enforced within the cemetery, review mausoleum specifications, name a liaison(s) to the Friends of Sleepy Hollow, begin discussions at September meeting about a columbarium, and plan tour the cemetery in September.

ADJOURNMENT:

The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee