

**Town of Concord
Cemetery Committee Meeting
Sept. 2, 2020 via ZOOM**

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
Mr. Erik Shaw – Assistant Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Anna Trout – Administrative & Special Projects Coordinator
Ms. Susan Bates – Select Board Liaison
Lydia Lodynsky
Richard Nawoichik

ADMINISTRATIVE ITEMS

- A-1** The meeting was called to order at 4:05 pm. By roll call vote, the following members were present: Paul Cooke, Andrea Solomon, Brian Davidson and Jerry Soucy.
- A-2** It was announced that the meeting was being video and audio recorded
- A-3** Eight deeds were submitted for signature
- 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 next proposed Cemetery Committee meeting is Wednesday, October 7, 2020, at 4 pm via ZOOM

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Cooke thanked staff and guests for their attendance. Significant progress has been made on a number of tasks including Mausoleum Plots, Gravestone Preservation and Restoration and Records Scanning. At the next meeting on October 7, the Committee should review goals relative to the Master Plan for 2021.

D-2: STAFF REPORT

Mr. Miklosko complimented Ms. Hopkins and Highway/Grounds staff for their efforts in maintaining the cemeteries during times of decreased staffing as a result of COVID-19. Landscaping services of vendor, Einstein's Inc. has been going smoothly. An Invitation for Bid has been posted for the next cemetery landscaping contract, which is due later this month. For the months of July and August there were six full burials and 18 cremation interments. In addition 20 single graves and one cremation lot was sold.

Mr. Cooke asked about the Cemetery budget and the formula of funds coming from two sources, the General Fund, from which 30% of all cemetery expenses, including salaries, are paid; the other is the Cemetery Fund, from which 70% of expenses are paid. Mr. Miklosko explained that he does not feel the need to alter that formula at this time, given the balance in the Cemetery Fund and the

anticipated expenditures. In the event a change would be proposed, it would have to align with the Town Manager's recommended budget guidelines, which we anticipate will be issued soon. It was suggested that further discussion regarding the budget could be on the October agenda. If Cemetery Fund dollars are not expended at the end of the year those funds are returned to the Cemetery Fund.

D-3: LOT REPURCHASE – TOWN OF CONCORD - CAHOON

Ms. Hopkins informed the Cemetery Committee that the Cahoon family had purchased a four grave lot that they don't intend to use, and wish to sell back to the Town for \$4,400. Mr. Cooke moved to accept, Ms. Solomon seconded and it was voted as follows to approve:

Andrea Solomon – Aye
Jerry Soucy – Aye
Brian Davidson – Aye
Paul Cooke – Aye

D-4: ADDITIONAL INTERMENT REQUEST - SOBERG

Ms. Hopkins explained that this is a lot in the old urn garden at Sleepy Hollow Cemetery that was intended, at the time of sale, for up to four interments of cremated remains. The request is for five interments where we typically only allow four. This has been approved twice in the past. The headstone would require replacement, otherwise there is no issue. An additional interment fee would be paid. Mr. Soucy moved to accept the addition of an additional interment as explained above, Mr. Davidson seconded and it was voted as follows to approve:

Brian Davidson – Aye
Andrea Solomon – Aye
Jerry Soucy – Aye
Paul Cooke – Aye

D-5: NON-CONFORMING HEADSTONE REQUEST – CANNAVA

Mr. Miklosko explained that a request was submitted for a headstone at the last Cemetery Committee meeting, which was denied. This is a new request for a new stone, which is a combination bench, and stone. It is a unique stone with coloring including a rainbow and two suns. Ms. Hopkins added that there is an existing shaped combination stone currently in the cemetery. The granite stone is black with bright colors for the rainbow and suns. If the stone needed to be moved in the future that could potentially be an issue. Mr. Cooke moved to postpone this decision until the next Cemetery Committee Meeting and that Ms. Hopkins will contact the applicant and request that a full color rendition be provided and that they should understand that the stone may be difficult to move and ask for the monument company to suggest a solution for that, Mr. Davidson seconded and it was voted as follow:

Andrea Solomon – Aye
Brian Davidson – Aye
Jerry Soucy – Aye
Paul Cooke – Aye

D-6: UPDATE OF COMMITTEE'S PRIORITY PROJECTS:

- **Mausoleum Lots** – Mr. Miklosko reviewed a plan that had been provided to the Committee indicating the location of the proposed mausoleum lots at Sleepy Hollow Cemetery. If desired, the Committee would vote to accept the plan with the three additional lots next to

the Pope lot and move forward with setting a rate hearing to establish rates for these three mausoleum lots. Mr. Cooke moved to approve proposed mausoleum lots for sale at Sleepy Hollow Cemetery shown as Lots A, B and C as shown on Concord Public Works Sleepy Hollow Cemetery Proposed Mausoleum Lots plan dated Feb. 4, 2020 and revised August 11, 2020, Ms. Solomon seconded, and it was voted as follows:

Andrea Solomon – Aye
Brian Davidson – Aye
Jerry Soucy – Aye
Paul Cooke – Aye

Ms. Hopkins explained that interest has been expressed to have a mausoleum created in the new section of Sleepy Hollow Cemetery. Mr. Miklosko explained that a survey would need to be conducted to determine the feasibility of the construction, including compliance with any local or State wetland or other regulations. Mr. Cooke moved to ask Superintendent Miklosko to have a survey conducted at locations discussed at the new section of Sleepy Hollow Cemetery for the possibility of setting aside mausoleum lots similar in dimension to the ones approved above, Ms. Solomon seconded, and it was voted as follows:

Andrea Solomon – Aye
Brian Davidson – Aye
Jerry Soucy – Aye
Paul Cooke – Aye

It was suggested that for the rates to be set, the price for mausoleum lots in the Old Sleepy Hollow Cemetery should be at a higher rate than at the new section. Whoever purchases a mausoleum lot is responsible for all costs related to engineering, design and construction. A discussion regarding the rules and regulations for mausoleum specifications, along with rate discussion will occur at the October Cemetery Committee meeting.

- **Records Scanning** – Discussions have been held with the Town Archivist to have a third party vendor come in to scan all the documents and lot cards in the Cemetery Supervisor’s Office to create searchable records. One of the end products is to create an interactive database to allow the public to search appropriate records. This database will also allow staff to look up records for operations purposes. We hope to have this moving forward within the next few months.

A scope of work will be developed to acquire quotes from vendors. An update will be provided at the next meeting.

- **Headstone Restoration - Mr. Shaw** explained that there has been an effort underway to restore headstones. A scope of work was created to repair 28 identified stones. Historic Gravestone Services was awarded the contract in April. Work commenced in May and was completed the week of July 6. A report labeled “Headstone Restoration Report – August 2020” detailing the work completed, including before and after photos, has been posted on the Town’s website ConcordMa.gov under Public Works, Town of Concord Cemeteries. This report highlighting these outstanding renovations was reviewed by the Committee who were impressed by the good work that was done. Mr. Soucy will draft a thank you letter to the vendor, to be reviewed at the next meeting. Another scope of work will be completed for another round of repairs using a list of

identified needs. Mr. Miklosko suggested that headstone restoration should be ongoing beyond these identified stones, on an annual basis.

D-7: TREE LABELING PROJECT:

Mr. Cooke explained that there is an ongoing project to label 26 trees in the cemetery. Mr. Miklosko shared a sign that will be attached with stainless steel screws and springs that will allow the tree to grow without interference.

D-8: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting). None

D-9: PUBLIC COMMENTS: Ms. Bates expressed a reminder about the upcoming Town Meeting being held on Sunday, Sept. 13 outdoors at the High School, urging people to review the information on the articles as shown on the website.

D-10: SUMMARY OF FOLLOW-UP ITEMS:

Budget issues will be discussed at the next meeting. Any questions can be sent to Mr. Miklosko in advance. Mr. Miklosko will send out materials in advance to facilitate a discussion regarding the rules and regulations on mausoleums. There will be an update on the scope of work for the document scanning project. A discussion regarding a preliminary survey for establishing several more mausoleum plots in the new section of Sleepy Hollow will take place. Work will be done to begin the second phase of headstone restoration. Mr. Cooke asks that review of the Master Plan be done to determine major goals for 2021. Mr. Soucy will have a draft letter of appreciation for the vendor who has done such great work on headstone restoration will be available for review.

ADJOURNMENT:

The meeting was adjourned by roll call vote at 5:37 P.M.

Andrea Solomon – Aye

Brian Davidson – Aye

Jerry Soucy – Aye

Paul Cooke – Aye

Respectfully Submitted,

Approved,

Anna Trout
Administrative & Special Projects Coordinator

Paul Cooke, Chairperson
Cemetery Committee