

**Town of Concord  
Cemetery Committee Meeting  
January 3, 2018  
135 Keyes Road**

Members Present: Mr. Paul Cooke - Chairperson  
Ms. Carol Harney  
Ms. Whitney Kocher  
Ms. Andrea Solomon  
Ms. Alice Kaufman – Select Board Liaison

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent  
Ms. Patricia Hopkins – Cemetery Supervisor  
Ms. Mallory Price – Administrative Assistant  
Ms. Kimberly Connors

**ADMINISTRATIVE ITEMS**

- A-1 No deeds were submitted for signature.
- A-2 The meeting was called to order at 7:03 p.m.
- A-3 Review of Agenda (Additions can only be made if not anticipated by the chair at least 48 hours in advance and cannot wait until a future meeting)
- A-4 The minutes of the December 6, 2017, meeting were approved and accepted, all were in favor.
- A-5 The next proposed committee meeting is February 7, 2018, at 7:00 p.m.

**DISCUSSION/ACTION ITEMS**

**D-1: CHAIR COMMENTS:** Mr. Paul Cooke welcomed everyone to the meeting and said he looks forward to discussing the Master Plan.

**D-2: STAFF REPORT - PHASE TWO OF ROADWAY, STONE WALL, AND DRAINAGE IMPROVEMENTS:**

Mr. Daniel Rowley said CPW's Engineering Division is developing cost estimates for the work required for phase two of the roadway, stone wall, and drainage improvements. He noted that the current funding level will most likely not cover all the work needed due to the complexity of the roadways within the Cemetery. The engineers have broken out the proposed project into three sections based on the degree of repair needed to better understand project costs. Our budget of \$450,000 can cover the repairs in two of the areas, while the third area is in good enough shape to allow the repairs to be deferred for a few years. Mr. Rowley said we would try to gather bids over the winter and have the work done this spring and summer. There are also stone wall reconstruction and drainage improvements that need to be done. Mr. Cooke wondered if we should ask for more money at Town Meeting, but Mr. Rowley said he has already asked for a large sum for

improvements at Emerson Field. The Committee discussed the available land in the bowl area near the Melvin Memorial and its drainage issues as well as its potential future use. The Committee confirmed improvements to this area would need to be thought about in a long range plan. Mr. Rowley said long range planning for available space is one of his goals for the Master Plan. Mr. Cooke asked about the Town owned field behind Ms. Hopkins' office and its use potential. Ms. Hopkins said the field is owned by the Town, but is unsure which department oversees it.

#### **D-3: 2018 MEETING SCHEDULE**

The Cemetery Committee meeting schedule for 2018 was distributed. All meetings are currently scheduled for the first Wednesday of each month except for July 4.

#### **D-4: MELVIN MEMORIAL RESTORATION BID AWARD**

Mr. Rowley has been checking references for Daedalus, Inc., which have all been favorable. He reiterated what the base bid covers, and explained the two alternates. The first alternate is to reset the existing slate panels and the second alternate is to replace the existing slate panels with new ones. If replaced, the rifles would be transferred and the lettering would be bronze letters set similarly to the original. The current slate panels have been there for seventy years, and are not the originals. Mr. Rowley said he believes the original slate panels deteriorated due to weather. The current set of slate panels has lasted twice as long. Ms. Solomon asked if the contractor would remove and reset the rifles into the new slates, which Mr. Rowley said they would. There is concern about how long the new slates would last. Mr. Cooke wondered if Mr. Josh Craine from Daedalus, Inc. could give us his opinion on slate treatment; Mr. Rowley will inquire. Ms. Kocher asked what the base bid covered and Mr. Rowley explained it covers cleaning the memorial, mortar removal and repointing, fixing cracks and spalls, all of which will protect it from the weather; resetting the rifles is not part of the base bid. Mr. Rowley is inclined to award the base bid, and to reconsider the two alternates and possibly award that at a later date. The base bid is \$35,500, alternate one is \$25,200 and alternate two is \$27,000. He mentioned that if alternate two is chosen, then alternate one has to be included which would make the total cost for the project be \$87,700.

#### **D-5: MASTER PLAN WORK SESSION**

Mr. Cooke reminded the Cemetery Committee that he wrote to the Envision Concord Committee and asked for consideration of five items: additional burial space for cremation, stone wall renovation, restoration of the Melvin Memorial, preserving gravestones, and the addition of mausoleums. Mr. Cooke explained to Ms. Kimberly Connors that updating the Master Plan was initially driven by the request of a resident to build a mausoleum similar to and in the vicinity of the Pope tomb.

Mr. Cooke requested that we add the charge of the Cemetery Committee to the Master Plan introduction; Ms. Kocher said we would also add a map.

The Master Plan has been broken into several sections, the first being *Supply*. Mr. Rowley will do some calculations with Ms. Hopkins to estimate how much space is available for full burials and cremation burials and project what the needs will be in coming years considering 71% of our burials are cremation. Ms. Hopkins said there is an area in Vesper Circle where there used to be a road which could accommodate cremation lots; she is confident the lots would sell. Ms. Solomon said we should look at different areas of the cemetery and determine what types of burial we can offer in each; which will largely be based on the infrastructure and what each area can accommodate. Ms. Kocher said the Master Plan asks us to consider types of burials we do not yet offer: scattering gardens and niche walls/columbarium. Mr. Cooke suggests we prioritize putting

in a niche wall in the Knoll area, and/or expanding our cremation burial offerings. Ms. Solomon reminded us that we need to give the mausoleum requestor a decision about whether he can put a mausoleum in near the Pope tomb. Mr. Cooke mentioned again that a mausoleum decision will need to go before the Town, and there will likely be objections. Ms. Kocher said that is why we need to offer a plan that clearly explains the reasons that mausoleums would benefit us more than not. Ms. Hopkins said the hill where the Pope tomb is located was envisioned as a place for several mausoleums when it was first offered, although this was never recorded. Ms. Kocher asked each member about what their number one *Supply* option would be. Ms. Kocher thinks a scattering garden would take very little space and could accommodate many without having to find more land. Mr. Cooke says we need to offer all of these options so we can open up new spaces in the old part as well as pay for new options in all parts. Ms. Solomon says a mausoleum should be a priority because it could help fund a columbarium or niche wall, but all of the options are tied together. She said the infrastructure determines what and where we can put different types of burial options. Mr. Rowley suggested we find a way to survey residents to find out what their interests are. Mr. Rowley said cremation lots are relatively easy to layout, but a niche wall would need design and funding. Mr. Cooke added that permitting mausoleums could help fund a number of the other options we would like to offer.

*Infrastructure* was the next section of the Master Plan to be discussed. Mr. Cooke suggested we talk about this at the next meeting.

**D-6: COMMITTEE COMMENTS** (relative to issues contained in this agenda or feedback received from resident(s) since last meeting)

Mr. Cooke shared an article from the Concord Journal about finding a forgotten Alcott photo, which had many pictures of Sleepy Hollow in it. He said this is another example of something we can share on the website once it is updated.

**D-7: PUBLIC COMMENTS**

Ms. Connors appreciated being at the meeting and is interested in joining the Cemetery Committee if a space becomes available.

**D-8: SUMMARY OF FOLLOW-UP ITEMS**

**ADJOURNMENT:** The meeting was adjourned at 8:11 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant  
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson  
Cemetery Committee