

**CEMETERY COLUMBARIUM SUBCOMMITTEE  
MEETING MINUTES  
JANUARY 28, 2022  
10:00 AM  
SLEEPY HOLLOW CEMETERY – KNOLL SECTION**

Members Present: Mr. Jerry Soucy  
Mr. Brian Davidson

Also Present: Mr. Eric Shaw - Assistant Highway & Grounds Superintendent  
Ms. Patricia Hopkins – Cemetery Supervisor

**ADMINISTRATIVE ITEMS**

A-1 Call to Order:

Mr. Soucy called the meeting to order at 10:00 A.M.

A-2 Approval of Minutes – October 15, 2021

Mr. Davidson moved to accept and approve the October 15, 2021 Cemetery Columbarium Subcommittee minutes, Mr. Soucy seconded, and it was voted as follows to approve:

Mr. Soucy – Aye  
Mr. Davidson – Aye

**DISCUSSION/POSSIBLE ACTION ITEMS**

D-1 Discussion with the CPW Staff regarding the Sleepy Hollow Cemetery Topographic Worksheet dated November 18, 2021

Mr. Shaw and Ms. Hopkins reviewed the Topographical Worksheet with Mr. Soucy and Mr. Davidson. Ms. Hopkins noted that the sloped area near the finished staircase was always considered as a potential location for a columbarium. The purpose of building the staircase and the ADA paved walkway was to provide accessibility to a future burial space, such as a columbarium. Mr. Shaw noted that that the elevation in this area provided an opportunity to remove some of the earth, and build the columbarium into the side of the hill. Mr. Soucy walked the elevation and noted there may be a possibility to have two tiers of walls that could support the columbarium.

D-2 Discussion on proposed Columbarium location, site limitations and potential design:

Mr. Soucy described new and evolving ways that individual's remains can be interred that are more environmentally friendly than past burial practices. Ms. Hopkins described that residents seeking burial space often ask about a columbarium option. Ms. Hopkins

noted that there could be even more opportunities to build a columbarium in other cemetery locations, if it became a favorable option.

Mr. Shaw discussed that the location selected was near wetlands, and that the Natural Resource Division should be consulted regarding the initial delineation of wetlands and setbacks. Ms. Hopkins stated the area the Committee was reviewing did not have any established formal plot plan. Mr. Soucy described that the area had several advantages, including: (1) the infrastructure of the walkway and stairs, (2) no formal plot plan, (3) the ability to build into the hillside, which reduces the need for a large structure, (4) building into the hillside maintained the “garden” aesthetic of the cemetery, and (5) the site’s views of trees and pond provided visitors with a quiet place of reflection.

Mr. Shaw stated that the CPW staff should start to develop a Request for Proposal (“RFP”) for the purpose of engaging a columbarium design expert. Part of the process will be further engagement with town engineers. Mr. Shaw also stated that a second RFP may be necessary for a landscape designer, but further review would be needed before the decision was made. Ms. Hopkins voiced her concern that any potential design that created elevations with significant heights could be a potential hazard. A designer would need to mitigate the risks, and examples of landscaping as a potential option to mitigate the risk were discussed. Mr. Shaw discussed other areas in town where pollinator gardens has been used as buffers. Mr. Davidson asked about the columbarium’s cost/benefit ratio, and Mr. Shaw stated that a columbarium designer would provide the information as part of their report.

Mr. Soucy and Mr. Davidson discussed that they would continue to review other established columbaria for potential design concepts. Both noted the importance of building a columbarium that is in harmony with the nature around the proposed site.

D-3 Discussion on next steps:

The CPW staff will gather information, consult with town engineers, and start to draft a RFP for a columbarium design expert.

The CPW staff will contact Ms. Delia Kaye, Natural Resource Director, and request she conduct a wetland delineation survey.

Mr. Soucy and Mr. Davidson will continue to develop a columbarium vision to be discussed with the future designer.

D-4 Public Comments:

None.

**ADJOURNMENT**

Brian Davidson made a motion to adjourn the meeting at 10:40 A.M. Mr. Soucy seconded. (2-0)

Jerry Soucy – Aye  
Brian Davidson – Aye

Approved,

Brian Davidson, Vice Chairperson  
Cemetery Committee