

**Town of Concord
Cemetery Committee Meeting
February 13, 2018
135 Keyes Road**

Members Present: Mr. Paul Cooke - Chairperson
Ms. Carol Harney
Ms. Whitney Kocher
Ms. Andrea Solomon

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

ADMINISTRATIVE ITEMS

- A-1 No deeds were submitted for signature.
- A-2 The meeting was called to order at 7:10 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 next proposed committee meeting is March 7, 2018, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

The minutes of the January 3, 2018, meeting were accepted and approved.

D-2: STAFF REPORT - PHASE TWO OF ROADWAY, STONE WALL, AND DRAINAGE IMPROVEMENTS, MELVIN MEMORIAL RESTORATION PROJECT, CREMATION AREA PLAN, RECORD SCANNING PROJECT, WEBSITE UPDATES

Mr. Daniel Rowley provided an update on the progress of phase two of roadway, stone wall, and drainage improvements in Sleepy Hollow Cemetery. He mentioned that the Engineering Division is finalizing the design and specifications for the project and we should have more information at our March meeting. He added that there isn't enough money to repave all of the roads in the cemetery so phase two will target the roads in the poorest condition. He mentioned that Prospect Avenue will be paved which will require the removal of several trees and stumps, which will clean up the area. He noted that further stone wall work will be done in a future phase of improvements. Mr. Rowley said that Mr. Joshua Craine from Daedalus, Inc. has received the award letter and contract for the Melvin Memorial restoration project and he currently reviewing them. Mr. Rowley announced that the application for grant funding for Melvin Memorial in the amount of \$15,000 was approved by the Massachusetts State Historical Records Advisory Board. Mr. Craine will provide slate samples to us to review at the April meeting, which he is planning on attending to

discuss our options. Ms. Patricia Hopkins confirmed that the Melvin family is in favor of replacing the current slates, and does want to have the birthdates included as the current slates reflect. The area for the new cremation section in The Knoll will be measured by the Engineering Division and they will be assisting with design. Based on the size of the section, Ms. Hopkins and Mr. Rowley will create a projection on how many cremation lots will be available and how many years we can expect it to meet the needs of the cemetery. Ms. Hopkins said that the Vesper Circle area is best suited for cremation burial if it is to be used. Ms. Carol Harney said she will talk to the Friends of Sleepy Hollow about moving the bench in The Knoll to center it in the new cremation area; she will also ask if they would be interested in assisting with the cost of plants needed for that area. Mr. Rowley said the record scanning project has moved slowly lately due to the busy winter season, but it is still in progress. Mr. Rowley said Ms. Anna Trout of Concord Public Works has created a detailed webpage for the cemetery and he plans to share it with the Cemetery Committee at the March meeting.

D-3: LOT REPURCHASE REQUEST - ABBOTT

Kenneth and Astrid Abbott purchased lot J32, a two grave lot in Chestnut Hollow, and they would like to sell it back to the Town for half of our current rate, which would be \$2200 paid back to them. Ms. Andrea Solomon motioned to repurchase, Ms. Harney seconded, all approved.

D-4: LOT REPURCHASE REQUEST - REECE

The Reece family would like to sell back to the Town an empty urn garden cremation lot, #51 Sleepy Hollow. Terry Reece would receive the check for \$500. Ms. Solomon motioned to repurchase, Mr. Paul Cooke seconded, all approved.

D-5: MASTER PLAN WORK SESSION

Mr. Cooke asked what our goal for this work session was, and Ms. Whitney Kocher responded that we need to prioritize what is most important to the Cemetery Committee and the citizens of Concord so we can determine our future discussions. She said we should determine within each section what our highest priorities are. In section 1, *Supply*: Ms. Kocher said that we need to discuss a variety of new burial options for the space we have available right now as well as the request for a mausoleum. Ms. Solomon added that providing a full range of cost options is important, and that all the options are interrelated. The Cemetery Committee agreed that *Supply* is the highest priority of the Master Plan. Mr. Rowley added that he and Ms. Hopkins have started to analyze the history of the expansion in the Cemetery which took place in 1998, this includes reviewing the number of graves sold and the number available. They will also identify open areas and the square footage so they can do some projections. Discussion continued about presenting a plan to the Town that would include the mausoleum question as well as other options the Cemetery Committee can come up with. Ms. Kocher said that we have a pressing need for cremation space, and we need to answer the mausoleum request, and all of this can be presented to the Town in a way that shows how the options will be open for all. If mausoleums are approved, regulations and specifications would need to be written. It was agreed that the income generated from mausoleum sales would help with future financial needs in the cemetery. Mr. Rowley will investigate the cost of installing a columbarium in an area of The Knoll. Regarding section 2, *Operations*: Ms. Kocher said we have addressed most of the issues under *Operations* including service charges, deed/record maintenance via the scanning project, and communications via the website. Mr. Cooke asked about our sources of funding, which Mr. Rowley said are the Cemetery Fund, the Perpetual Care Fund and two funds for the Melvin Memorial. The Cemetery Fund money comes from lot sales, burials, and Perpetual Care Fund interest. Mr. Cooke asked about other legacy funds that he heard existed, and Ms.

Hopkins knows of one, but it only generates a tiny bit of interest, if any. Section 3, *Infrastructure*: Ms. Hopkins confirmed that maps are available at the Visitors Center. Regarding roads and sidewalks, Mr. Rowley said that he will provide a map showing what work has been done and what will be done in the future. Landscaping conditions included discussion of tree maintenance. Handicapped accessibility was discussed regarding a potential boardwalk through the swamp that would link the newer and older parts of Sleepy Hollow Cemetery. Ms. Lori Capone of Natural Resources will be contacted regarding the boardwalk and its expense and feasibility, especially with ADA compliance. Other areas of mention included potentially adding a water line at Prospect Avenue and the open swale drainage at the Chestnut Hollow and the drainage needed in the bowl area across from the Melvin Memorial. Ms. Kocher said the stone walls at Old Hill and along Bedford Street need repair and the Cemetery Committee will need to decide the order in which these are done. Ms. Hopkins said the cost to repair these walls is extremely high, potentially in the hundreds of thousands. Section 4, *Monument Restoration*: Ms. Hopkins has a detailed list, with pictures, of headstones needing repair. She has received quotes from two vendors for these repairs and will inquire with the two others. The Cemetery Committee agreed that the stone wall sections of 4.2.1 and 4.2.2 under *Monument Restoration* will be moved to *Infrastructure*. Ms. Hopkins said the two grave lot fences are in good repair. An inventory of grave markers has been completed for the two older cemeteries, but Sleepy Hollow still needs to be done. Section 5, the *Melvin Memorial Restoration* is currently updated and moving forward. Section 6, *The Knoll at Sleepy Hollow*: Ms. Hopkins needs a good place to store the soil spoils from the excavation of graves until she needs to use the dirt it again. The Master Plan called for a ceremonial center at The Knoll that was either a fountain or a gazebo, but neither was done. Ms. Hopkins has placed a large boulder with plantings in this spot. The Cemetery Committee wondered if the Friends of Sleepy Hollow Cemetery might be interested in this as a beautification project. The final item is the discussion and decision about burial options that will be available in the newer area. Ms. Hopkins has an ideal spot for a columbarium - at the bottom of the stairs that are already in place. Another question for future discussion is whether mausoleums would be appropriate in the new section.

D-6: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

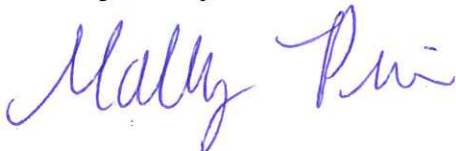
D-7: PUBLIC COMMENTS None.

D-8: SUMMARY OF FOLLOW-UP ITEMS

Mr. Cooke summarized the follow up items: a place to put spoils, updated Master Plan for the March 7 meeting, contact with the Trails Committee regarding the potential trail through the swamp area, and review of the updated website.

ADJOURNMENT: The meeting was adjourned at 8:38

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee