

**Town of Concord  
Cemetery Committee Meeting  
March 3, 2021 via ZOOM**

Members Present: Mr. Paul Cooke – Chair  
Ms. Andrea Solomon – Vice Chair  
Mr. Leo Carroll  
Mr. Brian Davidson  
Mr. Jerry Soucy

Also Present: Mr. Aaron Miklosko - Highway & Grounds Superintendent  
Ms. Patricia Hopkins – Cemetery Supervisor  
Ms. Justine St. John – Administrative Assistant for Highway & Grounds  
Ms. Susan Bates – Select Board Liaison  
Mr. Justin Richardson – Assistant Town Engineer

Additional Residents: Bruce Kohler, Melissa Saalfield, Tom Evarts, Nancy Fresella-Lee, Priscilla Sturges, Peter Lee

**ADMINISTRATIVE ITEMS**

**A-1** The meeting was called to order at 4:02 pm. It was announced that the meeting was being video and audio recorded. By roll call vote, the following members were present: Paul Cooke, Andrea Solomon, Jerry Soucy, Brian Davidson and Leo Carroll

**A-2** It was announced that the meeting was being video and audio recorded.

**A-3** One deed for signing.

**A-4** Next Meeting will be April 7, 2021 AT 4:00PM via ZOOM

**A-5** Meeting Minutes from February 3, 2021 were approved as follows:

Andrea Solomon moved to accept the February 3, 2021 minutes, Brian Davidson seconded and it was voted as follows (5-0) to approve:

Andrea Solomon – Aye  
Jerry Soucy – Aye  
Leo Carroll - Aye  
Paul Cooke – Aye  
Brian Davidson – Aye

**DISCUSSION/ACTION ITEMS**

**D-1: CHAIR COMMENTS:**

Mr. Cooke used Chair comments to offer an apology to the members, in particular Ms. Solomon, and Mr. Evarts for the uncertainty of having the 18 Windmill Hill project on the March agenda, and to re-cap the considerations leading up to this meeting. Mr. Cooke also spoke on the history and the accomplishment of adding mausoleums to Sleepy Hollow, and announced that the press release was published in the Concord Journal last week.

## **D-2: STAFF REPORT:**

Highway Superintendent Miklosko reported (2) cremation interments and no lots sold in the month of February. CPW continued to respond to multiple winter events and he commended Ms. Hopkins on her dedication to get the Cemetery opened as soon possible after the storms, and her attention to detail while doing so. Tree work has begun again in the Cemetery-it remains weather dependent. Ms. Hopkins had nothing further to report.

## **D-3: CONTINUED DISCUSSION-18 WINDMILL HILL ROAD PROPOSED PROJECT:**

Mr. Miklosko introduced this discussion and summarized the process to date. Assistant Town Engineer Justin Richardson spoke to questions about possible stormwater concerns. ZBA requested engineering review plans to which they gave initial comments. Additional plans were also submitted and subsequently reviewed by Engineering. Mr. Miklosko and Mr. Richardson met the homeowner on site yesterday to address some concerns. Applicant was receptive to suggestions and has already submitted an updated plan for review. Mr. Richardson said this will address any stormwater issues and will prevent runoff from going into Sleepy Hollow. No questions from the Committee for Mr. Richardson.

Mr. Cooke explained a short history of how the Cemetery Committee came to learn of this project, and his concerns with it moving forward. He feels that although the homeowner has agreed to work with the Cemetery Committee, in his opinion the current plan does not demonstrate maximum sensitivity to a very sensitive spot. He is concerned that sounds from the property may drift down and disturb people in the Cemetery. He acknowledges there are limited rules about a project like this, and that Mr. Evarts or others could build a larger, more imposing house within already acceptable guidelines. He feels whomever continues on the Cemetery Committee should look into having the areas around the Cemetery zoned as Historic, so there can be more control over these things. He feels it is important that the Committee weigh in, as Mr. Evarts has applied for a special permit from the ZBA, so this is the opportunity for them to do so. He hopes the ZBA will deny the special permit for the property, but also recognizes he is one member on a committee of five.

Ms. Solomon spoke regarding the project and stated she did not have the same concerns. She is aware that another buyer, or even Mr. Evarts, could build something larger and more imposing on this site, and she is satisfied with the efforts Mr. Evarts has made, engaging with the Town and Committees, offering plantings, cutting down dead trees, irrigation work, and design concessions.

Mr. Davidson inquired whether the Historical Commission sent a letter with concerns. Ms. Saalfield, Chair of the Historical Commission, stated she had personally sent a letter to the Friends of Sleepy Hollow because she was concerned, but the Historical Commission did not take up the topic at their February meeting. He asked if the ZBA wrote in orders that would keep the fence and screenings in the event Mr. Evarts and his family moved-Ms. Solomon advised they did not.

Mr. Soucy spoke and advised his position hasn't changed from the last meeting-he has been by the area since the last meeting and he does not see a problem with it. He does not feel it is abdicating the responsibilities of the Committee.

Mr. Carroll spoke and stated he felt although he would personally like to see things stay the same, you can't stand in the way of change if people are following the correct mechanisms.

Mr. Everts, homeowner, spoke to the changes he is making to the project as requested by the ZBA and the plantings and irrigation he intends to install. He feels he is trying to work with the Cemetery Committee.

Ms. Fresella-Lee, member of the public, spoke about the history of the property and her concerns with the project.

Mr. Soucy moved to convey to the ZBA that the Cemetery Committee has no issue with the proposal for 18 Windmill Hill Road. Ms. Solomon seconded and it was voted as follows (4-1) to approve:

Andrea Solomon – Aye

Jerry Soucy – Aye

Leo Carroll - Aye

Paul Cooke – Nay

Brian Davidson – Aye

Ms. Solomon offered to write the letter, which will mirror what was discussed and what was decided.

#### **D-4: LOT TRANSFER REQUEST-COUNIHAN/WEISS**

Ms. Hopkins received a request from Geneva Counihan to transfer ownership of a lot she initially purchased for Dorthea and Robert Morgan who had previously lived in Concord, to their daughter, Ms. Georgia Weiss. There were no objections regarding the request.

Mr. Carroll motioned to accept the request. Ms. Solomon seconded and it was voted as follows (5-0) to approve:

Andrea Solomon – Aye

Jerry Soucy – Aye

Leo Carroll - Aye

Paul Cooke – Aye

Brian Davidson – Aye

#### **D-5: UPDATE ON PRIORITY PROJECTS:**

**Mausoleum Sites:** Mr. Cooke shared that an article has been put in the paper about Mausoleum sites.

**Records Scanning:** Mr. Miklosko reported the scanning of the records is continuing. When it is finished, it will be shared with the committee and available to the public.

**Headstone Restoration:** Mr. Miklosko reported he is working on finalizing the list and will be reaching out to vendors this next coming month and soliciting prices, so the work can begin in the spring and summer.

#### **D-6: MASTER PLAN CONTINUED DISCUSSION:**

**Tree Planting/Erosion Control:** Mr. Carroll mentioned his actual goal would be to stop the erosion of the top soil in the Cemetery. He is waiting to get approval from Mr. Miklosko to reach out to UMASS Extension to get soil testing done, but also wants to try to get advice from them without having to pay additional funds for the services. Mr. Miklosko will arrange a meeting later in March, beginning of April with Erik Shaw to talk about needs/options moving forward. Mr. Carroll is also looking to find out what kind of ground cover could be planted that will help. He is wondering if the undertaking of all of this is going to be too expensive, would it be worth engaging town volunteers.

**Columbaria:** Mr. Soucy advised the subcommittee had met at the site and discussed possible design elements. They would like to engage Hardy Doric to see what their thoughts are, as they had previously volunteered to produce a design. Mr. Cooke encouraged engaging more than one designer to see the options that are out there. Ms. Solomon and Mr. Soucy will reach out to Mr. Miklosko and follow up regarding next steps.

**Undeveloped Land Use:** Mr. Davidson presented a power point presentation “Where the Grass Ends” regarding undeveloped land use. He spoke about project goals and reaffirmed the jurisdiction of the property is under Cemetery Committee. He spoke about multiple trails and paths and their locations throughout Sleepy Hollow, and history of different collaborations and projects that have occurred throughout the years. He listed some proposed next steps for this land, with the suggestion to keep the Master Plan in mind. Mr. Cooke asked about the status of the signs that will be posted entering Sleepy Hollow from some of the trails. Mr. Miklosko advised they would be installed sometime in the spring. Mr. Cooke asked Mr. Davidson to work with Mr. Miklosko regarding the language of the signs.

**Cemetery Stone Walls:** Mr. Carroll spoke about the plan to repair the wall inside the Prichard Gate and leading to the Receiving Tomb and the Melvin Memorial. Mr. Miklosko advised the funding for this project will be for FY22 work, but the assessment of the stone walls can begin with Engineering prior to July of 2021. If the budget is funded as requested, that work can begin after July 1 of 2021.

**Mausoleum Sites for New Area of Sleepy Hollow:** Mr. Cooke asked if the February 11<sup>th</sup> Concord Journal article could be posted in the “Cemetery in the News” category on the Cemetery website. Ms. St. John advised she would reach out to Ms. Trout to get that posted.

#### **D-7: COMMITTEE COMMENTS:**

Mr. Carroll had attended the Friends of Sleepy Hollow meeting and one of the topics that came up was whether they should try to fund steel bollards in front of the Melvin Memorial, as opposed to the plastic ones there now. He questioned whether bollards are needed at all there. Ms. Hopkins advised bollards were placed because the slates were getting damaged by people stepping on them. Mr. Miklosko agreed that from an operation standpoint there should be something to help prevent damage. Mr. Carroll spoke of the importance of allowing people to read the inscription. General discussion continued about having nicer bollards installed-Mr. Carroll will reach out to Friends of Sleepy Hollow to see if they would be interested in funding it.

Mr. Cooke asked if members would agree to have the 'History of the Cemetery Committee 1855-1864' document he has been working on, posted on the Cemetery Committee website and eventually added as an appendix to the Master Plan. No objections.

**D-8: PUBLIC COMMENTS:**

No public comments.

**D-9: SUMMARY OF FOLLOW UP ITEMS**

No additional discussion regarding follow up items.

**ADJOURNMENT:**

Mr. Carroll made a motion to adjourn the meeting at 18:21 P.M. Ms. Solomon seconded.

Andrea Solomon – Aye  
Brian Davidson – Aye  
Jerry Soucy – Aye  
Paul Cooke – Aye  
Leo Carroll - Aye

Respectfully Submitted,

Approved,

Justine St. John  
Administrative Assistant, Highway & Grounds Division

Paul Cooke, Chairperson  
Cemetery Committee