

**Town of Concord
Cemetery Committee Meeting
March 4, 2020
135 Keyes Road**

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. Mallory Price – Administrative Assistant
Ms. Susan Bates – Select Board liaison

ADMINISTRATIVE ITEMS

- A-1** Four deeds were submitted for signature
- A-2** The meeting was called to order at 7:00pm
- A-3** It was announced that the meeting was being audio recorded
- 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 minutes of the February 11, 2020, were approved
- A-6** The next proposed Cemetery Committee meeting is Wednesday, April 1, 2020, at 7pm

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Cooke said the cemetery is looking good, anticipating the arrival of spring.

D-2: STAFF REPORT

Mr. Miklosko said there were nine interments in February and seven lot sales. These numbers bring the total for fiscal year 2020 to 67 interments and 55 lot sales. A News and Notice announcement will soon go out advising those who subscribe that holiday decorations will be removed from the cemetery. Mr. Miklosko said some headstone repairs have begun using a local monument company and using funds separate from the headstone restoration account.

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

Mr. Miklosko informed the Cemetery Committee that we are requiring written requests from those who would like to transfer ownership of cemetery lots. Ms. Jane Martin has submitted a letter from her sister, Ms. Shirley Brewster, stating that Ms. Brewster authorizes transfer of her co-ownership of their three lots to sole ownership by Ms. Jane Martin. Ms. Hopkins confirmed that an updated deed is reissued when lot ownership changes. Ms. Martin then wrote a request to sell back to the

town these three lots. Mr. Cooke moved to accept the transfer and the sale of the lots back to the Town, Mr. Soucy seconded, all approved.

D-4: LOT TRANSFER REQUEST - CIUFFETTI

Ms. Elizabeth Ciuffetti has submitted a request to transfer two graves of her 4 grave lot to her sister, who is a Town resident. Ms. Solomon motioned to accept the transfer, Mr. Davidson seconded, all approved.

D-5: LOT TRANSFER REQUEST - GILLETTE

Ms. Beverly Gillette is a former resident who purchased a two-grave lot for a friend, Ms. Judith Wachs who is buried there. Ms. Gillette submitted a request that she transfer ownership to Ms. Wachs' son, who is a Concord resident. Mr. Davidson motioned to accept the transfer request, and Mr. Leo Carroll seconded, all approved.

D-6: TREE LABELING – THE FRIENDS OF SLEEPY HOLLOW CEMETERY

All agree that the tree labeling project is a lovely idea, but Mr. Miklosko expressed concern for tree health and suggested in-ground signs for the tree labels vs. labels screwed into the trees. Learning the exact locations of the trees to be labelled would help us assess how well in-ground signs could work. Mr. Cooke will write the Friends a letter expressing our gratitude and our concerns, and Mr. Carroll will attend their next meeting to further discuss the project. Also suggested was additional signage and/or a brochure with a QR code that would show the location of each labelled tree.

D-7: REVIEW DRAFT LETTER REGARDING BIKE USE

The draft letter written by Ms. Solomon and Mr. Soucy will be fine-tuned to further express the concerns of the Cemetery Committee regarding bicycles and other visitors respecting the fact that the cemetery is an active site. Ms. Solomon stated that public outreach will help educate visitors to this fact. Mr. Soucy did some research and learned that all national cemeteries, as well as several private and municipal cemeteries, ban bicycle use, but others allow it with some restrictions. He stressed that a cemetery is a sacred site, not a recreation facility, and our responsibility is to maintain the cemetery as a resting place. Ms. Bates said a transportation committee is forming in Town and sending the letter to them, as well as to a few other groups, would be a good idea. The Committee agreed it will continue to seek ways to engage the community regarding its bicycle concerns.

D-8: UPDATE ON COMMITTEE'S PRIORITY PROJECTS: mausoleum lots, records scanning, headstone restoration - The Committee agreed that surveyed mausoleum lots A,B, and C, are in the best location and that lots D and E would be too difficult to build as they could interfere with nearby graves. Mr. Miklosko said that costs for the record scanning project are being researched by the Town archivist, and once the scope of work is established, three quotes will be sought. Mr. Miklosko said the headstone restoration specifications are almost ready, and bids will be solicited for the work in next few weeks.

D-9: PUBLIC COMMENTS: None.

D-10: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting)

Mr. Miklosko advised the Committee that he is researching electric powered equipment such as leaf blowers and weed whips for use by Town employees in the cemeteries.

D-11: SUMMARY OF FOLLOW-UP ITEMS:

Mr. Cooke will write a letter to Mr. Plodzik of The Friends of Sleepy Hollow Cemetery regarding the

tree labeling project, Ms. Price will look into adding the Town's tree inventory link to the Cemetery's website, the bicycle use letter will be revised by Ms. Solomon and Mr. Soucy, Mr. Cooke will refine the mausoleum specifications and will meet with Mr. Miklosko to review, an area for Ms. Hopkins dirt spoils will be considered, and updates on the three priority projects will continue.

ADJOURNMENT:

The meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Approved,

Mallory Price, Administrative Assistant
Highway and Grounds Division

Paul Cooke, Chairperson
Cemetery Committee