

**CEMETERY COLUMBARIUM SUBCOMMITTEE  
MEETING AGENDA  
March 25, 2022, 10:00 AM  
135 Keyes Road**

Members Present: Mr. Jerry Soucy  
Mr. Brian Davidson  
Also Present: Aaron Miklosko - Highway & Grounds Superintendent

**ADMINISTRATIVE ITEMS**

- A-1 Call to Order: Mr. Soucy called the meeting to order at 10:10 A.M.
- A-2 Approval of Minutes – January 28, 2022: Mr. Soucy moved to accept and approve the January 28, 2022 Cemetery Columbarium Subcommittee minutes, Mr. Davidson 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 on drafting a Request for Proposal (“RFP”) for the purpose of engaging a columbarium design expert:

Mr. Miklosko discussed with the Committee that the town maintains a standing consulting contract with Wright-Pierce, a civil engineering and community development firm. Wright-Pierce has consulted on a number of town-wide projects, including a recent assessment of the Sleepy Hollow Cemetery stonewalls. Mr. Miklosko believes that utilizing Wright-Pierce as a project consultant is a more expeditious and cost beneficial way forward than posting a Request for Proposal (“RFP”). In his opinion, Wright-Pierce could help the Columbarium Subcommittee define its requirements, and help identify potential qualified columbarium designers-architects. Mr. Soucy and Mr. Davidson agreed with Mr. Miklosko that this was the best course forward.

Mr. Soucy stated he had recently seen a columbarium in Cambridge, MA that was a standalone structure in the open. He prefers a natural site built into the Knoll hillside as it fits the aesthetic of the Cemetery’s natural landscape. He inquired about the repurposing of granite curbing being stored near the wastewater treatment plant for use in the project. Mr. Miklosko was not sure if the curbing was available, but was supportive of the idea to repurpose the stone if possible. However, Mr. Miklosko stated that there may be several hurdles to incorporating the stone into the project, such as color, texture, amount, etc.

Mr. Soucy also discussed the Subcommittee's interest in supporting a pollinator garden in the area if possible. Mr. Davidson asked if the current steps and paved path, located in the proposed columbarium area, were elements that had to be retained. Mr. Miklosko stated that he would defer to the columbarium designer for the design, but he did not think the columbarium design should be limited by the existence of the stairs and paved path.

D-2 Discussion with the CPW staff regarding a wetland delineation survey for the proposed columbarium site

Mr. Miklosko stated that the Sleepy Hollow Cemetery Topographic Worksheet dated November 18, 2021 reflected the wetland delineation. He did not believe the proposed columbarium site was in any of the wetlands protected zones that would prohibit construction based on the worksheet.

Mr. Miklosko stated that as in any instances of construction, part of the process will be soil testing, groundwater testing, and other tests to ensure the selected site could support the columbarium.

D-3 Discussion on next steps:

The CPW staff will contact the civil engineering and community development firm Wright-Pierce, and request consultation on the columbarium project. Wright-Pierce may be able to identify subcontractors for the columbarium design. The aim will be to have Wright-Pierce employees attend the next Columbarium Subcommittee meeting in late April.

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