

**Town of Concord
Cemetery Committee Meeting
April 3, 2019
135 Keyes Road**

Members Present: Mr. Paul Cooke -- Chairperson
Ms. Whitney Kocher-Nguyen -- Vice-chairperson
Ms. Carol Harney
Ms. Andrea Solomon
Mr. Jerry Soucy

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Alice Kaufman – Select Board liaison
Ms. Mallory Price – Administrative Assistant, Highway & Grounds
Ms. Connie Benn
Ms. Molly Bergin
Mr. Joel Bohy
Mr. Neil Rasmussen
Ms. Nancy Reilly
Ms. Priscilla Sturges
Mr. David Wood

ADMINISTRATIVE ITEMS

- A-1 Two deeds were submitted for signature.
- A-2 The meeting was called to order at 7:00 p.m.
- A-3 Announce that the meeting is 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 meeting on March 6, 2019, were approved
- A-5 The next proposed committee meeting is Monday, May 6, 2019, at 7pm

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS:

Mr. Paul Cooke complimented the work done on the Melvin Memorial rededication invitation, and Ms. Patricia Hopkins' success in getting the Concord Journal to write an article about the cemetery, then suggested we discuss items D-3 and D-4 first.

D-3: MELVIN MEMORIAL REDEDICATION CEREMONY PLANNING: Following the original dedication as a guide, Mr. Joel Bohy suggested we adhere to an hour-long ceremony. Ms. Hopkins shared and reviewed the program order for the rededication. Mr. David Wood agreed to be the

keynote speaker; Mr. Neil Rasmussen will read a special dedication poem; the Concord Independent Battery will fire, Ms. Connie Benn will sing, and three local veterans will place laurel wreaths. Mr. Daniel Rowley suggested we acknowledge the Melvin and French family members who will be present. The budget and planning for the post ceremony reception was discussed. Ms. Molly Bergin and Ms. Hopkins will research a sweatshirt that was sold to raise funds and may be recreated.

D-4: MELVIN MEMORIAL INFORMATIONAL SIGN:

Ms. Priscilla Sturges of The Friends of Sleepy Hollow Cemetery presented the Melvin Memorial informational sign that she and others have worked on. It was very well received by the Cemetery Committee, and with a few edits; it will soon be ready for final approval. There was talk of adding a QR code to the sign, but it was decided that was not aesthetically pleasing.

D-2: STAFF REPORT –MELVIN MEMORIAL SLATE DONATION, REQUEST TO USE TOWN COUNSEL, SPRING CLEAN-UP:

Mr. Rowley reports that he spoke with Ms. Di Clymer about the old Melvin Memorial slates, and the library will not be using them after all. Ms. Hopkins suggested we incorporate them into the landscaping near the future columbarium. Mr. Rowley is working on a request to use Town Counsel to provide guidance on the lot transfer policy and to review grave purchase limits. Ms. Hopkins reported that Einstein's Inc. will begin the spring cleanup next week; which will be posted in the Town's News and Notices.

D-5: DISCUSS AND PREPARE INFORMATIONAL MATERIALS FOR TOWN MEETING: COLUMBARIUM AND MAUSOLEUM ALTERNATIVE BURIAL SITES:

Mr. Rowley stated that even with the article in the Concord Journal we have not received any more questions about new burial options. Mr. Cooke will reach out to Town Moderator, Ms. Carmen Reiss, and ask her to review the flyer Mr. Rowley has created for Town Meeting next week. Mr. Jerry Soucy wants green burial information included in this flyer, but Mr. Cooke said we are only focusing on these two options at this time. Mr. Cooke said our next goal will be determining fees for columbarium and mausoleum options.

D-6: REVIEW AND DETERMINE LIMITS TO GRAVE PURCHASES:

Mr. Rowley said we do not currently have a grave purchase limit and it needs to be considered. Ms. Carol Harney said we want to have some control over the lots purchased and by whom so people do not take advantage. Mr. Cooke suggested we allow one purchase per family unit, Ms. Whitney Kocher-Nguyen suggested per household. Former residents also need to be considered per current regulations. Many variations of wording were discussed, and the Cemetery Committee decided to think further on these matters and discuss it at the next meeting.

D-7: HEADSTONE RESTORATION PROJECT:

Ms. Hopkins said she has quotes from the spring of 2018, which range from \$10,000 to \$26,000 for the repair and cleaning of headstones. Mr. Cooke moved that we approve \$10,000 for headstone restoration, and Ms. Andrea Solomon seconded, all approved.

D-8: REQUEST FROM DANCES BY ISADORA-BOSTON:

This group has applied via the Town Manager's Office to perform interpretive dances in front of the Melvin Memorial. The Cemetery Committee is unsure if this is an appropriate place for this kind of performance and would like to know more about the request. Ms. Solomon will pursue additional information. Mr. Rowley added that there are other things to consider such as parking, the need for a police detail, the number of attendees, and the potential for a funeral to be taking place.

D-9: REVIEW COMMITTEE TERM EXPIRATION DATES

Ms. Kocher-Nguyen will not likely renew her term; Ms. Harney is still considering a renewal. Ms. Solomon's term will soon be over, and Ms. Kaufman will no longer be our Select Board liaison as her term ends this month.

D-10: THE FRIENDS OF SLEEPY HOLLOW CEMETERY

Ms. Harney said The Friends of Sleepy Hollow are continuing to look at tree signage samples and will show them to us when they choose a few for us to consider. Their annual breakfast is this Saturday, and Mr. David Wood from the Concord Museum will be speaking.

D-11: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting.

Ms. Kocher-Nguyen wondered where we stood with paver selection for the space in front of the Melvin Memorial. Ms. Hopkins said she has calls into vendors now and is collecting estimates.

D-12: PUBLIC COMMENTS: None.

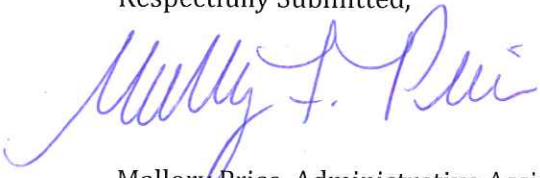
D-9: SUMMARY OF FOLLOW-UP ITEMS:

Mr. Cooke thanked Ms. Kaufman for her contributions to the Cemetery Committee as our Select Board liaison. Ms. Solomon will implement Mr. Cooke's edits for the Melvin Memorial sign and will forward them to Crosby Design for final copy review. Mr. Rowley will finalize the handout, then Mr. Cooke will contact Ms. Reiss to review it ahead of Town Meeting. Ms. Solomon will check with the Cultural Council regarding the information provided by Isadora Duncan dancers. Ms. Hopkins and Ms. Harney will work on the Melvin Memorial reception refreshment details.

ADJOURNMENT:

The meeting was adjourned at 9:14 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee