

**Town of Concord
Cemetery Committee Meeting
April 4, 2018
135 Keyes Road**

Members Present: Mr. Paul Cooke - Chairperson
Ms. Kimberley Connors
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
Ms. Alice Kaufman – Select Board liaison

Mr. Kevin Plodzik, The Friends of Sleepy Hollow Cemetery
Ms. Susan Dee, The Friends of Sleepy Hollow Cemetery
Mr. Joshua Craine, Daedalus, Inc.

ADMINISTRATIVE ITEMS

- A-1 Five deeds were submitted for signature
- A-2 The meeting was called to order at 7:03 p.m.
- 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 cannot wait until a future meeting)
- A-5 Review/Approval of the Minutes from February 13, 2018
- A-6 The next proposed committee meeting is Tuesday, April 24, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

The minutes of the February 13, 2018, meeting were accepted and approved. Mr. Paul Cooke welcomed Ms. Kimberley Connors as a new member of the Cemetery Committee. Mr. Cooke asked that we have our next meeting on Tuesday, April 24, 2018, and all agreed. Mr. Cooke also suggested that items D4 and D3 be discussed first.

D-2: STAFF REPORT – PHASE TWO OF ROADWAY, STONE WALL, AND DRAINAGE IMPROVEMENTS, CREMATION AREA PLAN, RECORD SCANNING PROJECT, WEBSITE UPDATES, SPRING CLEANUP AND WINTER DECORATION REMOVAL, HEADSTONE RESTORATION PROJECT, WINTER STORM CLEANUP UPDATE

Mr. Daniel Rowley said that Sunshine Paving had the lowest bid for phase two of the roadway, stone wall, and drainage improvement project in Sleepy Hollow Cemetery. Currently the paving schedule is being finalized and will most likely begin over the summer. Mr. Rowley said this is not a very large project for a paving company and does not have much drainage work. Regarding a cremation area, Mr. Rowley said CPW's Engineering Division is working on a plan and that should be available for review in May. Mr. Rowley said the record scanning project is paused due to the extensive winter storm cleanup which has acquired much of his attention and will through April and into May. He added that Ms. Patricia Hopkins has done a great job clearing and opening the Cemetery after the March 7-8 storm. Mr. Rowley did a short demonstration of the Cemetery website and all were pleased. Mr. Rowley will ask Ms. Anna Trout to make sure all links to the site are working. Ms. Hopkins has finished removing winter decorations and is coordinating the spring cleanup with Einstein's. Once she has finished loaming and seeding, and the crews have completed tree work, she will be able to schedule the cleanup that Einstein's will complete. For the headstone restoration project, Ms. Hopkins is waiting for one more company to send in a quote. Once that is received, quotes will be reviewed for the repair of headstones in all three cemeteries. Mr. Cooke mentioned that we still need to devise a system to alert interested parties as to when we will be doing our spring and fall clean ups. Mr. Rowley said they will likely create a list serve through a News and Notices announcement. Mr. Cooke also mentioned he is concerned about a large oak tree across from the Melvin Memorial, which Mr. Rowley will take a look at.

D-3: MELVIN MEMORIAL RESTORATION PROJECT – JOSHUA CRAINE, DAEDALUS, INC.

Mr. Joshua Craine brought slate samples for the Cemetery Committee to consider for the slate replacement at the Melvin Memorial. After thorough discussion regarding color, origination, and pattern, the Cemetery Committee voted 4-1 to accept the Grayson Stone which Mr. Craine will order. Ms. Hopkins requested that Mr. Craine wait to remove the bronze rifles after Memorial Day as that is a very popular day for visitors to the Cemetery.

D-4: FRIENDS OF SLEEPY HOLLOW CEMETERY – UPDATE AND HONORARY STONE REQUEST

Mr. Kevin Plodzick and Ms. Susan Dee requested permission to place a stone with a plaque honoring Mrs. Carolyn Handley and the late Mr. Thurston Handley for their years of care of the plantings in the Cemetery. They would like to place the stone and plaque near the newly planted areas along Bedford Street that were donated by the Friends of Sleepy Hollow Cemetery and planted by CPW. Ms. Dee shared their proposal, which shows the wording of the plaque, size and style of the rock, and proposed location of the stone in the garden between the 3rd and 4th gate. They will host a reception to honor the Handleys on Sunday, May 20 at 1pm. Ms. Carol Harney motioned to approve the proposal, and Ms. Andrea Solomon seconded, all approved. Mr. Plodzick also announced The Friends of Sleepy Hollow annual breakfast event at The Colonial Inn this Saturday, April 7, which Mr. Cooke plans on attending.

D-5: SELECTION OF NEW VICE CHAIRPERSON

Ms. Whitney Kocher was elected vice chairperson through a unanimous vote of the Cemetery Committee.

D-6: MASTER PLAN WORK SESSION

Mr. Cooke asked Ms. Kocher and Ms. Solomon to write up minutes detailing their process for updating the Master Plan as subcommittees are required to do this. He also wants them to add their names to the Master Plan as the subcommittee that worked on its revision. Ms. Carol Harney mentioned that the Friends of Sleepy Hollow Cemetery have finished their history of the cemetery

and it will soon be available for purchase. Mr. Rowley said he has the Engineering Division working on maps and available space, and he is working on projections for future cemetery space needs. Ms. Kocher said there are only a few things left to update and move to different sections, but the master plan is mostly updated. She said the charge has been added as an appendix, and Mr. Cooke asked the members of the Cemetery Committee to review the charge and be ready to discuss it at the next meeting. Ms. Kocher said the second appendix is a map which we need to replace with a more current one that Ms. Hopkins will provide. The question of fees for potential mausoleum space was discussed, which lead to the thought that it needs to be part of a bigger discussion about overall space needs in the cemetery. Ms. Kocher questioned what rates would need to be made available when we propose the expanded space plans to the public. Mr. Rowley would like to discuss with the Engineering Division regarding what space is available and the layout, and he should have that information available at our June meeting. Mr. Cooke will add a third appendix which will be his letter to the Long Range Planning Committee. Mr. Cooke said we need to soon have a response for Mr. Farb about his mausoleum request, plus we need to hold a public meeting to discuss general availability and options in the cemetery. Ms. Kocher is still waiting for the history of the Cemetery Committee from Mr. Cooke, which he will submit soon. Mr. Cooke is requesting that everyone please re-read the master plan, and once we have made final edits, we will have it posted to the website.

Ms. Harney asked whether she was supposed to talk to the Friends of Sleepy Hollow Cemetery about plantings in the soon to be laid out cremation area, and Ms. Hopkins said she is all set and that she let Mr. Plodzik know. Ms. Hopkins said CPW will move the bench, and will discuss plants with the Friends of Sleepy Hollow once they are selected.

D-7: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

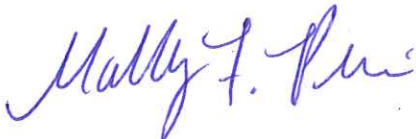
D-8: PUBLIC COMMENTS None.

D-9: SUMMARY OF FOLLOW-UP ITEMS

Mr. Cooke listed the follow-up items: charge review, chairperson election, June burial supply reminder, master plan proof reading before it is uploaded to the website, space for Ms. Hopkins' clean dirt, cost of potential boardwalk between two parts of Sleepy Hollow, and asking Ms. Trout to ensure that all links to the cemetery website are active. Mr. Cooke also suggested that we get the Cemetery Committee out to Sleepy Hollow soon and that we take an updated picture.

ADJOURNMENT: The meeting was adjourned at 8:44 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee