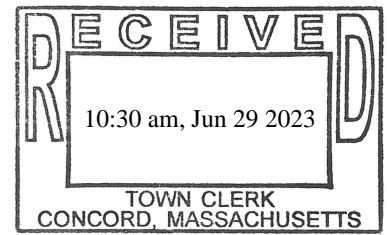


**Town of Concord
Cemetery Committee Meeting
April 5, 2023
In Person and Via Zoom**



Members Present: Mr. Brian Davidson
Mr. Rod Riedel
Mr. Geoffrey Walton
Mr. Jerry Soucy (remote)

Also Present: Mr. Aaron Miklosko – Highway and Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Justine St. John – Administrative Assistant for Highway & Grounds
Ms. Kelly Mikkonen – Administrative Assistant for Highway & Grounds
Ms. Andrea Solomon-Liaison from Friends of Sleepy Hollow
Ms. Priscilla White Sturges
Mr. Kevin Plodzik
Mr. Bill Noke
Ms. Rebecca Noke

ADMINISTRATIVE ITEMS

- A-1 The meeting was called to order at 4:01 pm
- A-2 It was announced that the meeting was being audio/video recorded.
- A-3 4 deeds submitted for signing.
- A-4 Next Meeting will be May 3, 2023 at 4:00PM
- A-5 Meeting Minutes for February 2, 2023 were presented for acceptance with edits. Mr. Davidson clarified that he had not attended the Historical Commission meeting, he had observed it on YouTube. Rod Riedel made a motion to accept minutes with edits and Geoffrey Walton seconded the motion. It was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

DISCUSSION/ACTION ITEMS

D-1: CPW STAFF REPORT-OPERATIONS/MAINTENANCE UPDATE:

Ms. Hopkins advised that over the past month she has been working on spring cleanups and repairing plow damage. She also picked up the winter/holiday decorations and plow guides. She has also begun to clean up the leaves in both the downtown cemeteries. The P.O. is open for the contractor to begin the columbarium design and staff will be coordinating a meeting. in the month of February, three cremation interments occurred, and two single grave lots were sold and in March, two full burials and two cremation interments occurred and three cremation lots were sold.

Einsteins, the landscaping contractor, should be coming back in the near future to begin the annual spring cleanup.

Mr. Walton asked for a copy of the RFP for the columbarium. He also asked for clarification about the potential siting of the columbarium. Mr. Davidson explained it was in an area that has already been identified near the set of stairs at the Knoll, but they will continue to work with the designer.

D-2: LOT REPURCHASE-MONTAGUE FAMILY:

Ms. Hopkins spoke to this request. It is a two-grave lot at K12 Chestnut Hollow and Mr. William Montague has requested to sell two graves back. Ms. Hopkins advised the Town purchases graves back at ½ their current rate. The current rate for a two grave lot is \$4,400, so it will be repurchased for a total of \$2,200.

Rod Riedel made a motion to accept the repurchase of the Montague Lot at K12 Chestnut Hollow. Geoffrey Walton seconded, and it was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

D-3: LOT REPURCHASE-O’CONNOR FAMILY:

Ms. Hopkins spoke to this request. Gretchen and John O’Connor would like to sell back the cremation lot at L41 Linden Path, as they no longer have a use for it. They would sell it back for the original purchase price of \$850.

Rod Riedel made the motion to repurchase the O’Connor family lot. Geoff Walton seconded, and it was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

D-4: NOKE FAMILY PURCHASE REQUEST:

Ms. Hopkins spoke to this request and noted the Noke family was attending virtually as well. They currently own a 6-grave lot in the new section. They would like to trade those 6 lots in and purchase an additional 10 for a 16-grave lot in the new section of the cemetery. They are going to be moving other family members from the old section to the new section. Mr. Riedel asked if there are established fees for disinterments and if the committee has to give permission. Ms. Hopkins advised the fee structure is in place, and the committee does not need to give permission. Mr. Noke advised Dee Funeral Home will be handling the arrangements. Mr. Davidson clarified with Ms. Hopkins that this is not an unusual request for larger families.

Mr. Davidson made a motion to accept the Noke family purchase request. Mr. Walton seconded the motion. It was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

D-5: FILM APPLICATION-FRIENDS OF SLEEPY HOLLOW CEMETERY:

Mr. Plodzick, on behalf of the Friends of Sleepy Hollow Cemetery, spoke to the request to film a short presentation to be provided to the Concord Chamber of Commerce for their website to help offer more exposure for the Friends of Sleepy Hollow Cemetery. Mr. Plodzick advised the Chamber of Commerce would have their own photographer and videographer and the narrators would probably be stationed at a few sections in Sleepy Hollow, such as near the Prichard Gate and the Melvin Memorial. Mr. Plodzick expects it will be a 3-5 minute introduction to the Friends of Sleepy Hollow, what they have accomplished in 20 years and show the three publications they have produced and maybe some photos of the gardens and benches they have supported over the years. Mr. Plodzick advised they may wait to film until the plantings have been installed near the flagpole. Mr. Riedel asked for clarification of Mr. Plodzick using the previous publications which may have had photos of private graves in them.

Mr. Walton asked whether the Cemetery Committee would review the script being used, and wanted to make sure there was a distinction between the Friends of Sleepy Hollow and the Cemetery Committee. Mr. Plodzick advised he has had several experiences promoting the Friends of Sleepy Hollow and the text is about the mission of the Friends of Sleepy Hollow, their collaboration with the Cemetery Committee, Cemetery Supervisor and CPW, while educating on the primary mission to enhance and support the beautification and enrichment of Sleepy Hollow Cemetery.

Mr. Riedel made a motion to accept the film application on behalf of the Concord Chamber of Commerce-subject to the condition that it coordinates the timing with the Cemetery Supervisor. Geoff Walton seconded the motion, and it was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

Mr. Plodzick spoke about the use of photos in the previous publications. He advised that over the years, they have used a few photos that they should have requested Cemetery Committee permission in advance. Mr. Plodzick, on behalf of the Friends of Sleepy Hollow Cemetery, is seeking to continue to use those photos, as they are in publications they are actively using, and apologizes for not following protocol. He explained they have an inventory of maps and other publications and he is requesting they are able to continue to use the rest of their stock. He introduced *Priscilla White-Sturges*, who is a board member of the Friends of Sleepy Hollow and also works on the graphic design for these projects. She advised she has several photos as stock, and would like to know if she can continue to use them, or if she should remove them from her stock for the future.

Ms. Hopkins advised Margaret Lothrop and Mary Titcomb are basically public figures but George Gray and Lemuel Small are not. Those are the two Ms. Hopkins would question. Mr. Walton asked if efforts have been made to contact the families, and Ms. Hopkins stated there has not. Mr. Riedel suggested a compromise to allow the public figures, and to not allow the private figures. Ms. White-

Sturges advised she will make a note and they will not use the photos of George Gray or Lemuel Small in the future. Mr. Plodzick advised they would come before the Committee if they intend on printing a new map, to get permission for any new photos.

Mr. Riedel asked if the Committee would be violating any rules by allowing these photos to remain on current materials. Ms. Hopkins advised the private graves photos are not on the map, and the pamphlets have been handed out already, so it should be ok.

Mr. Soucy asked if there is policy/procedure about allowing photography in the cemetery and Ms. Hopkins advised it is a state law-photos taken for any use other than private, has to be approved by the governing body. Mr. Walton asked if anyone had complained about the use of the photos of the stones, and Ms. Hopkins advised staff have not received any complaints to date.

Mr. Riedel made a motion for the Committee to approve the current use of printed materials until they are used up. If there is going to be a repeat of printed material, most particularly the map, that the proposed map and images come back to the Committee for review to make sure that we're all on the same page with respect to the privacy and those regulation. Third, we've designated that George Gray and Lemuel Small, because they are not public, they will not be used in the future. Mr. Davidson seconded the motion and it was voted as follows to approve (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

D-6: MONUMENT APPLICATION-FRIENDS OF SLEEPY HOLLOW CEMETERY:

Mr. Plodzick introduced a project the Friends of Sleepy Hollow are working on. They have been working on a plan to honor Gold Star Families. They would like to install a bench in the area of Billsgarden. they would like to have a grey granite bench installed. They approached Dennis Devaney of New England Monuments for a quote and a sketch. Mr. Plodzick met with Ms. Hopkins and they identified the best location in that area for the bench. The bench would read “In Honor of Concord’s Gold Star Families”. The Friends of Sleepy Hollow name would also be on the bench, in smaller letters, on one side. The Board of the Friends of Sleepy Hollow suggested raising the design a small amount and painting the star gold. The bench would be oriented looking towards Bedford Street. The Friends of Sleepy Hollow will submit a revised proposal with the edits mentioned during the meeting, and will coordinate with Ms. Hopkins for the installation.

Mr. Riedel made a motion to accept the Friends of Sleepy Hollow Monument Application for the Gold Star Families of Concord as presented in the documents received, in coordination with Ms. Hopkins, with a request for the final proposal. Mr. Walton seconded the motion and it was voted as follows to approve (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

D-7: CHAIR COMMENTS:

Mr. Davidson asked if Mr. Soucy had done a presentation for Minuteman Media. Mr. Soucy advised and updated the Committee that he had offered to present about end-of-life options, death care, bereavement, etc. However, he has not heard back yet.

Mr. Miklosko was late to the meeting, and was offered a chance to speak. He advised staff had received a check for the first mausoleum sale and it was dropped off at the Town House. He also wanted to remind the Committee that typically the Cemetery recesses for the summer and does not meet in July and August. He wanted members to be aware that Town Meeting is April 30th at 1:00PM at CCHS. The Committee will need to elect a new chair for the May meeting. He also suggests that it may be helpful to have at least one Committee member in attendance as there are a couple of articles that are related to Cemetery operations. The first related article is the CPC article, which is requesting CPC funding for stone wall repairs. Mr. Riedel stated he will be there. There is also a citizen petition to modify the noise bylaw to include leaf blowers and other equipment, which would affect CPW's operations.

D-8: COMMITTEE MEMBERS' COMMENTS:

Mr. Riedel inquired as to the timeline moving forward if the money for the stone wall repairs is approved at Town meeting. Mr. Miklosko advised that, once approved, staff will work with the Finance department to determine when the funding can be used. He anticipates it will be after July 1st. He has already advised the Town Manager's Office that there will be additional money needed from the trustees. Once the money has been approved for use by the Trustees, the staff will develop a Request for Proposal for design. Once the design has been created and approved, then construction documents will be created and CPW will go out to bid for the construction. Construction would possibly start in spring of 2024. Mr. Riedel also requests to have an engineering study completed on all metal structures in the cemeteries, so a CPC grant could be considered in the future.

Mr. Walton inquired to the background of funding for Cemetery operations. Mr. Miklosko advised the budget process as follows: in late summer, early fall, the Town Manager issues a budget directive to department and division managers for submitting their operational budget. This year the decision was made to entirely fund the operational budget out of the Cemetery Fund. It is not his understanding that this will be a permanent change to how Cemetery operations are funded. Mr. Walton was concerned about the long-term impact if it does become a more permanent change. Mr. Riedel asked if the money from the mausoleum sale would go to the Cemetery fund. \$400,000 will be deposited in the Cemetery Fund, \$400,000 will be deposited in the Perpetual Care fund and the remaining sum, which equals 10% of the design cost, will be deposited in a trust account that is being set up specifically for maintenance and repairs to that property, as required by the Rules & Regulations for the Cemetery.

D-9: PUBLIC COMMENTS:

No Comments.

ADJOURNMENT

Geoffrey Walton made a motion to adjourn the meeting at 5:11PM. Rod Riedel seconded the motion and it was voted as follows (4-0):

Rod Riedel – Aye
Brian Davidson – Aye
Geoffrey Walton-Aye
Jerry Soucy-Aye

Respectfully Submitted,

Approved,

Justine St. John
Administrative Assistant, Highway & Grounds Division

Brian Davidson, Chairperson
Cemetery Committee