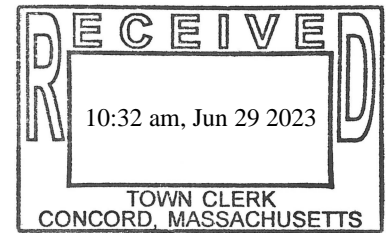


**Town of Concord
Cemetery Committee Meeting
April 20, 2023
Via Zoom**



Members Present: Mr. Rod Riedel
Mr. Jerry Soucy
Mr. Geoff Walton

Members Absent: Mr. Brian Davidson

Also Present: Mr. Aaron Miklosko – Highway and Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Justine St. John – Administrative Assistant for Highway & Grounds

ADMINISTRATIVE ITEMS

A-1 The meeting was called to order at 2:06 pm

A-2 It was announced that the meeting was being audio/video recorded.

DISCUSSION/ACTION ITEMS

D-1: MAUSOLEUM MEMORANDUM OF AGREEMENT:

Mr. Miklosko summarized the process the Cemetery Committee has gone through to date to offer mausoleums as an option for Sleepy Hollow Cemetery. He advised the locations had been identified, there was a public hearing to approve the rates for those located in both the old and new section of Sleepy Hollow and it was added to the Rules & Regulations and Rates sheets on the Cemetery page of the Town website. Mr. Miklosko advised that a party expressed interest in the purchase of a mausoleum lot about a year ago. They have presented a preliminary design that has been approved by the Cemetery Committee in a prior meeting. Since then, the plan has been reviewed by an engineering contractor, at the cost of the applicant. After discussion with additional Town departments, the detailed engineering design for the installation of a mausoleum has been approved. Following the approval, the Town drafted a Memorandum of Agreement. This has been sent to the Cemetery Committee for review. A check was received from the purchaser for \$885,250 to cover the sale of the lot, perpetual care and 10% of the design cost-this money is put in a trust for the future care and upkeep for the mausoleum. Once the MOA is signed and is executed, a deed will be issued and signed by the Cemetery Committee. It was discussed with Town Counsel and was decided it would be best practice to have the Cemetery Committee review and discuss this MOA and give authorization for the Town Manager to sign the document on behalf of the Cemetery Committee.

Mr. Riedel asked for any committee comments. Mr. Soucy advised he had reviewed the document and it is consistent with his understanding of the projects.

Mr. Walton reviewed the document and thanks Town staff for their assistance in moving the project forward. He inquired as to where the funds would be placed. Mr. Miklosko advised \$400,000 is deposited in the Cemetery Fund, \$400,000 is deposited in Perpetual Care, and \$85,250 will be

deposited into a newly created trust fund account specifically for future care and maintenance of the Napoli Mausoleum.

Mr. Riedel inquired whether repairs that may need to occur in 20-30 years would be paid for out of the funds that were deposited. Mr. Miklosko advised funds would be expended from the trust fund and town staff will be the ones coordinating the repairs. He also inquired whether the Town has an insurance policy in the event there is an event such as a storm or an accident causing more damage to the structure. Mr. Miklosko advised the Town is self-insured through MIIA and it would be added to that policy. Mr. Riedel asked if the Cemetery Committee is taking on any liability by approving the MOA or is the liability borne by the Town? Mr. Miklosko advised this structure will be on Town property.

Geoff Walton made a motion to approve the Memorandum of Agreement as written. Mr. Soucy seconded and it was voted as follows to approve (3-0):

Rod Riedel – Aye
Geoff Walton - Aye
Jerry Soucy – Aye

Mr. Riedel made a motion to approve designating the Town Manager as their representative, to sign on their behalf, this Memorandum of Agreement. Mr. Walton seconded and it was voted as follows to approve (3-0):

Rod Riedel – Aye
Geoff Walton - Aye
Jerry Soucy – Aye

D-2: CHAIR COMMENTS:

No Comments.

D-3: COMMITTEE MEMBERS' COMMENTS:

No Comments.

D-4: PUBLIC COMMENTS:

No Comments.

ADJOURNMENT

Mr. Walton made a motion to adjourn the meeting at 2:17 P.M. Mr. Soucy seconded. (3-0)

Rod Riedel – Aye
Geoff Walton - Aye
Jerry Soucy – Aye

Respectfully Submitted,

Approved,

Justine St. John
Administrative Assistant, Highway & Grounds Division

Brian Davidson, Chairperson
Cemetery Committee