

**Town of Concord
Cemetery Committee Meeting
April 24, 2018
135 Keyes Road**

Members Present: Mr. Paul Cooke - Chairperson
Ms. Whitney Kocher – Vice Chairperson
Ms. Kimberley Connors
Ms. Carol Harney
Ms. Andrea Solomon

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Mallory Price – Administrative Assistant

Ms. Barbara Ewen – The Friends of Sleepy Hollow Cemetery

ADMINISTRATIVE ITEMS

- A-1 No deeds were submitted for signature
- A-2 The meeting was called to order at 7:06 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 April 4, 2018
- A-6 The next proposed committee meeting is Wednesday, June 6, 2018, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

The minutes of the April 4, 2018, meeting were accepted and approved. Mr. Paul Cooke suggested that item D-4 be discussed first.

D-2: STAFF REPORT – SPRING CLEANUP, WINTER STORM CLEANUP UPDATE

Mr. Daniel Rowley said that we have three trees with winter storm damage that need work by an outside tree company; we are soliciting bids for this work which requires someone to climb the trees to remove the damaged limbs. Mr. Cooke was concerned with a leaning tree near the Melvin Memorial, and Mr. Rowley said this oak was assessed as fair but he will review it as it may need some trimming. Ms. Patricia Hopkins said that the loaming is done and seeding will start soon. She said that Einstein's will call us soon and will send a team to do the spring cleanup hopefully in the next week.

D-3: FRIENDS OF SLEEPY HOLLOW CEMETERY -HONORARY STONE REQUEST SIZE CHANGE

The Friends of Sleepy Hollow Cemetery have asked permission to increase the size of the memorial stone honoring the Handleys from 18h" x 10d" x 24w" to 24h" x 12d" x 30w". Ms. Kimberley Connors moved to accept the new stone size, and Mr. Cooke seconded, all approved. There was further discussion about whether there needed to be a public hearing to name a public space per the Town's Administrative Policies and Procedures #43. Mr. Rowley will be in touch with Ms. Alice Kaufman, our Select Board liaison, to understand whether this dedication falls under Administrative Policies and Procedures #43. There is a possibility that the Cemetery Committee may have to schedule a public hearing on May 4. The request would then need to be presented to the Select Board on May 7, but that is yet to be determined. Ms. Andrea Solomon will write a letter to The Friends of Sleepy Hollow explaining what may need to happen if the Select Board determines this dedication must adhere to Administrative Policies and Procedures #43. Ms. Hopkins informed the Cemetery Committee that we do allow named memorial trees, which is something that has been done without any special permission. People can plant a tree in open space and put a plaque in honor of someone. Ms. Hopkins will contact Ms. Susan Dee to discuss this concern and tell her the Cemetery Committee is willing to have a public hearing on May 4, if necessary, so the Friends can then present the request to the Select Board.

D-4: FRIENDS OF SLEEPY HOLLOW CEMETERY - PHOTO REQUEST FOR BOOK

Ms. Barbara Ewen of The Friends of Sleepy Hollow Cemetery requested that the Cemetery Committee approve the use of several cemetery photos in the book that The Friends are producing. Ms. Hopkins has reached out to the Munroe family to gain their permission to use a particular photo that shows their name on a headstone. The Cemetery Committee reviewed the photos, and then Mr. Cooke motioned to approve their use, Ms. Connors seconded, and all approved. Ms. Connors asked what would be on the cover, and Ms. Ewen said the cover would be a color postcard of the Melvin Memorial.

D-5: LOT OWNERSHIP TRANSFER REQUEST - MARTIN

This lot is currently owned by two sisters; Ms. Jane Martin and Ms. Shirley Brewer. Ms. Brewer wants to give sole ownership of the lot to her sister, Ms. Martin. The sisters began this process in 1999, but did not get the needed information to Ms. Hopkins until April, 2018. In 1999, Ms. Hopkins said this type of ownership transfer was commonly done, but the current Cemetery Committee has been concerned with legality and how binding these transfers are. Mr. Cooke said it is legally binding if it is indicated in a will, but that the Cemetery Committee then needs to be updated regarding this change. Ms. Hopkins said that the Cemetery Committee has always been making these decisions and it was pointed out that on page six of the cemetery regulations it states this to be true. Ms. Hopkins said this regulation makes people think a transfer of ownership is as simple as asking the Cemetery Committee to approve it. Ms. Solomon says we need to know how legally binding this current regulation is. Mr. Cooke asked whether a deed can be changed over to another family member. Ms. Hopkins says we never change the deed from the original owner unless the lot is sold back to the Town and reissued to a new owner. Currently, transfers are recorded on the lot card by Ms. Hopkins after they are approved by the Cemetery Committee. Mr. Rowley says he will talk to the Town's legal counsel about this topic and report back to the Cemetery Committee. Mr. Cooke reiterated that a will makes an owner's request legally binding.

D-6: ELECTION OF A CHAIRPERSON

Mr. Cooke offered to continue as the Cemetery Committee chairperson for another term. Ms. Solomon nominated Mr. Cooke for this position, and Ms. Harney seconded, all were in favor.

D-7: REVIEW OF CEMETERY COMMITTEE CHARGE

Mr. Cooke read each item in the charge and wondered if we should find out about updating certain parts. Mr. Cooke suggested we should review a more detailed budget annually. Mr. Rowley currently submits a budget for the Town's annual report, but it is not as highly detailed. Ms. Connors mentioned that she is pleased that the charge mentions mausoleums.

D-8: MASTER PLAN WORK SESSION

Mr. Cooke distributed his rough draft of the history of the Cemetery Committee and is soliciting input and edits. He will continue to work on the document so it can be added to the master plan. He asked Ms. Hopkins to try to locate a copy of the Walker-Kleusing report. Mr. Cooke was pleased most of the items listed in the master plan are already works in progress. He would like each member to review the priority list and pick their number one item to discuss at the next meeting. Ms. Kocher confirmed that the Cemetery Committee should strive to review the master plan annually. Ms. Connors shared pictures of mausoleums from other towns' cemeteries. The Cemetery Committee made discussion goals for the next meeting: burial options, mausoleums, columbaria, and cremation options. Mr. Rowley said he is getting some assistance from the Engineering Division with a few projects - designing the new cremation area and determining elevations for an area identified for a columbarium. Also discussed was the need for a public hearing to share these options once they are decided and the need to extend an invitation to the party interested in the mausoleum. Ms. Hopkins requested that the Cemetery Committee refer to the new area of Sleepy Hollow as the 'New Area' instead of 'The Knoll'. Regarding the website, someone needs to confirm that Ms. Anna Trout has fixed the broken links. Ms. Hopkins reminded the Cemetery Committee that the June 6 meeting should include the scheduled rate hearing increase and needs to be advertised.

D-9: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

D-10: PUBLIC COMMENTS None.

D-11: SUMMARY OF FOLLOW-UP ITEMS

Mr. Cooke listed the follow-up items: obtaining a copy of the Walker-Kleusing report, revisions to his draft of the history of the Cemetery Committee, priorities on the master plan priority list, supply needs, inviting Mr. Tom Farb and Mr. Jeff Adams to the supply meeting, Ms. Solomon will write to The Friends of Sleepy Hollow Cemetery via Susan Dee regarding the Handley stone dedication, website links, Ms. Lori Capone in NRC about cost to build a boardwalk between the two areas (Mr. Rowley reported the cost is between \$200-\$400k), and Ms. Hopkins' dirt supply area.

ADJOURNMENT: The meeting was adjourned at 9:04 p.m.

Respectfully Submitted,

Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,

Paul Cooke, Chairperson
Cemetery Committee