

CEMETERY COLUMBARIUM SUBCOMMITTEE
MEETING AGENDA
May 4, 2022, 11:00 AM
135 Keyes Road

Members Present: Mr. Jerry Soucy
Mr. Brian Davidson
Also Present: Mr. Aaron Miklosko - Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor

ADMINISTRATIVE ITEMS

- A-1 Call to Order: Mr. Soucy called the meeting to order at 11:05 A.M.
- A-2 Approval of Minutes – March 25, 2022: Mr. Soucy moved to accept and approve the March 25, 2022 Cemetery Columbarium Subcommittee Minutes, Mr. Davidson seconded, and it was voted as follows to approve (2-0):
- Mr. Soucy – Aye
Mr. Davidson – Aye

DISCUSSION/POSSIBLE ACTION ITEMS

- D-1 Discussion with the CPW staff on selecting and directly contacting columbarium designers:

Mr. Miklosko reported that he discussed the columbarium project with Wright-Pierce, a civil engineering and community development firm that has a standing consulting contract with the Town. It is Wright-Pierce's advice that the Town directly consult and contract with columbarium designers and builders through the Request for Proposal ("RFP") process. Wright-Pierce stated that the design and construction of a columbarium are outside its expertise. To advise the Town, Wright-Pierce would need to subcontract the work to a third party, ultimately making the columbarium project more expensive than if the Town contracted directly with a columbarium construction firm.

Ms. Hopkin's reached out to two local columbarium design and construction companies in the area to gather preliminary information for the Committee to review. The Committee reviewed the two companies design types, general design costs, projected selling prices and fees, and potential source funding to pay the initial columbarium construction costs. It was stressed by Ms. Hopkins that the costs and fees provided were for informational purposes only, not actual costs, and were only intended to give the Committee a preliminary idea of the project feasibility. More detailed design and construction cost information is needed to make a more complete decision, which will require the CPW staff to draft and post a RFP.

Overall, the Committee was encouraged by the preliminary information that it received from the columbarium designers. Ms. Hopkins stated that citizens looking to purchase in Sleepy Hollow continue to ask her about columbarium options. There was discussion that the project, in time, could potentially be close to budget neutral, but there were still significant unknown project costs.

Mr. Miklosko stated the Cemetery Committee had allocated \$10,000 towards a design plan for a columbarium in the FY2022 budget.

Mr. Soucy made a motion for the CPW staff to draft and post an RFP for the design and construction of a columbarium in the Sleepy Hollow Cemetery. It was seconded by Mr. Davidson, and it was voted as follows to approve (2-0):

Mr. Soucy – Aye

Mr. Davidson – Aye

D-3 Discussion on next steps:

The DPW staff will draft a RFP for the design and construction of a columbarium in the Sleepy Hollow Cemetery.

D-4 Public Comments:

None.

ADJOURNMENT

Brian Davidson made a motion to adjourn the meeting at 11:40 A.M. Mr. Soucy seconded. (2-0)

Jerry Soucy – Aye

Brian Davidson – Aye

Approved,

Brian Davidson, Vice Chairperson
Cemetery Committee