

**Town of Concord  
Cemetery Committee Meeting  
May 6, 2019  
135 Keyes Road**

Members Present: Mr. Paul Cooke -- Chairperson  
Ms. Whitney Kocher-Nguyen -- Vice-chairperson  
Ms. Carol Harney  
Ms. Andrea Solomon  
Mr. Jerry Soucy

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

ADMINISTRATIVE ITEMS

- A-1 Two deeds were submitted for signature.
- A-2 The meeting was called to order at 7:00p.m.
- A-3 It was announced that the meeting is 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 the item cannot wait until a future meeting)
- A-5 The minutes of meeting on April 3, 2019, were approved
- A-6 The next proposed committee meeting is Wednesday, May 29, 2019, at 7:00p.m.

DISCUSSION/ACTION ITEMS

**D-1: CHAIR COMMENTS:**

Mr. Paul Cooke welcomed Mr. Leo Carroll and Mr. Geoff Walton to the meeting.

**D-2: STAFF REPORT – REQUEST TO USE TOWN COUNSEL, SPRING CLEAN-UP, TREE REMOVAL NEAR THE MELVIN MEMORIAL:**

Mr. Daniel Rowley has given his town counsel request to Mr. Rich Reine who will review and send to the Town Manager. Ms. Patricia Hopkins reports that the spring cleanup by landscape contractor Einstein's, Inc. went well. Mr. Rowley said our tree crew will prune two trees and remove an oak tree by the Melvin Memorial.

**D-3: MELVIN MEMORIAL REDEDICATION CEREMONY PLANNING:**

Ms. Hopkins and Ms. Carol Harney have contacted vendors for catering the reception and will soon make a selection. Ms. Hopkins will order three wreaths for veterans to lay on the slates during the

ceremony. Ms. Hopkins is trying to secure a color guard, and may ask the Concord Independent Battery. We still need to secure someone to play TAPS.

**D-4: MELVIN MEMORIAL INFORMATIONAL SIGN, PAVERS, AND LANDSCAPING:**

Ms. Andrea Solomon reports that final edits are complete, and Ms. Priscilla Sturges is working with Crosby Design to finish the sign. Mr. Rowley asked where we are in the gift process and asked Ms. Harney to remind the Friends of Sleepy Hollow that a gift over \$500 must be presented to the Select Board for acceptance. Ms. Harney will meet with the Friends on Wednesday, and she will ask about the gift request letter, and will include its value. Mr. Rowley says he will add a letter and submit it to the Town Manager for presentation to the Select Board. Mr. Cooke moved that we accept the Melvin Memorial sign with its final edits, Ms. Harney seconded, and all approved. Ms. Hopkins showed paver samples and an image of what the design will look like in front of the memorial. She is currently getting quotes for the work. Ms. Harney voted to accept these pavers, Mr. Cooke seconded, and all approved.

**D-5: REVIEW SURVEYS RECEIVED AFTER TOWN MEETING AND DISCUSS ADDING**

**MAUSOLEUM SITES AND A COLUMBARIUM:** Ms. Mallory Price reported that four surveys were returned after being offered at Town Meeting; all were supportive of family mausoleums and a columbarium. Mr. Cooke said we can now move forward with adopting specifications and considering pricing; he and Mr. Rowley will begin a specification discussion using materials already collected. Regarding a columbarium, Mr. Cooke suggested we think about how we want it to look, and mentioned that the Lowell City Cemetery just installed a nice one.

**D-6: REVIEW AND DETERMINE LIMITS TO GRAVE PURCHASES:**

The Cemetery Committee discussed what limits are reasonable and fair and how to best word the policy. Mr. Rowley will create several drafts with different numbers and wording which the Committee can review and consider at the next meeting.

**D-7: REQUEST FROM DANCES BY ISADORA-BOSTON:**

After discussion about the proposal for a dance recital in front of the Melvin Memorial, the Cemetery Committee voted unanimously to politely decline the request from Dances by Isadora-Boston. Ms. Solomon motioned to decline the request, Mr. Jerry Soucy seconded, all approved.

**D-8: REVIEW COMMITTEE TERM EXPIRATION DATES:**

Ms. Whitney Kocher-Nguyen has decided not to renew her term; nor will Ms. Harney. Ms. Solomon has one more year on the committee, Mr. Cooke and Mr. Soucy each have three years. Two guests at tonight's meeting are considering joining the Cemetery Committee and were advised of the process.

**D-9: CHAMPION LOT REPURCHASE**

Ms. Hopkins said the Champion family wants to sell back lot 55B Sleepy Hollow Avenue. Ms. Harney motioned to buy back the lot, Ms. Solomon seconded, and all approved the repurchase.

**D-10: REVIEW WEBSITE AND DISCUSS UPDATES:**

Mr. Cooke would like more information available about the Town's cemeteries. He suggested many links he would like added. Ms. Price will look into this with Ms. Anna Trout of Concord Public Works. Mr. Cooke would like the website to be more user-friendly and intuitive.

**D-11: THE FRIENDS OF SLEEP HOLLOW:**

Ms. Harney will talk to the Friends of Sleepy Hollow about writing up the gift proposal for donating the Melvin Memorial sign to the Town. The tree-naming project labels are still under consideration and choices will be presented to the Cemetery Committee once final samples are collected.

Donating their time, volunteers from the Friends of Sleepy Hollow request to clean a list of headstones. Ms. Hopkins will ask Mr. Joshua Craine from Daedalus, Inc. to clean the Daniel Chester French stone when he comes to clean the Melvin Memorial before the June 16, 2019, rededication ceremony.

**D-12: COMMITTEE COMMENTS:** (relative to issues contained in this agenda or feedback received from resident(s) since last meeting).

Ms. Hopkins says the Maynard Elks will place flags on the graves of veterans on Saturday, May 11, 2019; adding that The Boston Globe will send someone to photograph this.

**D-13: PUBLIC COMMENTS:** None.

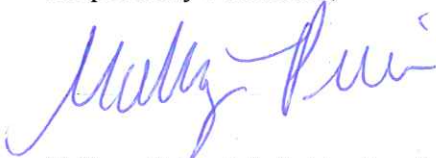
**D-14: SUMMARY OF FOLLOW-UP ITEMS:**

Mr. Cooke will send specification information about columbaria and mausoleums to the Cemetery Committee for review, then will meet with Mr. Rowley to discuss. Ms. Hopkins will get family and notable guest information to Mr. Cooke for him to prepare his Melvin Memorial dedication introduction. Mr. Rowley will obtain more information on grave purchase limits.

**ADJOURNMENT:**

The meeting was adjourned at 8:42 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant  
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson  
Cemetery Committee