

**Town of Concord
Cemetery Committee Meeting
May 29, 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
Ms. Susan Bates – Select Board Liaison
Mr. Billy Crosby – Crosby Design
Ms. Priscilla Sturges – The Friends of Sleepy Hollow

ADMINISTRATIVE ITEMS

- A-1 Three 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 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 the item cannot wait until a future meeting)
- A-5 The minutes of the May 6, 2019, meeting were approved
- A-6 The next proposed committee meeting is Wednesday, July 10, 2019, at 7:00p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS:

Mr. Paul Cooke welcomed Mr. Billy Crosby from Crosby Design and Ms. Priscilla Sturges of the Friends of Sleepy Hollow Cemetery to the meeting and opted to address item D-5 first.

D-5: MELVIN MEMORIAL INFORMATIONAL SIGN

Mr. Crosby and Ms. Sturges discussed the sign, its framing, and its placement. Mr. Daniel Rowley reminded everyone that installation of the sign can only take place if the Select Board approves it, which we should know after they meet next week.

D-2: STAFF REPORT – MEMORIAL DAY, MEDIA COVERAGE

Ms. Patricia Hopkins reports that Einstein's, Inc. did a nice job cleaning the cemetery before Memorial Day, and that **The Boston Globe** sent a reporter out to document the placing of the flags on veterans graves.

D-3: RECOGNITION OF CAROL HARNEY AND WHITNEY KOCHER-NGUYEN'S YEARS OF SERVICE TO THE CEMETERY COMMITTEE:

Mr. Cooke thanked both Ms. Carol Harney and Ms. Whitney Kocher-Nguyen for their dedication and efforts on the Cemetery Committee. Mr. Rowley mentioned several of the many accomplishments that occurred during their tenure including an update of the Master Plan, research into expanding burial options, and the Melvin Memorial restoration. Mr. Cooke added thanks to Ms. Harney for being our liaison to the Friends of Sleepy Hollow.

D-4: MELVIN MEMORIAL REDEDICATION PLANNING:

The Cemetery Committee reviewed the plan for the rededication on June 16, 2019, and all the details were discussed. Ms. Hopkins and Mr. Rowley have handled all the logistics and Ms. Hopkins and Ms. Harney have ordered food for the reception. The Town House is reserved, the programs are being designed, and media has been contacted.

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

The Cemetery Committee reviewed three options for limits on grave purchases. Ms. Harney motioned to accept the limit of six full graves per Concord resident, Ms. Andrea Solomon seconded, and all approved.

D-7: DISCUSS FINDING A NEW COMMITTEE MEMBER:

Mr. Cooke announced that Mr. Leo Carroll is officially a member of the Cemetery Committee but we still need one more member. He hopes to invite those who have submitted a green card to the Town House to the next meeting. Ms. Susan Bates said she would mention the need at the next Select Board meeting.

D-8: THE FRIENDS OF SLEEPY HOLLOW CEMETERY:

Ms. Harney reports that the Friends of Sleepy Hollow continue to research tree signs and she has brought some samples. A QR code is available for the signs and the Cemetery Committee wondered what the QR code would be linked to. Mr. Rowley asked whether the QR code could be smaller, and if a Town seal could be added. Ms. Harney said that a donation made to the Friends of Sleepy Hollow in Ms. Hopkins honor will be used for tree enhancements in the cemetery. Mr. Cooke asked who might be our next liaison to the Friends, and Ms. Harney thought Ms. Susan Dee may be able to attend the July 10, 2019, Cemetery Committee meeting. She said that the Friends of Sleepy Hollow do not meet again until September, 2019. A group of their volunteers would like to clean some headstones and Ms. Hopkins says she needs list of the headstones in which they are interested because she needs to ask the families first.

D-9: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting).

Ms. Kocher-Nguyen thanked the Cemetery Committee for all the hard work they have done and that she values the debate and different perspectives. Ms. Harney added that she appreciates that Mr. Cooke really pushed the group to get a lot done.

D-10: PUBLIC COMMENTS: None.

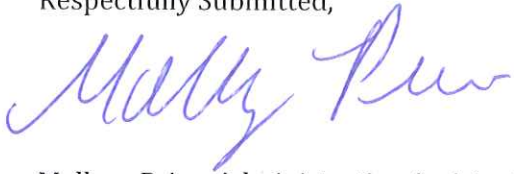
D-11: SUMMARY OF FOLLOW-UP ITEMS:

Mr. Cooke said he will be back in town on June 14, 2019, and will see us all at the rededication ceremony on Sunday, June 16.

ADJOURNMENT:

The meeting was adjourned at 9:30 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee