

**Town of Concord
Cemetery Committee Meeting
July 5, 2018
135 Keyes Road**

Members Present: Mr. Paul Cooke - Chairperson
Ms. Whitney Kocher-Nguyen - 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. Alice Kaufman - Select Board liaison

ADMINISTRATIVE ITEMS

- A-1 Eight deeds were submitted for signature
- A-2 The meeting was called to order at 6:38 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 24, 2018
- A-6 The next proposed committee meeting is Wednesday, August 1, 2018, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

D-1: RATE HEARING

All voted in favor of the increase in fees to bring our rates in line with those of surrounding communities. These fees were incrementally increased a year ago, and today's vote completes the phase-in of the new rates.

D-2: ALEX HOAR - LOT MAINTENANCE REQUEST

Mr. Alex Hoar was unable to attend the meeting as originally planned. Ms. Patricia Hopkins reported that Mr. Hoar had requested the Town Clerk research his family deeds, and during that process Mr. Daniel Rowley said it was discovered by Ms. Kaari Tari, Town Clerk, that a Hoar family gift account was established in the late 1800s. Mr. Rowley said the Cemetery Committee needs to make a request to the Town Clerk to research the funds to see what money, if there is any, is available. Mr. Paul Cooke motioned to request that the Town Clerk research the history of the Hoar

gift account and Ms. Whitney Kocher-Nguyen seconded, all were in favor. Discussion continued about the Hoar lot and the issues with the tree infringing on the granite wall. Mr. Rowley reminded the Committee of a previous decision which was the Town is willing to remove the tree and its stump if Mr. Hoar will assume responsibility for the removing and resetting of the granite.

D-3: CHAIR COMMENTS

Mr. Cooke is concerned about people driving on the grass and over the ends of graves at the Chestnut Hollow cul-de-sac and wonders if we can put a curb or berm there. Ms. Hopkins confirmed that this is a problem due to the fact that this circle is too tight for vehicles. Mr. Cooke asked if the circle could be widened on the outside, which Ms. Hopkins would welcome, but is up to Natural Resources, as the surrounding land is under their jurisdiction. Ms. Hopkins suggested that closing off the circle and instead making a turnaround for vehicles is a possibility which she has discussed with CPW's Engineering Division. Ms. Hopkins hopes that we could ask for this change during Phase 3 of the Cemetery improvements.

D-4: STAFF REPORT – SPRING CLEANUP, WINTER STORM CLEANUP UPDATE

Mr. Rowley said that Sunshine Paving is doing a good job in the cemetery so far, and he believes they will be able to adhere to their schedule as weather permits. The hope is that the paving project is finished by the second week of August. Mr. Joshua Craine of Daedalus, Inc. is planning to attend the Cemetery Committee meeting on August 1 and is scheduled to begin the Melvin Memorial restoration work around the third week of August. Ms. Hopkins reported that the Handley stone dedication on May 20 near the new plantings on Bedford Street was well attended and everyone was pleased with the event. Mr. Rowley provided an update on several projects that are still outstanding: the headstone repair project, the database scanning project RFP, design of the cremation area by CPW's Engineering Division, finding storage for surplus gravel, discussing lot transfer policy with the Town's legal counsel, and the walking trail between the old area and new areas of the cemetery. Ms. Kimberley Connors offered to investigate how the Town of Acton built their cemetery walkway for a lot less money than ours has been estimated.

D-5: MASTER PLAN WORK SESSION INCLUDING SUPPLY OPTIONS AND PRIORITY LIST REVIEW

Ms. Kocher-Nguyen reiterated that the Cemetery Committee needs collaborate on what the most pressing issues are for the cemetery. On that note, Mr. Rowley suggested the Cemetery Committee think of where their future interests may lie regarding a funding request to the CPA and other funding sources; is the Cemetery Committee interested in infrastructure such as repairing stone walls, or adding the columbarium that has been discussed? Mr. Cooke reminded the Cemetery Committee that we need to give Mr. Thomas Farb an answer on the mausoleum question. Mr. Cooke said that opening up the cemetery to mausoleums could increase our available funds for other improvement projects. Mr. Cooke said we need to arrive at the point where we present the supply needs to the town to gauge support for a variety of burial options, including mausoleums. Mr. Rowley is concerned with how current demands are piling up and there is not enough staff to work on all of the projects. Mr. Rowley is managing several cemetery projects now, plus many other public works projects, and needs to concentrate on those. Mr. Rowley suggests that we tell Mr. Farb we cannot move forward with his request at this time. Ms. Connors thinks the Cemetery Committee should act on Mr. Farb's request as the impetus to do so in the future is unlikely unless there is another similar inquiry. Ms. Andrea Solomon said the decision to have a mausoleum is not necessarily a directive to start right now; it could be scheduled in at the Town's discretion. Ms. Carol Harney suggested we vote whether to present this to the Town. Mr. Cooke reminded the

committee that it would likely be more palatable to the Town if we had a package of options ranging from scattering gardens to columbaria to mausoleums and it is the Cemetery Committee's responsibility to put together this plan. Ms. Kocher-Nguyen said we do need a projection plan for other expansion in the cemetery. Ms. Hopkins added that 70% of her current burials are cremations and we are losing some of those to other towns which have a columbarium option. Mr. Rowley asked what Mr. Cooke envisions as the cost for a mausoleum – the answer is a couple hundred thousand dollars and up. Regarding other priorities, Ms. Kocher-Nguyen said that stone wall repair is very important and our attention and money may need to go into fixing what we have rather than adding something new. Mr. Cooke said stone wall safety and supply issues, including the mausoleum, seem to be the priorities. Mr. Rowley and Ms. Hopkins said the stone wall on Bedford St. may cost \$200,000 dollars to repair, and the wall at the Old Hill burying ground will likely be over \$500,000. Mr. Cooke wants to meet with Ms. Hopkins and Mr. Rowley about supply needs and supply possibilities so he can prepare a presentation for a public meeting. Ms. Connors suggested that Mr. Cooke say to Mr. Farb "we decided as a committee that your request warrants enough action that we can bring it to a public meeting and we are preparing our documents and will let you know when we have a time and date." Regarding the headstone project, references still need to be checked, then the work will be awarded. Mr. Cooke requested we have a public notification system regarding upcoming maintenance activities/events so interested parties can receive emails about the schedule.

D-6: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

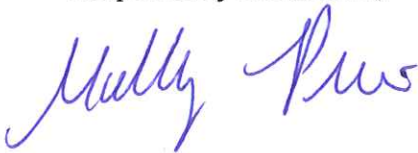
D-7: PUBLIC COMMENTS None.

D-8: SUMMARY OF FOLLOW-UP ITEMS

Mr. Cooke listed these follow-up items: headstone repair project, database project, website project, supply project (Mr. Cooke and Ms. Connors to work together), signs and alert list.

ADJOURNMENT: The meeting was adjourned at 8:01 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee