

**Town of Concord
Cemetery Committee Meeting
September 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. Alice Kaufman – Select Board liaison
Mr. Joshua Gibbons – Ungrown Productions
Mr. Jerry Soucy
Mr. Alex Hoar

ADMINISTRATIVE ITEMS

- A-1 14 deeds were submitted for signature
- A-2 The meeting was called to order at 7:12 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 August 1, 2018
- A-6 The next proposed committee meeting is Wednesday, October 3, 2018, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

At 6:00 p.m. the Cemetery Committee, along with Ms. Alice Kaufman and Mr. Alex Hoar, travelled to Sleepy Hollow Cemetery where they reviewed the new area for cremation lots, potential locations for a columbarium and mausoleums, and work completed to date on the Melvin Memorial.

D-1: CHAIR COMMENTS

Mr. Paul Cooke offered to hear item D-5 first

D-5: REQUEST TO USE OLD HILL BURYING GROUND FOR EQUIPMENT STAGING FOR FILM PROJECT

Mr. Joshua Gibbons, from Ungrown Productions and Netflix, will be filming in Concord and is asking permission to locate a camera in the Old Hill Burying Ground on Sunday, September 23 to film a brief scene. There would be small crew with only light-weight equipment such as a tripod and camera. They will take video footage from the cemetery as a car drives on Lexington Road and video footage from the top of the hill which will include the church. They would likely be there for

about an hour only. Mr. Gibbons is willing to make a donation of \$1000 to the Cemetery Committee for the use of the cemetery. Ms. Patricia Hopkins will stay with the crew to ensure proper care is taken in the cemetery. Ms. Andrea Solomon motioned to allow the use of Old Hill Burying ground for the filming, and Ms. Carol Harney seconded, all were in favor.

D-2: STAFF REPORT – ROADWAY AND DRAINAGE IMPROVEMENT PROJECT UPDATE

Sunshine Paving, the roadway and drainage improvement project contractor, is nearing completion of the project with some work near the third gate remaining as well as completing granite curb installation, and rebuilding the pipes below Author's Ridge. Mr. Daniel Rowley and Ms. Hopkins are pleased with the quality of the contractor's work and the care they have taken of the cemetery. They hope to be done by third week in September. Ms. Hopkins spoke with Mr. Jacob Zwicker from CPW's Engineering Division about the Keyes Road parking lot repaving project near the Main Street cemetery; the new design allows for a stone wall extension that will provide a buffer between parked cars and the cemetery. The Town Clerk has compiled a list of cemetery related donations/gifts from years past, and she will put together an inventory for the Cemetery Committee. Determining how the various accounts have been spent over the years will be researched as well, but will take time.

D-3: MELVIN MEMORIAL RESTORATION PRESERVATION PROJECT

The newly ordered slates are too short due to an ordering error. To remedy this problem, Ms. Kimberley Connors explained there were several options to consider: (1) keep the new slates and pin an additional six-inch piece of slate to the top (2) keep the new slates and pin an additional six-inch piece of slate to the bottom which is where the lettering would be placed, but there is a chance the lettering might not fit with the seam (3) add three inches of slate at the top and three at the bottom (4) order new, correctly-sized slates which will arrive in the spring, but will delay the project. Ms. Whitney Kocher-Nguyen says we have come so far and the Melvin Memorial deserves to be preserved correctly. Replacement slates would have to be reordered, which will take several months, at the expense of Daedalus, Inc., who created the original technical specifications for the bid. Mr. Cooke asks what we can do to soften the financial blow for Daedalus, and Mr. Rowley may have some ideas. Ms. Carol Harney motioned to accept option (4) to order new, correctly sized slates, and Ms. Connors seconded; all approved. Mr. Rowley will come up with a plan with Mr. Joshua Craine of Daedalus to protect the Memorial until the new slates arrive.

Regarding the wording on the slates, Ms. Hopkins has discovered that some of the birth and death dates are inaccurate. The original slates had death dates only, and the replacement slates placed in the 1940s added their birthdates. Ms. Hopkins checked the birthdates, and two are incorrect, as is one death date. Asa's birthdate needs to be changed to September 6, his death date is correct, John's birth/death dates are correct, and Sam's birthdate needs to be changed to April 7, and his death date changed to September 25 (per military records). Ms. Solomon motioned to accept the changes needed to correct the birth and death dates for each man, Mr. Cooke seconded, and all approved. There was discussion about adding a permanent sign that describes what happened to the brothers and placing it at the Memorial once the project is finished. Ms. Connors noted that for posterity we need to keep a list of what is getting changed at the Memorial.

The Cemetery Committee discussed the paver options they viewed earlier while visiting the Melvin Memorial. Everyone differed on what would look best and Mr. Cooke recommended another visit to the site to make a decision. Mr. Rowley added that the purpose of the pavers is to keep lawnmowers and weed whackers away; he will also ask Mr. Craine to bring more paver samples.

Storage of the old slates was discussed and it was decided that they will be stored outside the Cemetery Office to keep them safe and to avoid a public safety issue. There were many ideas about

what to do with them going forward: possible use by the Friends of Sleepy Hollow; could the lettered areas be of value; could they be cut up and used as a fundraiser; does Mr. Craine have any ideas, or, can the Cemetery Committee think of something to do with them? Mr. Rowley says they are in very rough shape underneath. Ms. Connors reminded us these are not the originals.

D-4: REVIEW OF CREMATION AREA DESIGN AND SELECT NAME FOR SECTION

The new cremation area was viewed on the 6:00 p.m. visit this evening and a general overview of what will be developed at this time was provided. To name the area, Ms. Hopkins said sections have been named alphabetically with tree or floral names, and if we wanted to continue with this trend, the next letter is 'I'. It was suggested that the new section be called 'Ivy' which Ms. Solomon motioned to accept, and Ms. Connors seconded, all approved.

D-6: MASTER PLAN WORK SESSION – DISCUSSION ON COMMITTEE PRIORITIES, COMPLETING AND PUBLISHING THE MASTER PLAN

Mr. Rowley offered his priority list: complete the Melvin Memorial restoration project, implement the recommended maintenance plan, improve the landscaping surrounding the Memorial including pavers in front, and host a rededication ceremony; layout the new cremation area (Ivy Path); prepare for the burial options meeting in November; complete the headstone restoration project; complete the record scanning project; determine Chestnut Hollow pavement improvements to keep cars from driving on graves; improve the landscaping on the slope on both sides of Upland Avenue; consider trees, shrubs or guardrail along the downslope of Prospect Avenue; determine species of trees needed to add all indigenous trees in Massachusetts to the cemetery and add name tags; create a cemetery tree map and update TreeKeeper; secure funding for stone wall reconstruction at Bedford Street and Keyes Road/Main Street; explore funding sources for stone wall reconstruction at Old Hill Burying Ground. Mr. Cooke added that he would also like us to keep the website up to date. Ms. Connors will write up a Melvin Memorial progress report and Mr. Rowley will add photos and send to Ms. Anna Trout for upload to the Town's website. Mr. Cooke suggested we also add Melvin Memorial information to the Master Plan, as well as Mr. Rowley's priority list.

D-7: DISCUSSION ON THE NOVEMBER PUBLIC MEETING TO DISCUSS BURIAL OPTIONS

Mr. Cooke reminded the Cemetery Committee of our upcoming public meeting on November 7, at 7:00 p.m. to discuss burial options. Mr. Cooke said that green burials are not on our current list of options for consideration. There was a letter to the editor in last week's Concord Journal about green burials. Mr. Cooke has written an outline of ideas of what we want to offer and has mapped out four spots for various types of burial options and offered visuals for landscaping. Ms. Whitney Kocher-Nguyen did research on costs and regulations for community mausoleums which she presented. Massachusetts' laws will need to be reviewed and followed if we are interested in a community mausoleum as it has very specific requirements and many health requirements. Mr. Rowley showed a picture of Shrewsbury's 80 niche columbaria, discussed construction costs, and he showed the area where we are considering installing one. The scattering garden at Mt. Auburn was shown as a representation of what we could do. Resident, Mr. Jerry Soucy, spoke about his wife's green burial in Maine, and he mentioned that he is hosting Ms. Caitlin Doughty at his home at 770 Main St. on October 2 to show a film and discuss green burials. Mr. Soucy hopes the Cemetery Committee will consider the green burial option for Sleepy Hollow. Mr. Cooke is happy to add Mr. Soucy to a future agenda if he would like to discuss it further. Mr. Cooke said we will send letters to various interested groups such as the Friends of Sleepy Hollow, those on the waiting list, the Historical Commission, and the Natural Resources Commission to inform them of the public meeting on November 7. Mr. Cooke reviewed with the Cemetery Committee what they are responsible for in preparation for the November public meeting.

D-8: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting) None.

D-9: PUBLIC COMMENTS

Mr. Alex Hoar is concerned about erosion in the cemetery and thinks the Cemetery Committee should add an erosion control plan to the Master Plan. Mr. Cooke and Mr. Rowley will add that to our list, which is lengthy and will be prioritized. Mr. Hoar commented that people veer from walkways and tramp on groundcover. Mr. Cooke informed him that we used to have chains around Emerson's grave, but they did no good. Mr. Hoar also added that parking is a problem and he thinks we need visual reminders about where to park and not park; Ms. Hopkins said it's on the signs, but no one reads them. Mr. Hoar explained his request (see D2) for research came about because of a family contribution made by one of his relatives in 1871. He wants to know the present worth of this contribution, or how it was used. He is asking the Cemetery Committee to send a request to track the contribution that his relative made, because maybe it can be used for improvements to his family's plot. Mr. Rowley said the Town Clerk's Office is researching that and the funds will be tracked, but it will take time.

D-10: SUMMARY OF FOLLOW-UP ITEMS

Mr. Cooke listed the following as items for discussion at the next meeting: a sign near the Melvin Memorial, select pavers for in front of the Melvin Memorial, moving the slates to an area behind Ms. Hopkins' office, adding erosion control to the priority list in the Master Plan; Mr. Rowley will talk to Town Clerk, Ms. Kaari Tari, about Mr. Hoar's concerns.

ADJOURNMENT: The meeting was adjourned at 9:49 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee