

**Town of Concord
Cemetery Committee Meeting
October 2, 2019
135 Keyes Road**

Members Present: Mr. Paul Cooke – Chairperson
Ms. Andrea Solomon
Mr. Leo Carroll
Mr. Brian Davidson
Mr. Jerry Soucy

Also Present: Mr. Aaron Miklosko -- Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Mallory Price – Administrative Assistant
Ms. Susan Bates – Select Board liaison

ADMINISTRATIVE ITEMS

- A-1 Three deeds were submitted for signature.
- A-2 The meeting was called to order at 7:01pm
- 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 September 4, 2019, and September 13, 2019, meetings were approved
- A-6 The next proposed Cemetery Committee meeting is at 7pm on Wednesday, November 6, 2019

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS

Mr. Paul Cooke commented on how beautiful the cemetery is this time of year. He welcomed Mr. Brian Davidson as an official member of the Cemetery Committee.

D-2: STAFF REPORT – HOAR LOT IMPROVEMENTS COMPLETE, KEYES FAMILY LOT STONE CLEANING, MELVIN FAMILY LOT MAINTENANCE, VETERANS DAY PARADE PREPARATION

Mr. Aaron Miklosko said the Hoar lot improvements are complete and Mr. Hoar's contractor did a nice job; we will continue to monitor the area for erosion and will repair as needed. The Keyes family lot cleaning was completed by the Friends of Sleepy Hollow, and Ms. Patricia Hopkins said the boulder and the stones look good and the area is very clean. Mr. Miklosko said the erosion issues in the Melvin family lot were repaired by Ms. Hopkins with burlap and hydroseeding and it looks much better and is more stable. Veterans Day parade preparation – Ms. Hopkins will provide an update on preparations at the November 6 meeting, but there will be a final mowing and we will send a news and notice regarding fall clean-up in a couple weeks. Mr. Davidson asked if we could

put the notice in the Concord Journal, and Mr. Miklosko said we could add it to the Concord Public Works announcements. Mr. Cooke wanted to follow up with a few issues discussed at the last meeting: dog violations are still an issue and Ms. Hopkins is keeping an eye out. Mr. Miklosko said the Police Department has added the cemetery to their patrols, and remind visitors of all posted rules. Regarding engineering assessing the potential mausoleum area, Mr. Miklosko said he would meet with our new town engineer to discuss the area. Mr. Cooke hopes to be able to sell mausoleum plots in the spring. Mr. Miklosko would like to meet with Mr. Jerry Soucy and the town engineer to walk the area. Mr. Miklosko and Ms. Hopkins said there is an issue with a designated trail in the cemetery that abuts private property where private citizens have added their own bridges; neither has been permitted by us or by Natural Resources. Also, logs have been placed in the middle of some trails, which we have moved. Ms. Hopkins will talk to the resident about issues. Ms. Hopkins passed around the final Melvin Memorial thank you note which is for the photographer, and everyone signed. Mr. Cooke asked to have the pictures she took loaded to our webpage, which we will do.

D-3: REVIEW OF CEMETERY COMMITTEE CHARGE

Mr. Cooke wants to review this charge annually, and all items were read aloud. While some points were discussed, no changes were made.

D-4: OVERSIZED STONE REQUEST - LYNCH FAMILY LOT

The family is requesting that they be permitted to place an oversized pink quartz stone that is one foot deeper than our depth allowance of 18 inches. Ms. Hopkins shared a photograph of the stone, and she has no problems since the grave is full and the stone will never need to be moved. Ms. Andrea Solomon motioned to approve, Mr. Davidson seconded, all approved.

D-5: LOT REPURCHASE REQUEST - MONK FAMILY LOT

The Monk family owns a two-grave lot and a three-grave lot at 91 and 93 Barrett Avenue, respectively. One person is buried in one grave in lot 93, and the Monks' daughter will retain ownership of this grave. The family would like to sell back all of lot 91 and the two unused graves in lot 93. While this sale back to the Town is not unusual, the family is requesting that two checks be cut to two family members for unequal amounts, but totaling the \$4400 due. One check will go to the daughter, who is retaining one grave in lot 93, for \$1787.50 and another check will go to the father for \$2612.50, accounting for the monetary value of the grave the daughter will retain. Ms. Solomon motioned to accept the two check reimbursement amounts, and Mr. Davidson seconded, all approved.

D-6: REVIEW OF CEMETERY COMMITTEE PRIORITIES

Mr. Cooke asked each member of the Cemetery Committee to review the Master Plan Priority Summary and pick their top priorities for the upcoming year, which can be discussed at the next meeting. Mr. Cooke mentioned the accomplishments over the past few years and asked about some items that were begun. Mr. Cooke was particularly interested in continuing the record scanning project, which Mr. Miklosko will allocate for in the budget. Also discussed was the tight turnaround at the end of Chestnut Hollow and how to best address that so cars do not drive on the edge of graves. Items that should be added to the priority list include the mausoleum area assessment and moving forward with a columbarium.

D-7: HEADSTONE RESTORATION:

Mr. Miklosko said we have \$10k for the year, and will get some quotes and get some work done in the spring. Ms. Hopkins has a priority list of stones needing care which she will give to Mr. Miklosko. Mr. Leo Carroll wants to make sure we evaluate bidders carefully to get someone highly qualified; Mr. Miklosko assured the Cemetery Committee that he will choose qualified, competent,

restorers for quotes. Ms. Hopkins says we can get a fair number repaired each year within our \$10K budget.

D-8: THE FRIENDS OF SLEEPY HOLLOW CEMETERY

Mr. Leo Carroll is our liaison to the Friends of Sleepy Hollow Cemetery and he appreciates how they want to beautify the cemetery and he will attend meetings and report to the Cemetery Committee.

D-9: COMMITTEE COMMENTS: (relative to issues contained in this agenda or feedback received from resident(s) since last meeting). Mr. Carroll informed the Cemetery Committee about Ms. Hopkins' December trip to Georgia where she will place some dirt from the Melvin family farm in Concord on Samuel Melvin's grave at Andersonville, GA.

D-10: PUBLIC COMMENTS: None.

D-11: SUMMARY OF FOLLOW-UP ITEMS:

Things to consider for the next meeting: Finding a spoils area to preserve cemetery dirt, link to Facebook or upload pictures from the Melvin Memorial rededication, Mr. Miklosko will share the cemetery budget numbers at the next meeting, scanning project update, mausoleum area update, Committee members to prioritize tasks for upcoming year, Mr. Cooke will send the Melvin Memorial book to all Cemetery Committee members, discussion about the Chestnut Hollow turnaround area, and, talk to the Concord Journal about a free subscription without pop up articles.

ADJOURNMENT:

The meeting was adjourned at 8:45 p.m.

Respectfully Submitted,



Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson
Cemetery Committee