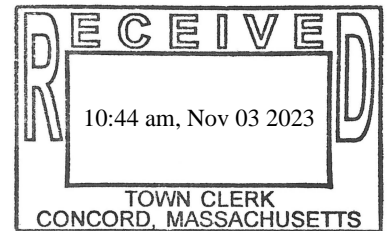


**Town of Concord  
Cemetery Committee Meeting  
October 4, 2023  
In Person and Via Zoom**



Members Present: Mr. Brian Davidson  
Mr. Rod Riedel  
Mr. Geoffrey Walton  
Mr. Jerry Soucy  
Ms. Priscilla White-Sturges

Also Present: Mr. Aaron Miklosko – Highway and Grounds Superintendent  
Ms. Patricia Hopkins – Cemetery Supervisor  
Ms. Justine St. John – Program Analyst for Highway & Grounds  
Ms. Terri Ackerman – Select Board Member – Liaison

**ADMINISTRATIVE ITEMS**

- A-1** The meeting was called to order at 4:00 pm
- A-2** It was announced that the meeting was being audio/video recorded.
- A-3** 7 deeds signed.
- A-4** Next Meeting will be November 1<sup>st</sup>, 2023 at 4:00PM

**DISCUSSION/ACTION ITEMS**

**D-1: CPW STAFF REPORT-OPERATIONS/MAINTENANCE UPDATE:**

Ms. Hopkins advised the landscape contractor, Einstein's, was continuing their work in Sleepy Hollow Cemetery. It is expected that their final cut will be toward the end of October, and then they will work on the fall clean up in preparation for Veterans' Day. She reported that the September 8<sup>th</sup> storm felled four large trees which caused damage to eight headstones. She is working with contractors to have repairs completed. She also advised that the foundation for the mausoleum has been poured. It is expected to be backfilled in the next week and then the rest of the work will commence in the spring. There were three full burials and ten cremations that took place and one single grave lot and two cremation lots were sold. Mr. Riedel inquired if the trees that came down during the storm had any sign that they were rotted and ready to fall. She advised they did not. He also inquired about the headstone restoration project. He is interested in getting a cumulative report annually with the repairs that have been completed. He suggested this occur annually at the December meeting.

**D-2: MONUMENT REQUEST-PAPPAS FAMILY:**

Ms. Hopkins spoke to this request. It is an oversized headstone request. Regulations dictate that the size of the stone should be no larger than 3'6" high, 1'6" deep and 3'6" wide. This family is proposing to have a boulder set that meets the height and width requirement but is 24" deep. Ms. Hopkins advises it should not cause any problems in regards to maintenance. Mr. Walton asked if

Operations had any concerns and Ms. Hopkins advised they do not. She stated that it is being brought to committee because it is 6" outside of the regulations and the committee should be aware of it.

Brian Davidson made a motion to approve the purchase request of the Pappas family. Geoffrey Walton seconded, and it was voted as follows (5-0):

Rod Riedel – Aye  
Brian Davidson – Aye  
Geoffrey Walton-Aye  
Jerry Soucy-Aye  
Priscilla Sturges-Aye

### **D-3: CPC APPLICATION FOR METAL STRUCTURE EVALUATION LETTER OF SUPPORT:**

Committee members reviewed the proposed letter of support to the Community Preservation Committee in regards to the metal structures evaluation. Mr. Riedel also advised he will be seeking letters of support from the Historic Commission and the Public Works Commission.

Brian Davidson made a motion to approve the updated design as presented. Jerry Soucy seconded the motion. It was voted as follows (5-0):

Rod Riedel – Aye  
Brian Davidson – Aye  
Geoffrey Walton-Aye  
Jerry Soucy-Aye  
Priscilla Sturges-Aye

### **D-4: DISCUSSION-CEMETERY MASTER PLAN**

Mr. Riedel introduced the Master Plan and his idea for updating it. He asked members which sections they wanted to review. Brian Davidson asked to review Supply, Operation and Infrastructure. Priscilla Sturges asked to review Infrastructure, Monument Restoration and the New Section. Jerry Soucy asked to review Columbarium, Communication and Spoils Storage, and Geoff Walton asked to review Monument Restoration, Operations and Supply. Rod Riedel advised he will look at Appendices, the Introduction and the Priority Summary. He will also ask CPW staff for suggested priorities updates in Appendix E. He suggests members look at their sections to determine if items had been accomplished, whether they need to be edited or whether they should be kept. Mr. Walton suggested Town Staff might need to provide input to ensure items are updated properly. Mr. Riedel agreed and suggested that when a section needs to be reviewed that might need Town input, it can be brought to the meeting and Town Staff can address it then. How members were going to efficiently review their sections was addressed at the meeting. Subcommittees were initially discussed; however, it was decided that the reviews can be done as a committee at a regular meeting. Mr. Riedel suggested the November meeting could lead off with a "consent review" with a number of items proposed for updating or deletion. Mr. Riedel will provide those consent items for review for November. Mr. Walton inquired if Ms. Solomon had any words of advice having gone through the process. She advised that their process in 2017/2018 was pretty similar to what is being suggested. She agreed that having ongoing discussions at the meetings would probably work best. When she reviewed it with another committee member in 2017/2018,

they were updating a 20-year-old document so they did need to use a subcommittee, but this may not need as much editing. Ms. Ackerman advised minutes for subcommittees, if needed, can be very high level to limit administrative burden.

**D-5: CHAIR COMMENTS:**

Mr. Riedel asked for an update regarding the CPC stone wall project. Mr. Miklosko advised an agreement has been awarded to Wright-Pierce for design and CPW staff are working through the process to get the purchase order opened and then work can begin.

Mr. Riedel asked Ms. Hopkins if she had met with CPC regarding the metal structures evaluation application. She advised she had and the only question they had was regarding the age of the gates. She forwarded that information along.

**D-6: COMMITTEE MEMBERS' COMMENTS:**

Mr. Soucy wanted to share that he was talking to someone about the cemetery, and he mentioned the mausoleum that is being constructed. The person advised that they know of someone who is unable to bury a family member because they do not have the money to do so (in another state). Mr. Soucy wanted members to be mindful that this can happen. Ms. Hopkins advised that the Town does sometimes encounter people with financial issues. The cemetery does have a section of indigent lots that are free, and the burial cost is \$400. However, there is also a program through the State of Massachusetts people can apply to that will help with this cost as well.

**D-7: DISCUSSION-PUBLIC COMMENTS:**

Ms. Solomon gave an update from the Friends of Sleepy Hollow. They hosted a great breakfast and learned about John Keyes, a resident in Concord in the 19<sup>th</sup> century. The Friends of Sleepy Hollow also hosted the Gold Star Families Bench dedication in September. Both events were well attended.

**ADJOURNMENT**

Geoff Walton made a motion to adjourn the meeting at 4:35PM. Brian Davidson seconded the motion and it was voted as follows (5-0):

Rod Riedel – Aye  
Brian Davidson – Aye  
Geoffrey Walton-Aye  
Jerry Soucy-Aye  
Priscilla Sturges-Aye

Respectfully Submitted,

Approved,

Justine St. John  
Program Analyst, Highway & Grounds Division

Rod Riedel, Chair  
Cemetery Committee