

**Town of Concord
Cemetery Committee Meeting
October 5, 2022
In Person and Via Zoom**

Members Present: Mr. Brian Davidson
Mr. Rod Riedel
Mr. Jerry Soucy

Also Present: Mr. Aaron Miklosko – Highway and Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Justine St. John – Administrative Assistant for Highway & Grounds
Ms. Andrea Solomon-Liaison from Friends of Sleepy Hollow

ADMINISTRATIVE ITEMS

- A-1** The meeting was called to order at 4:03 pm
- A-2** It was announced that the meeting was being audio/video recorded.
- A-3** Seven deeds submitted for signing.
- A-4** Next Meeting will be November 2, 2022 at 4:00PM
- A-5** Meeting Minutes from June 1, 2022 and September 7, 2022 were presented for acceptance.

Jerry Soucy moved to approve the May 4th and September 7th 2022 minutes. Rod Riedel seconded and it was voted as follows to approve: (3-0)

Rod Riedel – Aye
Jerry Soucy – Aye
Brian Davidson – Aye

DISCUSSION/ACTION ITEMS

D-1: STAFF REPORT:

Aaron Miklosko, Highway & Grounds Superintendent, provided updates on cemetery operations. Einstein's is continuing to complete their landscape maintenance and mowing of the cemetery. The season is changing and, with the leaves starting to fall, they will be transitioning to fall cleanup later this month. Ms. Hopkins is working on trimming back trees and shrubs in the cemetery.

Lot Sales for September: three (3) full burials and two (2) cremations took place; four (4) single grave lots and one (1) cremation lots were sold.

Mr. Miklosko reports the headstone restoration project is ongoing. The contractor has been working through the summer on the headstones and is approximately 50% completed. She will

continue to work through the fall until the weather changes and will resume in the spring. Everything appears to be progressing well.

He updated the work of the Columbarium Subcommittee, which has been meeting throughout the summer. They, along with Town staff, have been working on an RFP for the project and Town staff has sent it to the procurement department for review, prior to sending it out to prospective bidders. They have been working to clarify what type of construction it is. As soon as there is an answer, the RFP will be able to be sent out.

Mr. Miklosko reports that Geoffrey Walton has received his appointment letter. He is out of Town and was unable to get sworn in before tonight's meeting, but he plans to formally join in November.

Mr. Miklosko reports he has also been working with Mr. Riedel about the CPC application, but will hold those comments until later in this meeting.

He updated the status of the sale of the mausoleum lot. Town staff has been working with the interested purchaser of the mausoleum lot. There have been a lot of discussions and engineering plans have been received, along with payment to cover the peer review process. The plans are going to start to be reviewed by a contractor this month. A draft agreement has been created and the Town is just waiting on the review of the plans to move it forward. Mr. Davidson asked how the process was going. Mr. Miklosko replied it is a large project and the Town is working hard to do their due diligence to make sure the process is moving along appropriately. Once the final design is reviewed, he will bring it back to the Committee.

D-2: CPC APPLICATION FOR STONE WALL REPAIR LETTER OF SUPPORT:

Mr. Riedel gave a summary of his work on the CPC Application regarding stone wall and stone structures in the cemetery and recognized the staff support he has received throughout all of the aspects of this process. Mr. Riedel advised he had participated in a site review with Ms. Hopkins and also gave a presentation to the Community Preservation Committee (CPC). Mr. Riedel then gave an overview of that presentation. He advised the CPC had two questions to keep in mind as the process moves forward. One was whether CPW would consider contracting vendors that focus on historic preservation of stone walls and stone structures. Their second question was about the lichen on the stone walls, and whether during construction/rehabilitation, there could be an attempt not to disturb the lichen. Mr. Riedel spoke to the fact that the CPC was complimentary of the application, and he believes it is because he focused on following all the instructions. He feels that is important to remember, moving forward with additional applications. He advised he is anticipating meeting with the Public Works Commission (PWC) next week, and will utilize the same presentation. Mr. Miklosko spoke about the PWC meeting. There is a letter of support drafted for that as well. He asked that Mr. Riedel send the presentation to him so it can be included in the slide show at the meeting.

Mr. Davidson began review of the letter of support. There were some suggested edits, but no substantive changes.

Jerry Soucy moved to accept a letter of support from the Concord Cemetery Committee to the Community Preservation Committee with suggested edits. Rod Riedel seconded and it was voted as follows to approve: (3-0)

Rod Riedel – Aye
Jerry Soucy – Aye
Brian Davidson – Aye

D-3: CHAIR COMMENTS:

Mr. Davidson advised he attended the Friends of Sleepy Hollow 20th Anniversary Breakfast and said it was a terrific, well attended event. Very informative. He also welcomed Andrea Solomon to the meeting-she is now the liaison from the Friends of Sleepy Hollow to the Cemetery Committee and will be attending the meetings.

D-4: COMMITTEE COMMENTS:

Mr. Soucy wanted to express appreciation of Ms. Hopkins and the work she does in the cemeteries. He had occasion to observe a number of different processes in the cemetery with her and was impressed with the amount of attention that went into a burial. He said it was also the attention to detail and history that Ms. Hopkins brings to each service that truly makes her an asset. He really appreciates all of the work that she does looks forward to observing again in the future.

D-5: PUBLIC COMMENTS:

None.

ADJOURNMENT

Rod Riedel made a motion to adjourn the meeting at 4:34 P.M. Jerry Soucy seconded the motion and it was voted as follows. (3-0)

Rod Riedel – Aye
Jerry Soucy – Aye
Brian Davidson – Aye

Respectfully Submitted,

Approved,

Justine St. John
Administrative Assistant, Highway & Grounds Division

Brian Davidson, Chairperson
Cemetery Committee