

**Town of Concord
Cemetery Committee Meeting
April 13, 2016
135 Keyes Road**

Members Present: Ms. Kathleen Winslow – Chairperson
Mr. Paul Cooke – Vice Chairperson
Ms. Andrea Solomon
Ms. Carol Harney
Ms. Gina Nasson

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Susan Dee – Friends of Sleepy Hollow Cemetery
Ms. Barbara Ewen – Friends of Sleepy Hollow Cemetery
Ms. Priscilla Sturges – Friends of Sleepy Hollow Cemetery
Ms. Jane Hotchkiss – Board of Selectmen Liaison
Ms. Whitney Kocher – Resident
Ms. Mallory Price – Administrative Assistant

ADMINISTRATIVE ITEMS

- A-1 No deeds were submitted for signature.
- A-2 The meeting was called to order at 7:02 pm.
- A-3 Ms. Kathleen Winslow requested that item D-4 be discussed first, all were in favor.
- A-4 The minutes of the March 2, 2016, meeting were approved and accepted, all were in favor.
- A-5 The next proposed committee meeting is May 4, 2016, at 6:30pm.

DISCUSSION/ACTION ITEMS

D-4: THE FRIENDS OF SLEEPY HOLLOW – PROJECT DISCUSSION

Ms. Susan Dee, Ms. Priscilla Sturges, and Ms. Barbara Ewen, were present to discuss future project ideas that the Friends of Sleepy Hollow Cemetery could assist with. Ms. Winslow thanked the Friends of Sleepy Hollow Cemetery for their assistance with the recent sign project and mentioned that the signs are beautiful, helpful, and came to fruition because of this group after years of committee discussion. All present expressed gratitude for their work.

Ms. Ewen mentioned the possibility of planting shrubs between the last gate and Prichard gate. Ms. Sturges requested permission to consult landscape architect, Martha Lyon, to inquire about plans drawn up years ago, which showed several designs for the area between the Wood Gate and the Author's Gate which could act as a starting point. The Cemetery Committee agreed that it would be helpful to have a plan and that Ms. Sturges and the Friends of Sleepy Hollow Cemetery could contact

her. Ms. Patricia Hopkins said maintenance of additional shrubs would not be difficult. Shrub placement cannot be closer to the road than the current posts and chain and might have to go halfway down the hill. Ms. Dee asked whether family members can place their own plants near headstones if they want bushes? Ms. Hopkins explained that only small plants may be placed in the ground on either side of a headstone.

Ms. Ewen discussed another potential project which could be identifying and labeling trees within Sleepy Hollow Cemetery and also planning future tree plantings so every species of tree that grows in Massachusetts can be found in Sleepy Hollow Cemetery. Ms. Ewen suggested getting an estimate to label one of each type of tree in the cemetery. Mr. Paul Cooke quoted Emerson who said every tree indigenous to MA should be represented in Sleepy Hollow Cemetery. A possible field trip to Mt. Auburn Cemetery was discussed as they have tree labels. Mr. Daniel Rowley explained that a Request for Proposal for a town wide inventory of public shade trees will be advertised soon and there are plans to include Sleepy Hollow Cemetery in the tree inventory project. Mr. Rowley mentioned that once the procurement process is complete, the goal is to have the project completed in the fall of 2016. Mr. Rowley also mentioned that it will be helpful to have the information regarding which trees are presently growing in Sleepy Hollow Cemetery which can be used to plan future plantings. Ms. Winslow added this project is good timing for the cemetery, and the Friends of Sleepy Hollow Cemetery agreed that tree labeling could be a spring 2017 project.

D-1: ELECTION AND NEW MEMBER RECRUITMENT PROCESS

Ms. Winslow commended Mr. Cooke for doing such a wonderful job presenting the cemetery funding article at Town Meeting.

Ms. Winslow announced that she will be joining the Public Works Commission and that the May 4, 2016 Cemetery Committee meeting will be her last as her current term expires on May 31, 2016. The Cemetery Committee expressed gratitude for her hard work over the years.

Ms. Carol Harney may commit to three more years on the committee at the May 4, 2016, meeting, as her current term expires also on May 31, 2016.

Mr. Cooke, as the current Vice Chairperson, would be the most likely candidate to chair the Cemetery Committee next. The Cemetery Committee will vote on this and a new vice chairperson at the June 1, 2016, meeting.

Resident Ms. Whitney Kocher was in attendance and has expressed interest in joining the Cemetery Committee. She mentioned that she is a neighbor to Sleepy Hollow Cemetery. If she is selected to join the Committee, her official first day would be June 1, 2016. Ms. Winslow added that it is always nice to have Sleepy Hollow Cemetery neighbors join the group. Either Mr. Richard Reine, Public Works Director, or Mr. Christopher Whelan, Town Manager, will be in touch with Ms. Kocher in the next month to discuss joining the Cemetery Committee.

Ms. Winslow mentioned that she will write up what she has been doing as chairperson as a reference for the future chairperson and will bring to May 4, 2016, meeting.

D-2 STAFF REPORT

Mr. Rowley also commended Mr. Cooke on his presentation of article 25 at Town Meeting for funding for drainage, stonewall, and roadway improvements in Sleepy Hollow Cemetery. He mentioned that the Engineering Division has started design work on the project.

Mr. Rowley mentioned that the spring cleanup of Sleepy Hollow Cemetery was completed by the contractor, Einstein's Inc and that the cleanup of Old Hill Burying Ground and South Burying Place would be completed by Town staff in the next few weeks.

Ms. Hopkins mentioned that there will be a cemetery tour through Adult Education and is scheduled for May 15, 2016, 4-6pm, and the cost is \$15.

Ms. Hopkins mentioned that the Surveyors Historical Society have selected Concord as the location of the annual event which is scheduled for September, 2017.

Ms. Hopkins added that she had been contacted about adding a tomb in Sleepy Hollow Cemetery, located near and similar to the Pope tomb. Ms. Hopkins shared that she had a conversation many years ago with Charlie Dee, and it was her understanding that the original intent in 1930's was to allow a row of tombs but only the Pope family bought one. Mr. Rowley mentioned that it is a very unique question and that he would include it in a future agenda so it could be discussed further. Ms. Winslow suggested that the person inquiring come to the meeting.

D-3: EMERSON FAMILY REQUEST – LANDSCAPING IMPROVEMENTS AT RALPH WALDO EMERSON'S GRAVE

Ms. Hopkins and Mr. Rowley shared a board provided by members of the Emerson family that shows a proposal for improvement of the area near Ralph Waldo Emerson's grave. The intent of the improvements is to allow better wheelchair access and prevent mud in front of the grave. The Committee expressed concerns over the proposed size of cobbled area which is an 18' x 9' bell shape. The Cemetery Committee decided to visit Sleepy Hollow Cemetery prior to the May 4, 2016 meeting to review the area.

D-5: THANK YOU LETTER FOR THE NEW ENTRANCE SIGNS

Ms. Andrea Solomon presented for review a thank you letter to the Friends of Sleepy Hollow Cemetery for publication in the Concord Journal. Edits were suggested and will be made.

D-6: COMMITTEE COMMENTS

None

D-7: PUBLIC COMMENTS

Ms. Kocher mentioned that she enjoyed learning how the committee works and is looking forward to coming back. Ms. Winslow added that the committee is exciting, interesting, and historical, and she appreciates having neighbors of the cemetery attend.

MEETING ADJOURNED

The meeting was adjourned at 8:47pm.

Respectfully Submitted,

Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,

Kathleen Winslow
Cemetery Committee