

**Town of Concord
Cemetery Committee Meeting
June 1, 2016
135 Keyes Road**

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

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Mallory Price – Administrative Assistant
Ms. Jane Hotchkiss – Board of Selectmen Liaison
Mr. David Halloran
Mr. Glenn Burlamachi
Ms. Barbara Ewen – Friends of Sleepy Hollow Cemetery
Ms. Priscilla Sturges – Friends of Sleepy Hollow Cemetery
Mr. Thomas Farb
Mr. Jeffrey Adams

ADMINISTRATIVE ITEMS

- A-1 Deeds were submitted for signature.
- A-2 The meeting was called to order at 7:03 pm.
- A-3 Mr. Paul Cooke requested that item D-7 be discussed first, and item D-5 second, all were in favor.
- A-4 The minutes of the May 4, 2016, meeting were approved and accepted, all were in favor.
- A-5 The next proposed committee meeting is August 3, 2016, at 7:00pm.

DISCUSSION/ACTION ITEMS

D-7: REQUEST FOR RATES FOR BURIAL OF CREMATED REMAINS OF INDIGENTS AND ENTOMBMENT OF CREMATED REMAINS

Mr. David Halloran, of Concord Funeral Home, asked that the Cemetery Committee consider a proposal for a special interment rate for the cremated remains of an indigent person. He requested the rate be half the normal fee. Mr. Daniel Rowley confirmed that currently there is no provision for the interment of cremated remains of an indigent, only for a full burial of an indigent. This proposal would require a rate hearing. Mr. Paul Cooke confirmed this is a worthwhile cause. Ms. Andrea

Solomon motioned for a rate hearing at the meeting on August 3, 2016, which was seconded by Ms. Gina Nasson, all were in favor. Ms. Patricia Hopkins added that the Pope family plans to entomb cremated remains in their family tomb and suggested establishing a fee for this as well. Both fees will be reviewed during the rate hearing at the meeting on August 3, 2016.

D-5 THE FRIENDS OF SLEEPY HOLLOW CEMETERY – PROPOSED PLANTING PROJECT

Ms. Priscilla Sturges and Ms. Barbara Ewen presented a plan designed by Ms. Martha Lyons for the installation of several planting areas along Bedford Road. This plan also includes the removal of several hemlock trees, which Mr. Rowley said should involve Mr. Peter Flynn, the Town's Park & Tree Supervisor and Town Tree Warden. Approximately 60 plants will be purchased, and Ms. Sturges hopes the Town can complete the installation of the plants in three phases of 20 plants each. To proceed, Ms. Ewen said the Cemetery Committee needs to accept the general scope of the plan so they can proceed with obtaining quotes for the plant material and scheduling the project. Ms. Gina Nasson questioned if the planting project would interfere with the upcoming paving project inside the cemetery, and Mr. Rowley said it would not. Watering of the new plants was discussed; with all in agreement that hand watering is not feasible. Ms. Carol Harney suggested timers for watering and inquired if the Friends of Sleepy Hollow Cemetery pay for these? Ms. Sturges asked about the Town's acceptance of this gift, and Mr. Rowley said providing a letter describing the gift with the exact dollar amount would allow him to present it to the Town properly. Ms. Nasson said the gift would need to be on the Select Board agenda to be accepted. Ms. Solomon moved to approve the general plan as presented, Ms. Carol Harney seconded, all were in favor. Ms. Sturges and Ms. Ewen hope to have a dollar figure ready by next week.

D-3 FARB TOMB REQUEST

Mr. Cooke reminded the Cemetery Committee that during their last meeting there were several topics discussed regarding the addition of more tombs near the Pope Tomb including: a survey to assess hill tolerance, the number of potential sites, devising a plan to notify the waitlist, and holding a public meeting. Mr. Rowley said there are no documents on file that outline plans for the hill where the proposed tomb would be, only knowledge that it was once offered as such to townspeople in the 1930s. Mr. Rowley said the Cemetery Committee needs to formulate rules and regulations including specifications, design requirements, and access and security. He offered to request to have the Town's Engineering Department visit the site. Mr. Rowley also suggested that a sub-committee be formed to research policies of other cemeteries, and Ms. Solomon volunteered. Ms. Nasson mentioned that she objects to this proposal and that she sees it as unfair to those who are on the waitlist. Mr. Cooke added that the cemetery is a living thing and can be changed. Further discussion will occur at the August meeting. Mr. Thomas Farb added that he is willing to help with the costs of improving and stabilizing the area. Mr. Jeff Adams, architect for Mr. Farb, added that drainage is critical in this area and will be an important part of the plan. Ms. Jane Hotchkiss mentioned that the Select Board is concerned with the matter of equity.

D-1 CHAIR COMMENTS – ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Ms. Solomon nominated Mr. Cooke as Chairperson, Ms. Nasson seconded, all in favor. Ms. Solomon nominated Ms. Nasson as Vice Chairperson, Ms. Harney seconded, all in favor.

D-2 STAFF REPORT – ROAD, STONEWALL, AND DRAINAGE SYSTEM IMPROVEMENT PROJECT UPDATE, CULVERT UPDATE

Mr. Rowley mentioned that the development of the bid specifications for the road, stonewall, and drainage system improvement project is progressing well. He mentioned that he, along with Ms. Hopkins, met in the cemetery the members of the Engineering Division to review the project. Some of the areas they looked at included the proposed work on Upland Avenue which will include tree removal, slope stabilization, stonewall reconstruction, reconstructing the road to handle the storm water, and installing a berm. He mentioned that the Town will be advertising the project for bids soon and hopefully work can start in the fall. Ms. Nasson asked if the lowest bid gets the job and whether overages are possible. Mr. Rowley said that typically the lowest bidder is awarded the job provided they meet all requirements and have favorable references. He also mentioned that the Engineering Division designs the project plans so precisely that overages should be minimal. He said that the project is expected to be over \$300k.

Mr. Rowley mentioned that the bids for the culvert project are due June 3.

D-4 EMERSON FAMILY REQUEST – LANDSCAPING IMPROVEMENTS AT RALPH WALDO EMERSON'S GRAVE

Ms. Hopkins met with Mr. Dan Emerson and Ms. Nina Vinogradskaya from Art Conservators to discuss cleaning the bronze plaque at the Emerson stone. The Town intends to clean it in a manner that will keep it natural looking. Ms. Birdie Emerson and Ms. Ellen Emerson emailed Ms. Hopkins to inform her that they are no longer pursuing the plan to put pavers in front of the grave. They have requested that the chains be put back up and loam and seed added to the worn area, and for the stump to be removed. They plan to bring a request for a bench and an explanatory plaque/sign for consideration at a future meeting.

D-6 JOHNSON FAMILY REPURCHASE REQUEST

A granddaughter of Victor Johnson wants to sell back an empty two-grave lot, A-16 Maple Avenue, to the Town. Ms. Harney moved to accept the repurchase, Ms. Solomon seconded, all approved.

D-8 REVIEW OF PROCEDURE TO SELL LOTS IN OLDER SECTIONS OF SLEEPY HOLLOW CEMETERY

The Committee agreed that Ms. Hopkins would send a certified letter to everyone on the waitlist asking for updated contact information and whether they want to remain on the list. Each waitlist recipient will have 30 days to respond with their contact information. When a plot is offered to

someone on the waitlist, they will have five days to respond. If they wait beyond the five days or choose not to purchase what is available, their name will go to the bottom of the waitlist.

D-9 REQUEST FROM SURVEYORS HISTORICAL SOCIETY

The Surveyors Historical Society has requested to place a GPS medallion in Thoreau's honor at his grave. Ms. Hopkins said the Society wants to "honor the man" and the man is at the cemetery. Mr. Cooke expressed concern that this may set a precedent for any society that wants to honor someone. Ms. Nasson said they could put the marker behind the family headstone, and she suggested the Committee think about it longer as the group will not be visiting Concord until September 2017. Ms. Harney motioned to accept placement behind the family headstone, Ms. Solomon seconded. The vote was 4-1 in favor, Mr. Cooke dissenting. It was added that if there is negative feedback, the medallion can be removed.

D-10 COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting)

None.

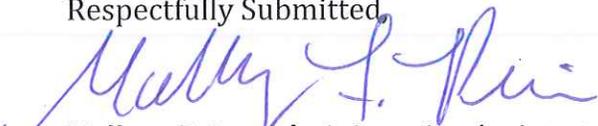
D-11 PUBLIC COMMENTS

None.

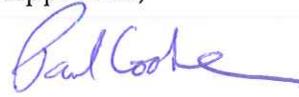
ADJOURNMENT:

The meeting was adjourned at 9:02pm.

Respectfully Submitted,


Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,


Paul Cooke
Cemetery Committee