

**Town of Concord  
Cemetery Committee Meeting  
August 3, 2016  
135 Keyes Road**

Members Present: Mr. Paul Cooke -- Chairperson  
Ms. Gina Nasson – Vice Chairperson  
Ms. Carol Harney

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent  
Ms. Patricia Hopkins – Cemetery Supervisor  
Ms. Mallory Price – Administrative Assistant  
Ms. Barbara Ewen – Friends of Sleepy Hollow Cemetery  
Ms. Priscilla Sturges – Friends of Sleepy Hollow Cemetery  
Mr. David Halloran  
Ms. Jesselyn Tobin  
Ms. Heather Abrahms  
Mr. Thomas Farb  
Mr. Jeffrey Adams

ADMINISTRATIVE ITEMS

- A-1 No deeds were submitted for signature.
- A-2 The meeting was called to order at 7:00 pm.
- A-3 Ms. Patricia Hopkins asked that a cemetery lot repurchase request be considered during this meeting. Mr. Paul Cooke motioned to add the lot repurchase request to the agenda, all were in favor. Mr. Cooke motioned to take items D-5 and D-7 out of order, all were in favor.
- A-4 The minutes of the June 1, 2016, meeting were approved and accepted, all were in favor.
- A-5 The next proposed committee meeting is September 7, 2016 at 7pm.

DISCUSSION/ACTION ITEMS

D-1: RATE HEARING

The addition of a rate for indigent cremation interment was approved at \$250; no other rates were added or changed. For clarification, additional wording was added to several descriptions. Ms. Carol Harney moved to accept, Ms. Gina Nasson seconded, and all were in favor.

#### D-5: OVERSIZE STONE REQUEST - TOBIN

Ms. Jesselyn Tobin requested an exception to the current headstone height limit to allow for an obelisk style, dark gray granite monument of 5' 5". Ms. Hopkins shared a picture of the exact style of the proposed monument as well as a photo of its proposed location in the cemetery. Ms. Gina Nasson commented that the height would give more contour to the landscape. Mr. Cooke questioned where the height rule originated. Ms. Hopkins said there were no height rules prior to the 1950s, and the current height rule of 3' 6" was added in 1986. Ms. Nasson requested that a marker be placed where the stone would be located, and Ms. Hopkins will place a stake so all Committee members may review it before the next meeting. Ms. Harney motioned that we delay discussion until the September 7th meeting so all Committee members may review the location, with Ms. Nasson seconding. All were in favor.

#### D-7: THE FRIENDS OF SLEEPY HOLLOW CEMETERY – PROPOSED PLANTING PROJECT

Ms. Barbara Ewen discussed the onsite meeting the planting subcommittee held on July 11<sup>th</sup> regarding the proposed project. During this meeting, the plans of the project were reviewed by Ms. Gina Nasson, Mr. Daniel Rowley, Ms. Hopkins, Ms. Barbara Ewen, Ms. Priscilla Sturges, and Mr. Peter Flynn, Town Tree Warden. Mr. Rowley said there are some issues with the proposed plant locations being too close to the road which needs further discussion with Ms. Martha Lyons, the landscape architect. Mr. Rowley said that Concord Public Works Director Mr. Rich Reine agrees that three of the five trees indicated on the plan can be removed due to their poor condition, but the Town would like to keep the other two if possible. Ms. Ewen will communicate with Ms. Lyons about not removing the two trees and what impact it will have on the project if they remain. The Friends of Sleepy Hollow Cemetery are curious when the gift will be approved so they can move forward. Mr. Rowley said it would likely be approved by the Select Board at a meeting in the next few weeks. The drought conditions were discussed, and if there is still a water issue coming into September, an alternate plan should be made. New trees could have water bags attached, and shrubs could have soaker hoses, which will be provided by the Town. There is potential that this might not happen at all if drought conditions persist. Mr. Rowley suggested they hold off on plant selection until the outdoor water restriction is lifted, if possible. Ms. Ewen will discuss the schedule of the project with Ms. Lyons. When planting is scheduled, Mr. Flynn wants to install all of the plants at the same time.

Ms. Sturges mentioned that the next Friends of Sleepy Hollow Cemetery meeting is the same night as the next Cemetery Committee meeting.

#### D-3 STAFF REPORT

Discussion continued regarding the addition of above-ground options. Mr. Rowley shared with the Committee a cemetery comparison packet provided by Mr. Thomas Farb regarding mausoleums. The Committee will review the policies of other cemeteries regarding tombs. Mr. Rowley has reviewed the Pope Tomb area and has come to the conclusion that we need to take a much bigger view for above-ground options and future development of this area and other potential burial space in the cemetery. He mentioned that there are no plans to develop this area of the cemetery at this time as there is adequate space in the knoll. He also mentioned that developing the older section of Sleepy Hollow Cemetery will be complex. Mr. Rowley mentioned that he and Mr. Reine discussed

that there needs to be a larger view of the cemetery, a bigger plan of what can we offer as above-ground options to more residents. Mr. Farb inquired about a time frame – Mr. Rowley does not see additional discussions taking place until at least October or November.

Ms. Harney asked how many requests there are for above-ground burials. Ms. Hopkins said that Mr. Farb's is the first recent request, but if we had a columbarium, that might generate more interest. Ms. Hopkins said that several people have inquired about an above-ground option in the past. She said approximately 65% of the burials are cremations. Ms. Nasson wondered what a potential design plan for the knoll would be for above ground burials. Ms. Hopkins said there is no particular plan right now, but to the left side at the knoll is where she would like to see a columbarium, but any area in the knoll could be an above-ground option.

Regarding the roadway, stonewall, and drainage improvement project, Mr. Rowley said the Town received seven bids for the project ranging from \$396k to \$899k. The job was awarded to US Pavement and will likely start in mid-to-late September after it goes through the procurement process. Mr. Cooke asked whether we are required to take the lowest bid. Mr. Rowley said we usually do, but only if they meet all of our criteria and their references are approved. Mr. Cooke asked whether the stone wall on Upland Avenue would be repaired as part of this project. Mr. Rowley confirmed that the stone wall repair, as well as replacement/repair of granite posts in the area are both part of the paving project. Mr. Rowley discussed the funding for the project which included Community Preservation Act (CPA) funding of \$225,000, a debt authorization of \$157,000, and the balance being covered by the Cemetery Fund. Mr. Rowley mentioned that there are plans to request additional CPA funds for the second phase of this project and that the application deadline is the end of September. Ms. Harney wondered whether the CPA was likely to give us money again, and Mr. Rowley said that he was optimistic they would.

Mr. Cooke wondered why many trees in the bowl near the Daniel Chester French memorial were cut down. Ms. Hopkins explained that they had to be removed due to disease.

The Culvert contract has been awarded to Pecora Contracting, and they will start with erosion controls and will finish with the footbridge. The entire project is scheduled to be completed by November.

#### D-4 REVIEW OF PROCEDURE TO SELL LOTS IN OLDER SECTIONS OF SLEEPY HOLLOW CEMETERY UPDATE:

A letter regarding the cemetery wait list policies was crafted by Ms. Hopkins and Mr. Rowley and will be sent to 97 wait list recipients with return receipt. The Committee agrees with the language and the letters will be sent out next week.

#### D-6 LOT TRANSFER – BULL

In 1979 George Dallas purchased a lot for Sarah Bull of Carlisle, who was a former resident but not eligible to purchase a lot due to the residency requirement. This was a common practice at the time. At town meeting approximately ten years ago, the policy was changed, and former residents are now authorized to purchase in their own name if they met certain requirements. For the former type of purchase, the Cemetery Supervisor was authorized to transfer the ownership of lots purchased by a designee to the beneficiary, but not all of them were completed. Ms. Hopkins now

handles these on a case-by-case basis. Ms. Harney motioned to accept the Dallas to Bull transfer, Mr. Cooke seconded, and all were in favor.

LOT REPURCHASE DISCUSSION- HOSFORD AND BOSSELMAN

Ms. Hopkins also proposed the repurchase of a cremation lot in the newest section of the knoll from the Brooke Hosford and Todd Bosselman family for \$1125. Ms. Nasson motioned to approve the repurchase, Mr. Cooke seconded, and all were in favor.

D8: COMMITTEE COMMENTS:

Ms. Nasson shared an article from the New York Times about growing grapes in cemeteries. Mr. Cooke commented on the Ralph Waldo Emerson dedication speech for Sleepy Hollow Cemetery – which all committee members received in their mailed meeting packet.

D9: PUBLIC COMMENTS:

None.

ADJOURNMENT:

The meeting was adjourned at 7:54pm

Respectfully Submitted,



Mallory Price, Administrative Assistant  
Highway and Grounds Division

Approved,



Paul Cooke, Chairperson  
Cemetery Committee