

**Town of Concord
Cemetery Committee Meeting
October 5, 2016
135 Keyes Road**

Members Present: Mr. Paul Cooke -- Chairperson
Ms. Carol Harney
Ms. Whitney Kocher
Ms. Andrea Solomon

Also Present: Mr. Daniel Rowley – Highway & Grounds Superintendent
Ms. Patricia Hopkins – Cemetery Supervisor
Ms. Mallory Price – Administrative Assistant

ADMINISTRATIVE ITEMS

- A-1 No deeds were submitted for signature.
- A-2 The meeting was called to order at 7:04 p.m.
- A-3 Review of Agenda (Additions can only be made if not anticipated by the chair at least 48 hours in advance and the item cannot wait until a future meeting)
- A-4 The minutes of the September 7, 2016, meeting were approved and accepted, all were in favor.
- A-5 The next proposed committee meeting is November 2, 2016, at 7:00 p.m.

DISCUSSION/ACTION ITEMS

D-1: CHAIR COMMENTS:

Mr. Paul Cooke said the construction project in the cemetery is looking good and moving along nicely. He added that he received two letters from the Town House about two residents who were interested in joining the Cemetery Committee, but currently there are no openings. These interested parties are welcome to visit any meeting.

D-2: STAFF REPORT - ROAD, STONEWALL, AND DRAINAGE SYSTEM IMPROVEMENT PROJECT UPDATE, CULVERT UPDATE, PROCEDURE TO SELL LOTS IN OLDER SECTIONS OF SLEEPY HOLLOW CEMETERY UPDATE, MAUSOLEUM REGULATION DISCUSSION/UPDATE

Ms. Tish Hopkins said she is communicating well with the contractors as they continue their construction work in the cemetery. She said that visitors have not been unduly disturbed by the work. Mr. Daniel Rowley said the installation of some of the drainage structures has been delayed, but should be completed by the end of next week. The contractor has reset the granite pillars, but work on the stone wall has not yet been started. Mr. Rowley mentioned that the project may extend into November depending on the weather. He also mentioned that the culvert work behind Chestnut Hollow is progressing well. While there have been very few complaints, he highlighted that there is little room to stage equipment and supplies in the area, and the contractors are doing the best they can to keep disruption to visitors to a minimum.

Regarding a potential mausoleum site, Mr. Rowley mentioned that he will meet sometime this month with an engineer to assess the area. Ms. Andrea Solomon and Ms. Hopkins are scheduling visits to two cemeteries to evaluate mausoleums.

D-3: COMMUNITY PRESERVATION ACT FUNDING APPLICATION – LETTER OF SUPPORT

Mr. Rowley reviewed the proposed plans for the next phase of construction improvements in Sleepy Hollow Cemetery and discussed the application that has been submitted to the Community Preservation Committee requesting \$450,000 in Community Preservation Act funding for fiscal year 2018. He mentioned that other funding sources for the project will be \$150,000 from a debt authorization, \$100,000 of in-kind contributions in engineering design and construction management from Concord Public Works' Engineering Division, and \$60,000 from the Cemetery Fund for a total of \$760,000. Mr. Rowley mentioned that there are typically many applications for Community Preservation Act funding and the amount of funding received will be dependent on what other requests the Community Preservation Committee receives. He mentioned that last year we requested \$426,000 in Community Preservation Act funding and were ultimately granted \$225,000, for which he was grateful. Mr. Rowley will meet the Community Preservation Committee for a site visit at 9:40 a.m. on October 15, 2016, to review the proposed construction improvements. Mr. Rowley outlined the priority list of repairs in the cemetery and noted that the work will be completed as funding allows. If needed, a future request will be made to finish any outstanding repairs.

Mr. Rowley presented to the committee a memo and a draft motion of support for the submittal of this Community Preservation Act funding request and the work plan for the restoration of the infrastructure. Mr. Rowley prepared a draft letter for Mr. Cooke to review and sign in support of the Community Preservation Act funding request so it can be reviewed by the Community Preservation Committee. Mr. Cooke will review the letter and revise if needed. Mr. Cooke will not need to present at town meeting for the \$450,000 request, as the Community Preservation Committee does this, but we need to be there to support it. If the article for the \$150,000 debt authorization does not make the consent agenda at town meeting, then Mr. Cooke would need to present the article.

The committee voted on the draft motion Mr. Rowley prepared which authorizes Mr. Cooke to sign the letter to the Community Preservation Committee. After Mr. Cooke read it aloud, Ms. Solomon motioned to accept the draft motion, Ms. Harney seconded, and all were in favor.

D-4 – LOT REPURCHASE REQUEST - PICKWICK

The Pickwick family has requested a repurchase of four of the six graves they own on Vesper Circle. Ms. Harney moved to repurchase, Ms. Solomon seconded, and all were in favor.

D-5: LOT REPURCHASE REQUEST - MINER

The Miner family has requested a repurchase of their two-grave lot on Linden Path. Ms. Solomon moved to repurchase, Mr. Cooke seconded, and all were in favor.

D-6: LOT REPURCHASE REQUEST – NICHOLAS

The Nicholas family has requested a repurchase of four two-grave lots on Elm Path. Ms. Solomon moved to repurchase, Ms. Harney seconded, and all were in favor.

D-7: THE FRIENDS OF SLEEPY HOLLOW CEMETERY

Ms. Harney says the planting project is on hold due to the drought. Mr. Rowley said the planting project will likely occur in fall 2017 assuming the drought is over. Ms. Harney inquired as to whether this gift to the town has been formally accepted. Mr. Rowley indicated that Ms. Jane Hotchkiss mentioned at the last meeting that she thought the gift had been accepted but she was not sure as she was not present.

D-8: COMMITTEE COMMENTS (relative to issues contained in this agenda or feedback received from resident(s) since last meeting)

Ms. Solomon knows of a Girl Scout troop that might be interested in watering the plants near the flagpoles if the Friends of Sleepy Hollow Cemetery says there is still a need. Ms. Harney said she will inquire at the next Friends of Sleepy Hollow Cemetery meeting.

Mr. Cooke asked about the field behind the cemetery office. Ms. Hopkins said the field behind her office is owned by the town.

Mr. Cooke inquired about restoration of the Melvin Memorial. Mr. Rowley said it may be advertised in the spring of 2017 and some funds are in place for this restoration.

Mr. Rowley mentioned there was a \$300 donation made to the Friends of Sleepy Hollow Cemetery by a gentleman in thanks to Ms. Hopkins for her help with funeral planning. The gift was made with the proviso that Ms. Hopkins decides how it is to be used.

Mr. Rowley and Ms. Hopkins mentioned the Recreation Department's organization of a "Sleepy Hollow 5K". The course runs down Bedford Street and does not enter the cemetery.

D-9: PUBLIC COMMENTS:

None.

ADJOURNMENT:

The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Mallory Price".

Mallory Price, Administrative Assistant
Highway and Grounds Division

Approved,

A handwritten signature in blue ink, appearing to read "Paul Cooke".

Paul Cooke, Chairperson
Cemetery Committee