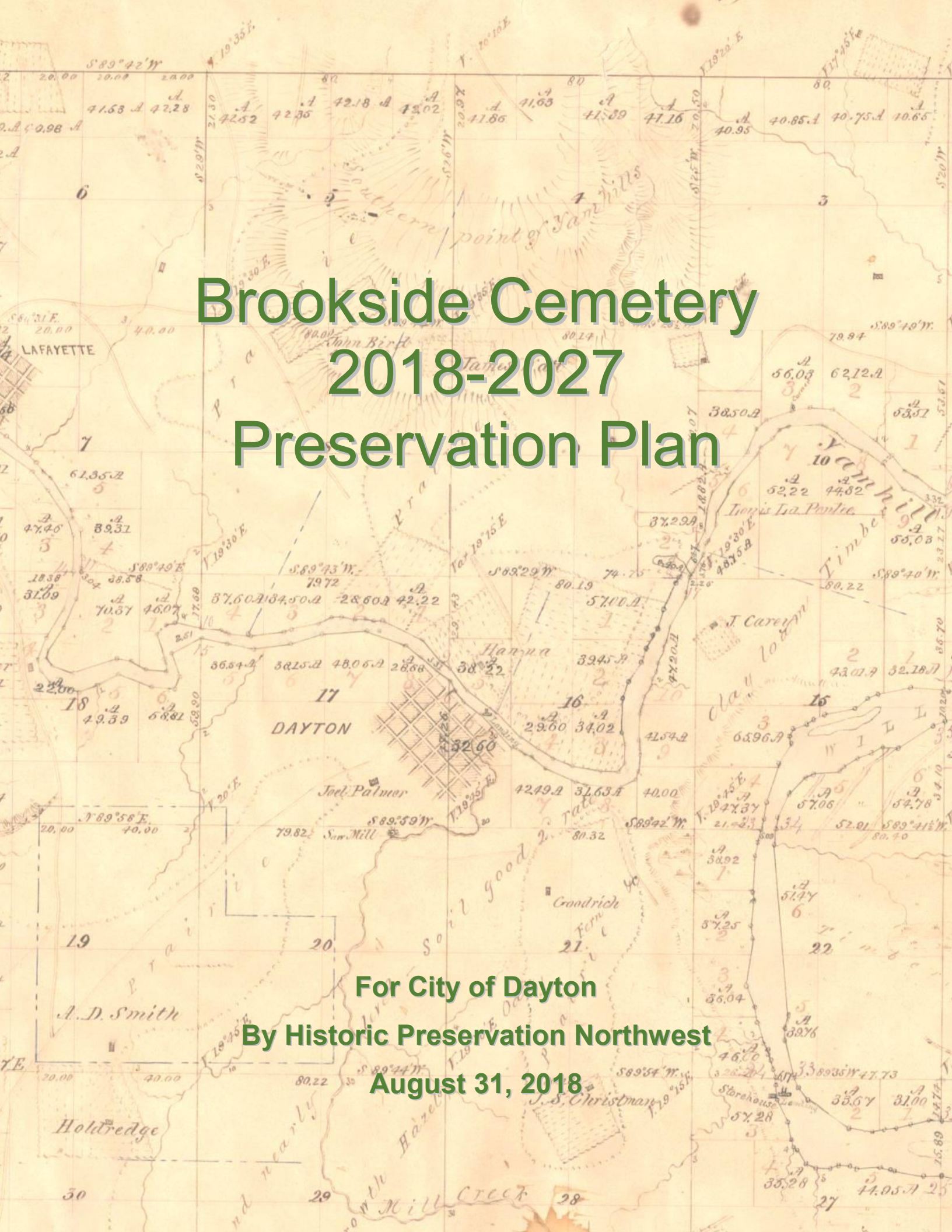

Brookside Cemetery 2018-2027 Preservation Plan

For City of Dayton

By Historic Preservation Northwest

August 31, 2018

Brookside Cemetery 2018-2027 Preservation Plan

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Written for: City of Dayton
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Hyperlinks are denoted in blue, underlined text. Clicking on them with your mouse will take you to a website or to another place within the document.

Front Cover: General Land Office map recorded in 1852 of the Dayton area. Brookside Cemetery is at the center approximately under the number "32" on the grid of Dayton.

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Introduction

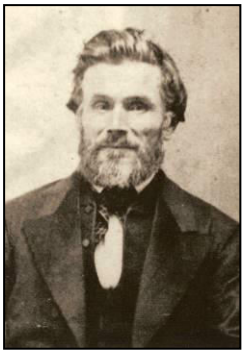
The *Brookside Cemetery Preservation Plan* provides the background and analysis to guide the City of Dayton ("City"), the Dayton School District ("School District"), and the Brookside Cemetery Association ("Association") in the cemetery's maintenance and restoration. This preservation plan involved an investigation and assessment of the cemetery's site characteristics, landscape features, and cemetery objects. The plan assesses, recommends, and prioritizes projects according to need to assist in future interpretation, research, preservation, and restoration work. This plan will provide the basis for future management and expenditure decisions affecting Brookside Cemetery. This preservation plan was built on the format established by the *Salem Pioneer Cemetery Maintenance and Restoration Master Plan* by Sally Donovan. Key terms are defined in Appendix A: Glossary.

Historic Context

Brookside Cemetery is located at the south end of Third Street near the southeastern corner of the original town of Dayton. The street dead-ends at the cemetery. A steep drop-off to Palmer Creek below constitutes its southern border. Highway 221 borders the east side of the cemetery; an open field borders the west side. A forest of deciduous trees and conifers delineate the south and east edges.

Polly Porter Smith, mother of Riley Smith. Riley was the first burial in the cemetery. (Randy Fletcher contribution)

The cemetery rests on land first used in 1846 for the burial of Riley Smith (Marker 04.16), the son of Andrew D. and Polly Smith. In 1849, Riley's brother, Almond, was also buried here (Marker 04.15). Both of these burials precede the date of 1850 which is given as the date Joel Palmer donated the land for use as a cemetery. It is surmised that prior to Palmer's acquisition of a portion of Andrew Smith's Donation Land Claim (DLC) in 1850, the Smith family had used the area as a family burial ground. Andrew Smith, on whose original DLC (#47) the cemetery is located, was the older brother of Riley and Almond. In 1874, Palmer officially deeded the cemetery to the Dayton School District, the only governmental body in the community at the time, as the City of Dayton wasn't incorporated until 1880. The deed specified that anyone in the community could be buried in the cemetery for free.

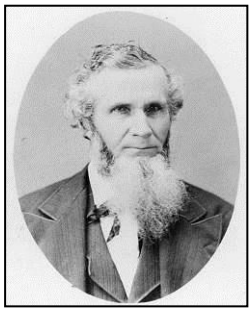


Francis Fletcher, one of three members of the Oregon Provisional Government buried here. (Public domain)

A number of pioneers, early Oregon notables, and members of Oregon's first provisional government are buried in Brookside Cemetery. The graves of Medorem Crawford (1819-1891) (Marker 04.02), Francis Fletcher (1814-1871) (Marker 09.06), and Pleasant Armstrong (1810-1853) (Marker 04.18) have all been specially marked by the Daughters of the American Revolution (DAR), with the following badge: "To honor one of those patriots who on May 2, 1843 founded the provisional government at Champoeg, Oregon."

Brookside Cemetery is also the final resting place of Joel Palmer (1810-1881), Superintendent of Indian Affairs for the Oregon Territory, co-founder of the City of Dayton with Andrew Smith, and State Senator (Marker 08.14); Stephen Coffin (1807-1882), an early promoter of Portland (Marker 13.10); and Andrew D. Smith (1792-1852), a DLC settler southwest of Dayton and father of Andrew Smith, the co-founder of the City of Dayton with Joel

Palmer (Marker 04.20). Christopher Taylor (Marker 06.22), a close associate of Palmer's, the leading merchant in Dayton's early years, and the first Free Mason initiated on the West Coast, is also buried at Brookside.



Joel Palmer donated the land for the cemetery. (Public domain)

Down through the decades, new burials were handled by the School District's deputy clerk. Dayton schools used the cemetery to teach state and local history, as well as, community service. From the 1950s through the 1970s, Dayton Junior High students performed an annual clean-up at the cemetery before Memorial Day. The cemetery was officially closed to burials in 1956 (or soon thereafter). However, the last interment in the cemetery dates to 1987, via petition by Janice B. Gabriel, bringing the total number of burials to 560.

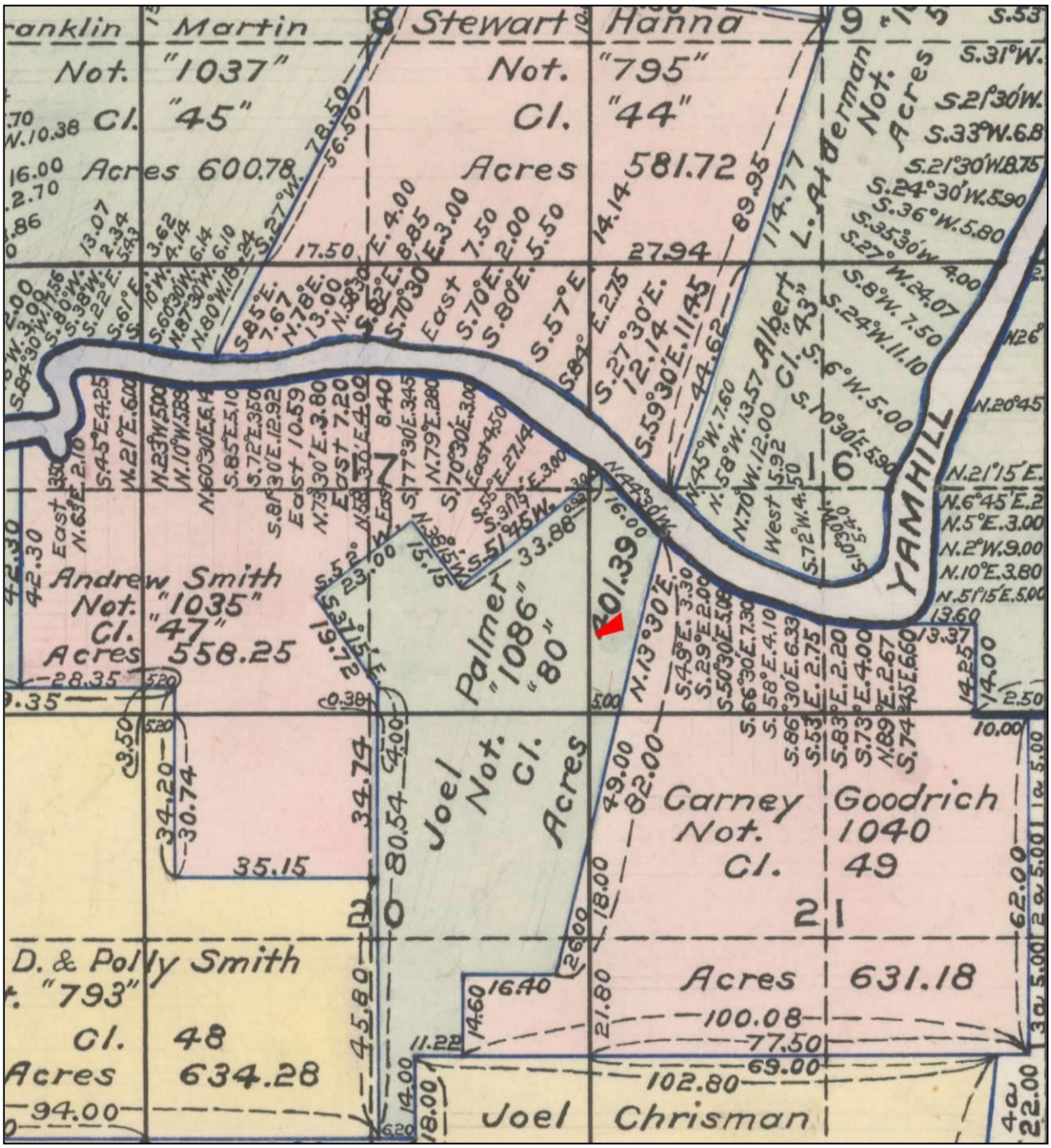
There were several attempts to organize a "friends group" for the cemetery after the School District stopped using the property as a teaching tool. Lack of maintenance and vandalism took a toll on the cemetery. Daytonians were in a disgruntled mood over the cemetery condition, based on letters from the 1980s and 90s in the Association's files. In 1993, Dayton's mayor, Jo Windish, set up the Brookside C.A.R.E. group for the purpose of brush clearing, headstone cleaning, and general maintenance. As with many friends groups, the organization fizzled out over time.

In 2015, Kim Courtin and Mike Imlah crossed paths and discovered a mutual interest in cemetery preservation and historical research. Kim and Mike approached the Dayton school board about rebooting the Brookside Cemetery Association. They attended school board meetings and finally gained the board's approval with the promise that it would cost the School District nothing. They gathered together a group of like-minded individuals in the community, reactivated the Association in 2016, and brought the cemetery group through to the present day.

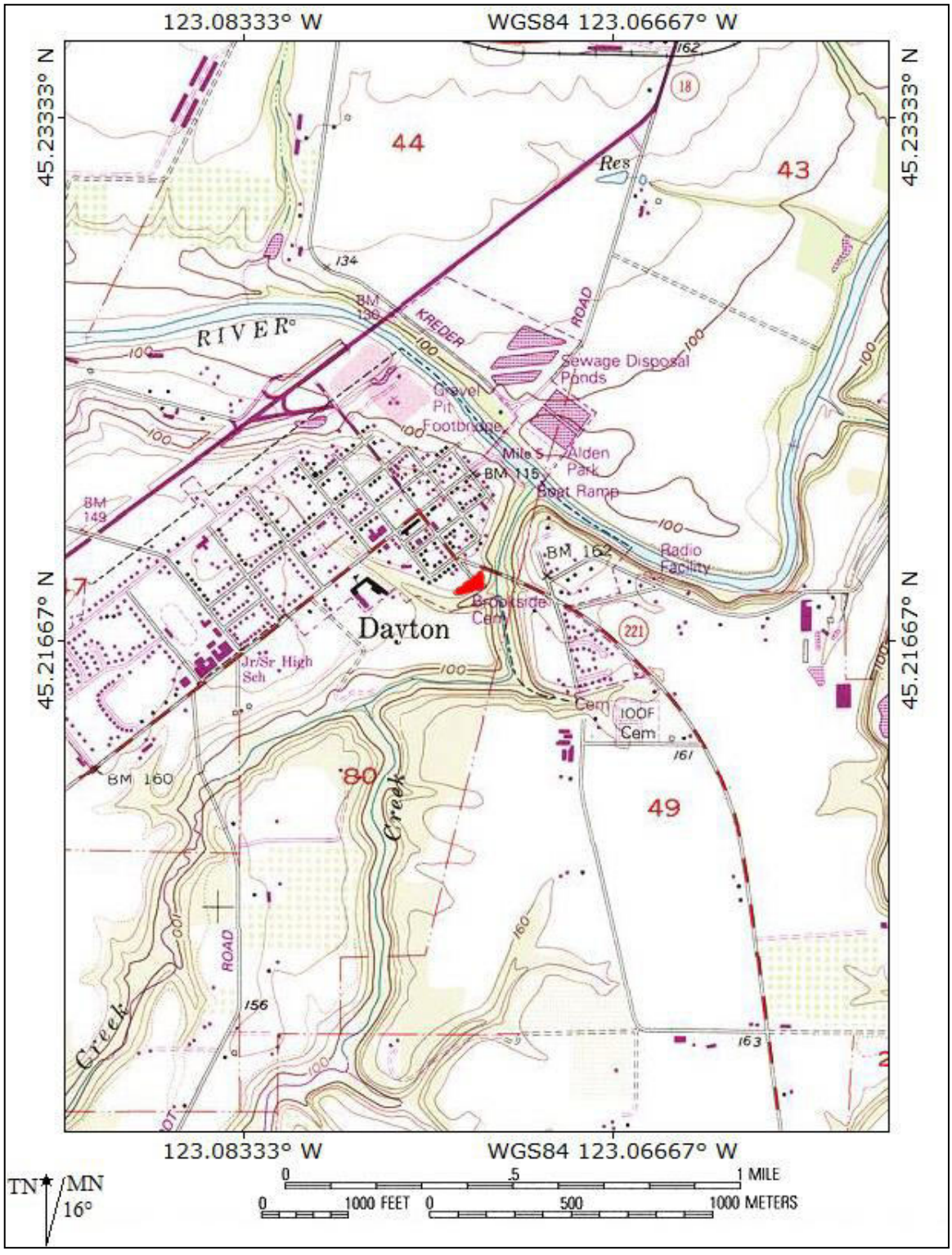
Bruce Howard (at center) leads the OCHC day-long workshop at Brookside in July 2018.

The School District, City, and Association continue to work cooperatively to preserve the cemetery as one of Dayton's valuable historic resources. School District ownership is rare in Oregon with only a few cemeteries being owned by school districts, sometimes without their knowledge. The City, as a Certified Local Government (CLG), with the help of the Association obtained a matching grant from the State Historic Preservation Office (SHPO) in 2017 to restore grave markers, create a new information sign, inventory the markers in the cemetery, and to create this 10-year preservation plan for the cemetery. In July 2018, the Oregon Commission on Historic Cemeteries (OCHC) held their quarterly meeting in Dayton and held a day-long gravestone restoration workshop at the cemetery.

For the past several years, the City has tasked their Public Works Department with landscape maintenance at the cemetery. The Brookside Cemetery Association has organized special cleanup projects and worked on fundraising. The Association also manages the genealogical history of the burials. Presently, the School District, City and Association are working closely together to preserve and manage this valuable historic resource that has local and statewide significance.



Brookside Cemetery marked with a red footprint near the center of the 1861 GLO map (R3W T4S S16). The land for the cemetery was originally on Andrew Smith's DLC #47, but reportedly after some dealings in 1850, the cemetery land came under Joel Palmer's control (DLC #80). (Source BLM)



Dayton, Oregon, USGS topographic map (1982/87) showing the footprint of Brookside Cemetery in red at WGS84 45.21858, -123.07325 (Source TOPO!)

Historic Significance

From the 1984 Dayton historic resources inventory form:

> "Brookside Cemetery is significant as one of the oldest cemeteries in Yamhill County, containing the graves of many of Dayton's noteworthy citizens. First used in 1846, it was donated to the Dayton School District in 1874, by Joel Palmer. Many of the original tombstones remain intact, and for several of the settlers buried here, this is all that remains as a testimonial to the settler's contributions in Dayton, and Yamhill County. Brookside Cemetery is also significant as a cultural landscape."
>
> "Despite the normal exclusion of cemeteries, Brookside Cemetery meets National Register Criterion B, chiefly, because it is the final resting place of town founders and pioneers and members of the Provisional Government of Oregon for whom associated properties are no longer extant above ground. The cemetery is eligible under Criterion C as a compact cultural landscape reflecting 19th Century burial practices and containing an array of Victorian plant materials."

The cemetery was included in a Multiple Property Document for the significance properties of Dayton and listed on the National Register in 1987.

Army Corps aerial of the cemetery in 1944. Red border is the approximate cemetery boundary (UO Map Library)

Assessment

This section provides an overall assessment of Brookside Cemetery, its uses, archival record, management, layout, site amenities, buildings, historic resources, landscape features, and maintenance practices. These observations and assessments are the basis for the recommendations in the Recommendations Section.

Current Uses

Brookside Cemetery is a burial ground, outdoor museum, genealogy resource, public open space, and wildlife habitat.

Burial Grounds: Brookside Cemetery functioned as a free burial ground for the surrounding community since 1846. The cemetery closed in 1956 or soon thereafter, but the last burial in the cemetery occurred in 1987, via petition, bringing the total number of burials to 560. The cemetery is registered with both the Mortuary and Cemetery Board and with the Historical Cemetery Commission. The cemetery does not have an active license for burials, although if someone can prove "ownership" of a plot, they can request a Temporary Burial Permit to be buried in the cemetery.

Outdoor Museum and Classroom: Memorial Day has been celebrated in the cemetery throughout its long history. In recent years, the Association has stationed volunteers in the cemetery to talk with descendants of the interred and glean additional genealogical information. As part of Dayton's Old-Timers Celebration on the last Sunday in July, tours and living history demonstrations have been organized to highlight prominent features and historical figures interred in the cemetery.

Genealogy Resource: Genealogy has increased in popularity over the last decade. Many genealogists and researchers use historic cemeteries as a source of information concerning ancestors. Brookside Cemetery is a valuable tool in researching the area's history, monument design, genealogy, and ethnicity of the interred. The Association has compiled an inventory of the monuments in the cemetery. This project includes taking digital photographs of each marker, transcribing the epitaphs, and researching names. This information is currently stored in filing cabinets and a computer at Kim Courtin's house. The field records are then supplemented by genealogical information gathered from a variety of sources such as obituaries, published histories, death and burial records, state and federal census records, and newspaper articles.

Open Space/Wildlife Habitat: Cemeteries provide habitat for wildlife including deer, small animals, and birds. The combined acreage of the cemetery (1.33 acres) and the adjacent Palmer Creek natural area creates a large open and forested space on the south edge of Dayton. Recreational users of the cemetery include walkers, casual visitors, and cemetery tourists, in addition to those visiting the long-since departed.

Stewardship

Currently, the Dayton School District owns the cemetery. It is not known exactly how many cemeteries in Oregon are still owned by a school district, but it is rare. This ownership made perfect sense when Joel Palmer deeded the cemetery to the school district in 1874 – the school district was the only public entity in the area, the incorporation of Dayton not occurring until 1880. In the intervening century, the School District used the cemetery to teach students about local history and genealogy, and to teach them about community service, clearing brush and

cleaning stones. Sometime around the 1970s, the School District stopped using the cemetery as an outdoor classroom. Since then, the cemetery has been a drain on School District's funds with no benefit. For the past several years, the City has been providing Public Works Department personnel to keep the cemetery vegetation in check.

Archival Record

Association: The Brookside Cemetery Association is the largest repository of information for the cemetery. In addition to their compiled list of burials, the Association has cemetery inventory forms, correspondence, histories, annual reports, deeds, newspaper articles, and maps. Thanks to Kim Courtin, the group has a spreadsheet of all the known burials along with multiple photos for each stone. This information is available through Kim Courtin and is stored at her house in several filing cabinets.

Dayton School District: As the official owners of the cemetery since 1874, the School District has amassed a file on the cemetery. We have not seen the file but imagine it contains mostly information about the maintenance of the cemetery.

City of Dayton: The City has likely maintained a file on the cemetery since the cemetery was listed on the National Register in 1987. For the past several years, the City has been providing landscaping services.

Yamhill County: The Yamhill County Clerk's office retains, plats, deeds, survey records, and copies of the original donation land claim and general land survey maps of the area.

Other Collections: Private collections and other City or County offices are also sources for cemetery documents and correspondence, as are articles from Oregon newspapers that have not yet been digitally scanned. The Association has put out the call to anyone who has additional information on the cemetery, looking especially for early photographs.

Site Documentation

Over the years, various individuals and groups have recorded the epitaphs and headstone/burial locations in the cemetery. Kim Courtin has compiled the most comprehensive list of burial attributes and put all the data into a spreadsheet. As part of this planning the project, HPNW inventoried all of the markers in July 2018, including footstones and objects, created a database, and recorded the current condition and treatment needed for each marker. HPNW has also created a map tied to the database plotting every marker in the cemetery (489 markers) to scale based on measurements taken in October 2017. Both the inventory and maps can be found in Appendix B: Inventory Data and Appendix C: Inventory Maps, respectively.

Cemetery Plat

The original layout of Brookside Cemetery is intact and encompasses 1.33 acres on a roughly triangular lot. There are 25 rows of stones laid out in a north-south pattern running opposed to the non-cardinal layout of Dayton's streets. The rows are not parallel to each other in most cases and are irregularly spaced. To add to the uneven layout are concrete curbings around many of the family plots. The informal layout adds to the rural feel of the cemetery and gives the cemetery a unique appearance as opposed to the rigid formality of many cemeteries.

There are no roads through the cemetery, in fact, the lanes between some of the rows are barely wide enough for a lawnmower. There are no east-west paths or lanes perpendicular to the rows. The cemetery is accessed from the north side where Third Street dead-ends. Older

burials tend to be in the eastern rows (i.e., the lower numbered rows) but there are plenty of older burials scattered throughout the cemetery.

Perimeter and Access

Brookside Cemetery is roughly triangular in shape, its long side marking the northwest edge and its two shorter sides marking the south and east edges. Palmer Creek is outside the southern edge of the cemetery, Hwy 221 is at the northeastern corner, a residence and field mark the long northwest boundary. The residence and field on the northwest boundary are delineated by a four-foot chain-link fence. All other boundary lines are unmarked. There is no defined entrance to the cemetery. Most people enter from the end of Third Street, as all other unfenced entry points come from steep wooded areas.

Aerial from Spring 2018 showing Brookside Cemetery in Dayton with its tax lot outlined in red. The cemetery is roughly triangular in shape, its long side demarcates the northwest edge, and its two shorter sides mark the south and east edges. The rows within the cemetery are laid out north-south in contrast to the non-cardinal layout of Dayton. Palmer Creek is outside the southern edge of the cemetery, Hwy 221 is at the northeastern corner, a residence and field mark the long northwest boundary. (Source Google)

Roads and Avenues

There are no roads through the cemetery, in fact, the lanes between some of the rows are barely wide enough for a lawnmower. There are no east-west paths or lanes perpendicular to the rows.

Buildings

There are no buildings on the site and no above-ground evidence that there ever were any buildings within the cemetery boundaries.

Signage

The only signage in the cemetery is a new interpretive sign at the end of Third Street, the gateway to the cemetery. The permanent sign is steel and replaces a plywood sign as part of this CLG-funded project. The new sign provides the history of the cemetery, general information about the cemetery rules, and includes several photos of the restoration work done as part of this project.

The new interpretive sign for the cemetery installed July 2018.

Site Amenities and Security

The only site amenity at the cemetery is a water spigot behind the entry sign. The spigot is currently non-operational. There are no trash receptacles, benches, lighting, security, or toilet facilities. That said, during the year-long project, very little trash and no pet refuse was encountered in the cemetery. The only debris is from temporary grave ornamentation and that is periodically collected by volunteers. The caretakers keep the cemetery very tidy, and in turn, the community respects the cemetery.

Lot Enclosures

Curbing: Built to delineate and protect family plots, curb enclosures are a character-defining feature of the cemetery and add to the significance of the site. The most common type of enclosure is a poured-in-place concrete curbs that is devoid of detail and low in profile (6" to 8"). There are 75 such curb enclosures within the cemetery. A few of these simple curbs are slightly more elaborate with slightly raised corners and/or have the family name applied in tile. Some of the curbed enclosures have been filled-in with concrete to encase the entire plot.

Example curbing deterioration in the cemetery.

All the curbing is of concrete, except for one small enclosure that is cut stone (Marker #13.15).

The condition of the curbing ranges from good to severely deteriorated, with damage in the form of cracking, broken sections, delamination, spalling, uneven settling, lawn mower damage, and/or displacement from shrubs and or tree roots. Some of the curbs have been undermined

by burrowing animal activity. Lawnmowers have damaged some curbs at the corners. Although the curbs pose maintenance issues, these enclosures do protect the headstones.

Fencing: Cast and wrought metal fences and other simple enclosures surrounding lots or family blocks were common in nineteenth and early twentieth century cemeteries. They are considered valuable resources due to their scarcity, which was caused by deterioration, removal during the scrap metal drives of the World Wars, and later, for maintenance reasons. In Brookside Cemetery, there is only one fenced enclosure (Marker #14.13). Referred to as a "gas pipe fence," it is in good condition with a sheared-off connection at the southeast corner being its only damage.

Richard Morgariedge's headstone (Marker #14.13) from 1884 is the only fenced burial in the cemetery.

Grave Markers

Brookside Cemetery displays an array of monuments ranging from simple marble tablets to intricately carved markers. A number of these markers date from the Victorian and post-Victorian periods, and exhibit the styles of the era by their carving type, headstone shape, epitaph, and funerary imagery. Many of the grave markers convey the status and wealth of the individual within the community. Smaller headstones representing each family member often surround a larger central family monument. This type of block layout was common in the first decades of the twentieth century.

Chrisman monument (#10.06) from 1875.

As part of this project, HPNW recorded the condition and restoration needs of every object in the cemetery (excluding temporary metal markers) and recorded the information in Microsoft Access. Each element, be it headstone or footstone, was given a number, such as Marker #14.13. The first two digits represent the row number and the second two digits represent the marker with numbering starting at "01" from the north end of the row. The Access report is presented in Appendix B: Inventory Data.

Imagery and Epitaphs

A wide variety of funerary symbolism and imagery is found throughout the cemetery, including crosses, angels, gates of heaven, clasped hands, doves, wreaths, garlands, trees, open books, drapery, lambs, scrolls, flowers, military shields, ferns, ivy, and many more. Fraternal symbolism is also represented.

The epitaphs reveal social and cultural history identifying periods of plagues, diseases, wars, and family tragedies. Epitaphs also communicate personal history in stating the birth and death date, sometimes the cause and place of death, and the age and sex of the deceased. These epitaphs and markers are very important resources in the community and should be preserved for future generations to enjoy. Some of the most prominent people in Dayton and Oregon

history are buried in the cemetery. There are many interments of veterans of wars, including the Spanish-American War, Civil War, and World Wars I and II.

There are a wide variety of inscription types, carving techniques, and styles in the cemetery. The layout, lettering script, and quality often provide information about the artisan and the date of the monument. Common types of carving include inscribed lettering in a V-shaped, rounded, or square profile, and/or raised lettering.

Types and Materials

A wide range of grave marker designs, shapes, and sizes are found in the cemetery. The oldest markers are generally tablet markers that are thin in profile, simple in design, and made of marble. More ornate marker types dating from the late 1800s to the early 1900s include obelisks, columnar, and shaft grave markers with detailed carvings and/or decorative finials. These markers were usually made of marble or granite. Other types of markers are the small marble footstones that mark the foot of the grave. These often display initials of the interred, and are often displaced or broken because of their size. One wooden marker remains on site.

The cemetery has excellent examples of cast zinc, also known as "White Bronze" markers. Manufactured primarily by the Monumental Bronze Company with smaller subsidiaries such as the Western White Bronze Company of Des Moines, Iowa, these zinc markers were popular from the late 1800s to the early 1900s. Available through mail order catalogues in a variety of designs, the six zinc markers in the cemetery (Markers #03.17 through 03.22) have detailed imagery of draped urns, anchors, flowers, wreaths, and religious symbolism. Another type of metal grave marker is the flat bronze plaque (Markers #01.01 and #24.01).

Zinc marker #03.18 for Bennie Hadley.

After the first decade of the twentieth century, other marker types became popular, such as cylindrical, simple block, and slant markers. These grave markers were usually made of granite. Flush markers, the newest monuments in the cemetery, reflect the "modern era" or perpetual care movement in cemetery management when these flush markers were used to reduce maintenance (Marker #24.01). These twentieth century grave markers are made of granite, bronze, or concrete.

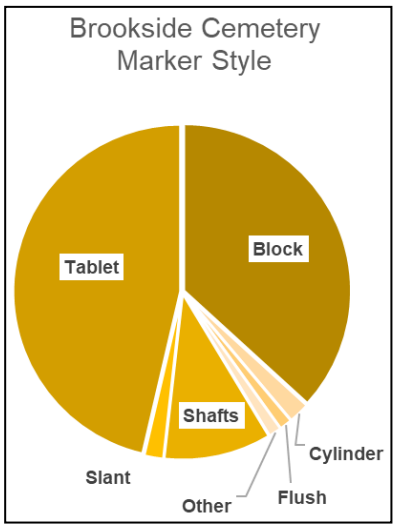
A last type of grave marker found is the temporary metal stake, generally used to mark a grave before placing the permanent headstone. There are many metal stake markers throughout the cemetery, some next to headstones, others possibly delineating a grave; however, none of the metal stake markers in the cemetery have any remaining identifying information.

Temporary metal stake grave marker.

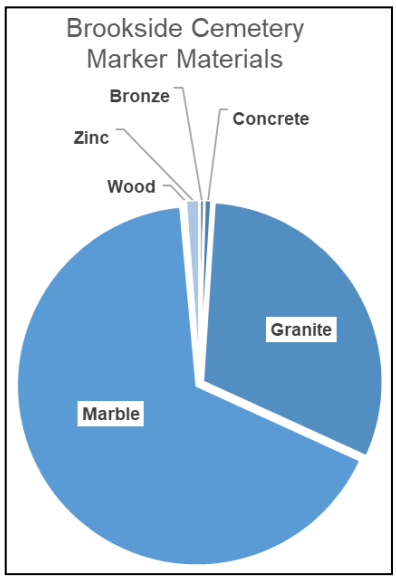
Statistics

The style of grave markers present in a cemetery can provide information on the periods of time burials occurred, as certain styles correspond to specific date ranges. Of the 489 markers and monuments found at Brookside, we found 47 different styles of grave stone. However, most of these "substyles" can be grouped into three principal styles: tablet, block, and shaft. On the following page is a chart of the three principal styles along with their most common substyles.

Tablet style stones are the older style of marker and should be prevalent in an older cemetery such as Brookside. We found 46 percent of the stones to be tablet style, which tracks with the cemetery's age. The next most prevalent stone style was block, with 37 percent. This style traditionally follows tablet, arriving in the early 1900s. Shafts are the third most prevalent style, with 10 percent, and are representative of grander monuments for important people and families.



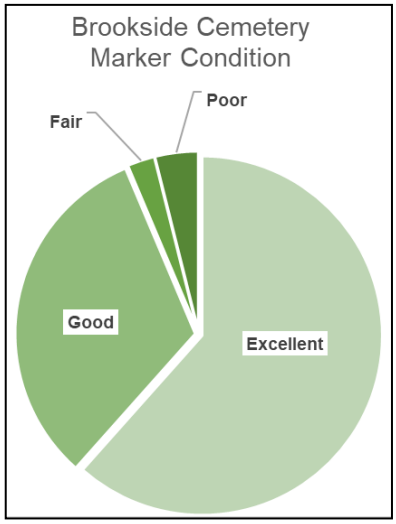
The materials used in creating the headstones and footstones (base and plinth material excluded) can also determine the period in which burials occurred. An older cemetery should have a lot of marble stones, as it was softer and far easier to work than granite. Brookside has 67 percent of its monuments made of marble. Granite comes in second with 31 percent, as the cemetery was still accepting burials into the mid-1900s when granite became more popular. The cemetery has a very small representation of zinc, bronze, concrete, and wood markers.



Condition

The grave markers in the cemetery range from excellent to poor condition. Damage due to natural weathering, falling limbs, erosion, vehicles, vandalism, pollution, improper maintenance, invasive plants, and/or over-cleaning is evident in the cemetery.

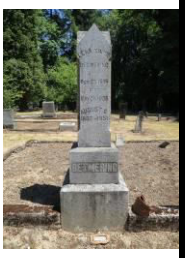
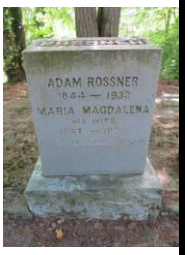
We found 62 percent of the stones to be in excellent condition. They may have moss and lichens on them, but the stones themselves are in excellent condition without noticeable chips or damage. We found 32 percent of the monuments to be in good condition. These stones had noticeable wear, natural or otherwise, but were still in good condition for their age. The remaining 6 percent were in fair to poor condition. Some of these stones were in multiple pieces or had disappeared entirely leaving only a base behind.



Damaged or Broken Markers: Many of the older marble tablet markers suffer some type of deterioration or damage. Generally, the damaged stone markers are either broken in two or fragmented into several smaller pieces. Fragments and broken markers are susceptible to theft. Several of the decorative urns on top of the columnar or shaft markers are missing or detached. Other headstones, although not broken, are dislodged from their base and on the ground. These markers are vulnerable to damage from lawnmowers, or may deteriorate at a faster rate because of damp conditions, standing water, and/or debris.

The large, concrete slabs covering single or family graves are susceptible to settling that causes cracking, breaking, or misalignment of the slab.

Common Headstone Styles in Brookside Cemetery

Tablet Style	Block Style	Shaft Style
Tablet – standard, squared, vertical stone generally less than 5” thick. Can be with or without base. 	Block – standard, squared, vertical stone generally more than 5” thick. Almost always with a base. 	Shaft – a four-sided column, often tapering, having a non-pyramidal top. 
Arched Tablet – standard tablet but with a seg-mental arch across the top. 	Arched Block – standard block but with a segmental arch across the top. 	Cross Gabled Shaft – a subset of the shaft with a cross gable top. 
Rounded Tablet – standard tablet but with a round arch across the top. 	Beveled Block – standard block but with a beveled top usually engraved with the person’s last name. 	Obelisk – a four-sided, tapering shaft having a pyramidal point. 
Gothic Tablet – standard tablet but with a lancet arch across the top. 	Flat Block – standard block, usually wider than tall, with an engraved, flat top. 	Column – a full or truncated single pillar standing alone as a monument and often supported by a plinth. 
Gabled Tablet – standard tablet but with a pointed gable across the top. 	Flush – a marker flush with the ground. 	Cylinder – a stone that is cylindrical and mounted on a base parallel to the ground, usually with rough-cut ends. 
Highboy Tablet – standard tablet but with a highboy top, basically a segmental arch with ears. 	Slant – a marker having straight sides with an inscribed surface raked at a steep angle. 	

Several of the temporary metal stake markers have never been replaced with more permanent stone or metal markers. The metal stake markers once had a paper name plate, but all names have since disintegrated, leaving no on-site record of the burial. These stakes have also been removed for landscape maintenance, damaged by equipment, or vandalized.

Deteriorated Bases and Plinths: Many of the soft sandstone and marble bases and/or plinths have deteriorated (some severely) due to natural weathering and threaten the stability of the upright markers. Many of the receiving slots in the bases of the tablet markers are broken or fractured. These tablet markers are subject to damage if the slot breaks and the marker falls.

Resetting: We found 78 markers (19%) in need of resetting. These are headstones that have fallen off their bases or are loose on their base and pose a danger of falling. These markers are susceptible to vandalism and/or breakage. The 78 stones are flagged with "yes" in the reset field and highlighted in yellow on the inventory report in Appendix B.

Previous Repairs: Over the decades, Brookside Cemetery has undergone cycles of restoration and repair. Although well intended, some of these efforts have contributed to the deterioration of markers. Some were repaired or reset using mortar with a high percentage of Portland cement in an effort to make a lasting and strong bond. This practice often leads to the further deterioration of the stone. Generally, the mortar should be weaker than the original stone so that moisture penetration and resulting expansion/contraction cycles will be more likely to break the mortar rather than the stone. Improper repairs have accelerated deterioration of these grave markers.

Several markers had breaks repaired with an early epoxy. Unfortunately, this epoxy tended to run out of the break line, down the stone, and then discolor over time. There is no method of removing old epoxy without damaging the stone.

J N Flint's headstone (Marker 16.23) had been epoxied previously. The epoxy dripped out of the repaired break and then discolored over time. In addition, the stone had been reset in concrete without its original base.

Several markers have had their bases altered with concrete. One method seen was to remove the base and then place the headstone vertically into a concrete pad. Concrete often fails before the stone as there is a water infiltration gap ready-made at the point stone meets concrete. Another method used was to pour a ring of concrete around the base of the monument under the impression the stone will never move again. Unfortunately, the stone and the concrete will begin to move as one unit making future leveling difficult.

Several grave markers were laid horizontally in concrete as a way to reduce maintenance and vandalism, particularly for markers already broken. This type of treatment causes salts from the concrete to leach into the soft marble stone which can cause more rapid deterioration of the stone. Organic debris and water lying on top of a horizontal marker also can cause damage to the stone. Placement of markers horizontally in concrete contributes to an overall loss of historic integrity.

Marker 04.16 had a very fresh break which is an ideal time to repair as it has not yet had time to weather. In this state, the repair can be made practically invisible.

Repairing: We found 24 markers (5%) in need of repair. These are grave stones that have been broken into two or more pieces.

This does not count those stones that have been broken and then set flat in concrete. Broken markers are susceptible to vandalism and/or theft. The 24 markers are flagged with "yes" in the repair field and highlighted in yellow on the inventory report in Appendix B.

Releveling: We found 101 markers (21%) in need of releveling. Typically, these are grave stones that have an angle of inclination greater than 10%, but the urgency depends on the thickness of the stone and weight. Most of the 78 markers that need resetting also need to have their bases releveled, hence the large percentage of relevelings needed. These leaning markers are susceptible to vandalism and/or breakage. The 101 stones are flagged with "yes" in the relevel field and highlighted in yellow on the inventory report in Appendix B.

Dislocated Stones: There are stacks of footstones in several spots in the cemetery. Often these dislocated stones are piled around bases missing headstones. Most of the footstones are unmarked but some are marked with initials. Some footstones that belong with headstones are merely leaning against the headstone. It is thought that this dislocation occurs when a footstone is in the way of landscape maintenance. While releveling a headstone as part of this project, a footstone was found buried alongside the headstone (Marker #20.01).

Marker 02.04 is missing its headstone but the base has four random footstones in its place.

Inappropriate Cleaning Techniques: Some of the markers have been over cleaned. Marble grave markers become bright white with a textured grainy surface (see the Freeman Markers #15.05 through #15.10). The original polished surface finish has been scoured away by pressure washing, chemical washing, and/or over-cleaning using inappropriate tools or detergents. As a result, the hard surface of the stone is worn away, raising the grain. This type of deterioration that makes the surface of the stone seem granular and is known as "sugaring."

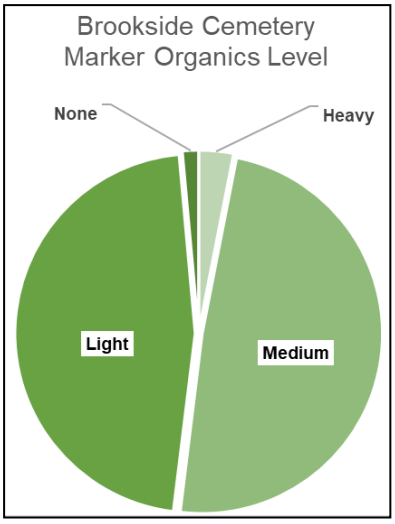
Weathering and Pollution: Stone grave markers, particularly the oldest marble stones, are susceptible to weathering that slowly breaks down the stone's composition. Moisture penetrates the surface causing spalling or cracking, and eventually breakage. The sheer weight of a leaning stone that is structurally weak can cause breakage. Pollutants in the air leave carbonaceous deposits on the markers and carry sulfur dioxide that produces acid rain. Acid rain and natural weathering play a significant role in the gradual deterioration of markers. The inscriptions on many of the marble markers are eroding because of the age of the stone and/or natural or environmental weathering; some of the headstones are indecipherable.

The Meda Degusta Snell Carter headstone covered in moss (#03.32).

The one wooden marker in the cemetery is subjected to the same weathering as its neighboring stones but wears away at a much faster rate. The inscription is barely visible and its component panels are separating, partially due to curious visitors.

The zinc markers are in excellent condition and appear

far more youthful than any headstone in the cemetery. The bronze markers are also in excellent condition.



Organic Growth: Biological growth has attached to many of the monuments, granite as well as marble. The softer stone markers are can be damaged by organic growth. Lichens (often an indicator of bad air quality), moss, algae, and other biological growth can stain the stone due to their acid content. Over time, this can actually etch the stone or break down sharp edges and inscriptions.

We found heavy organic growth on only 3% of the markers. This was defined as a thick coating of moss or a particularly hard to remove organic staining on the stone. We found 49% to have medium organic growth and 47% to have light organic growth. With approximately half of the stones in the cemetery sheltered by the mature canopy of trees, it makes sense that so much organic material has accumulated over the years. There are seven stones flagged with "no cleaning." These seven have either been over cleaned and have begun to sugar or they are too fragile to clean. In the inventory report in Appendix B, the heavy organic growth is flagged in red, while the medium organic growth is flagged with yellow. The light organic growth is not colored, as light growth can wait until a future cycle of cleaning – there is plenty of cleaning to do before worrying about light growth.

Mapping

There are only two known maps of the cemetery; however, both have uncertain origins. One is a large, schematic map concentrating on burial plots and has been marked up and updated over many years. It was possibly created by Maggie Morgan, eighth grade teacher at Dayton Junior High, for the efforts she led using the cemetery as a teaching tool starting in 1958, and extending into the 1970s. This is the primary map that Kim Courtin uses, and the only copy is in her home archive. The second map also has unknown origins. The creator drew a fairly accurate schematic map of Brookside in 2009. It was created digitally on a computer but not to scale. This map emphasizes military burials and is only in a PDF file format.

As part of this project, HPNW measured the location of every object in the cemetery (excluding temporary metal markers) in September-October 2017 and plotted the grave markers using the ArcView Geographical Information System (GIS) program. The location of each stone is exact to the inch, however, the stones themselves are schematic. By using this method, information can be displayed for each stone as themes. Thus, there are color-coded maps for condition, priority, need for resetting, need for repair, and need for releveling. These maps are presented in Appendix C: Inventory Maps.

Landscape Features

The cemetery's landscape is dominated by an intrusive border of large deciduous and Douglas fir trees. Approximately half of the 493 markers in the cemetery are under the canopy of mature trees. Hence, while some damaged stones are the result of vandalism, some breaks were caused by large, dead limbs (i.e., widow makers) crashing to the ground.

The trees have not been maintained in recent memory higher than a person can reach from the ground. Volunteer trees and shrubs within the open central area of the cemetery have been

allowed to grow unchecked. Over this past year, Mike Imlah has managed to tame the encroaching forest singlehandedly. Forest brush along all sides of the cemetery except for the northwest had enveloped many of the perimeter stones. Today, there is at least a yard-wide buffer around the perimeter separating the stones from the woods.

Tree limbs extend from the surrounding forest several rows into the cemetery.

There are very few historic images of the cemetery, so it is difficult to compare the landscape now with the landscape over the past 150 years. Several aerials of the area are available going back to the Army Corps aerial survey in 1936. In 1944, the aerial survey was repeated, but at a higher resolution, and is shown on page 7. As the aerial shows, the cemetery looks today very much like it did 70 years ago. Trees appear to hem in the cemetery much as they do today; only the adjacent house on the northwest side looks out of place.

Although most of the invasive plants in the cemetery have been removed, some invasive species, such as ivy, poison oak, blackberries, and various shrubs are still present. These plants can damage stones and curbs by trapping moisture that contributes to biological growth and excessive water penetration. Plants such as ivy adhere to the vertical surfaces with root tendrils, damaging the surface of the markers. Other plants such as blackberry grow in the cracks and crevices of curbing, family plot caps, and monuments, and can cause destabilization over time.

Headstone #07.09 lifted and toppled by Western red cedar.

Overgrown shrubs and volunteer trees are growing in and near some of the plots. When branches and foliage of these plants grow against cemetery markers, damage can occur by trapping moisture in the stones causing further deterioration. Low branches extend out over many of the markers and can cause even greater damage should they fall. Some of the grave markers are uplifted by the root systems of the mature trees and shrubs.

Ivy and black huckleberry envelope stones #13.12 and #13.13.

Most of the cemetery is covered with grass, an appropriate ground cover. Moss is scattered throughout the lawn in

the moister, tree-shaded areas. Patches of bare earth are present under the mature trees, in some of the family plots, and around most markers through the use of an herbicide.

Signs of fresh burrowing in the cemetery.

Animals have dug burrows in the cemetery, causing damage to burial plots, markers, and curbing.

The School District has not installed an irrigation system in the cemetery and allows the grass to brown in the summer. This natural appearance is preferable to watering the ground to produce a more manicured lawn appearance. By not watering, weeds are kept from propagating excessively. Excess water is often damaging to cemetery monuments or mature trees such as oaks. The Oregon Commission on Historic Cemeteries has issued a position paper on watering in cemeteries.

There are numerous types of plot coverings in Brookside Cemetery. Grass covers the majority of the cemetery plots, but some plots are defined by other types of covering including bare earth, bark dust, moss, gravel, ivy or other plant material. In some cases, a concrete slab covers the lot; the markers were often set in or on top of the concrete. Slabs are usually poured to decrease maintenance and/or to protect the markers from vandalism.

A family plot with curbing and filled with bark mulch by the descendants.

Most of the plots covered with grass are generally in good condition but with some weed growth. The plots covered by loose stones, gravel, and bark dust seem to keep the weed growth under control, particularly the bark mulch. Some of the curb-to-curb concrete slabs are cracked, buckled, or otherwise damaged, with weeds growing in the cracks causing more damage.

Landscape Maintenance

The Dayton School District owns the cemetery, but the landscape maintenance is done by the City's Public Works Department. The general maintenance (mowing and trimming) is undertaken by the Public Works Department consisting of a supervisor and crew. The crew works in the cemetery through the growing season from April to October, and usually works an hour or two per week.

Some of the damage to the grave markers and curbs is caused by maintenance equipment. A number of grave markers have been chipped and scraped by accidental strikes from equipment. This kind of damage is especially evident around the bottom of the soft marble tablet markers and other types of markers made of softer stones, such as sandstone. Headstones that have fallen off their bases and leaned against their bases are particularly vulnerable. Footstones have been scattered about the cemetery and may have been removed over the years to make lawn maintenance easier. The stones most protected from landscape maintenance are those within the safe confines of family plot curbing.

Lawnmower tearing through the cemetery at an almost incomprehensible speed.

A riding lawn mower is used in the areas where it can fit. This equipment is surprisingly maneuverable but can easily cause damage to cemetery objects if not used properly. We saw it in operation on one occasion as it tore through the cemetery with incredible speed and agility. That said, the operator appeared to not strike anything but grass. However, one wrong move would have likely damaged a stone or a curb. The Oregon Commission on Historic Cemeteries has issued a position paper on mowing in cemeteries.

Push mowers are used for the narrower passages between rows. Mowing too close to the grave markers or curbs causes inadvertent damage to the cemetery objects. Broken tablet markers unprotected by curbing are more easily damaged by equipment. The vertical stones are subject to more possible damage such as scraping, cracking, or breaking.

The George L. Alderman headstone is off its base and has subsequently been struck repeatedly by string trimmers (#05.11).

String trimmers are used around many of the markers, curbs, and plots; the rotating cutting line can damage soft stones (sandstone or marble). Sometimes the surface of the grave markers or curbs are used as work stations. This action may cause damage to the cemetery objects.

Herbicides have been used to reduce maintenance particularly around the base of gravestones. Herbicides can cause deterioration of the softer stones such as marble. The trade-off is that string trimmers can also damage stone. The best solution is a very carefully wielded string trimmer with a string guard or applying the herbicide while a spray shield is held against the stone bases.

Herbicides can damage softer stones.

Recommendations

This recommendations section is based on an assessment of the current condition of the cemetery, exchanges with Brookside Cemetery Association members, a review of previously written material, and discussions with recognized authorities in cemetery preservation. Current cemetery preservation publications and websites were also scrutinized and are listed in the Bibliography.

Stewardship

The Dayton School District is the current owner of the cemetery. It made perfect sense when Joel Palmer deeded the cemetery to the school district in 1874 – the school district was the only public entity in the area, the incorporation of Dayton not occurring until 1880. In the intervening century, the School District used the cemetery to teach students about local history and genealogy, and to teach them about hard work, clearing brush and cleaning stones. Sometime around the 1970s, the School District stopped using the cemetery as an outdoor classroom. Since then, the cemetery has only been a drain on School District's funds with no benefit.

City: The City has expressed interest in owning the cemetery as one of Dayton's jewels. Across the nation, cities have begun to realize that cemeteries can be assets and not just white elephants. Tourism is one of Dayton's major sources of income with people traveling from around Oregon and the U.S. to see Dayton's historic buildings, blockhouse, town square, restaurants, local area wineries, and Brookside Cemetery.

Transferring the ownership of the cemetery to the City is the first recommended goal of this 10-year plan. With the cemetery in the City's hands, the City can aggressively pursue grant funding to maintain and enhance the cemetery. The City can provide a more consistent, long-term plan for the cemetery. The City's Public Works Department can maintain the cemetery and hold more strongly to new cemetery guidelines. That said, the City would have to develop guidelines to assign responsibility to staff members for cemetery oversight and care.

Cemetery Advisory Committee: Regardless of ownership, a Cemetery Advisory Committee ("Committee") should be formed as soon as possible. This committee could be the existing Historic Preservation Committee (HPC) or a subcommittee of the HPC. The Committee would help with the ownership transition to make sure all interested parties have a say in what happens with the cemetery and the direction it should take. Ideally, the Committee should have one representative of the Dayton School District, one or two representatives from the Brookside Cemetery Association, one or two representatives from the City of Dayton, and at least one descendent of a plot-owner. The Committee should meet quarterly or on an as-need basis to identify funding sources, discuss preservation and maintenance issues/concerns, and preservation, maintenance, and enhancement projects in the cemetery.

Historic Preservation Committee: Any major change to the cemetery that is not maintenance related, such as erecting a fence or gate, must be reviewed by the Dayton Historic Preservation Committee (HPC). This is because the cemetery is listed on the National Register and the HPC has oversight over listed properties in Dayton. The HPC is a committee appointed by City Council and meets monthly.

Association: Reactivate the 501(c)(3) status of the Brookside Cemetery Association so that it can accept donations. People are far more likely to donate to a non-profit that has 501(c)(3) status. As an independent non-profit, the Association can showcase its non-governmental,

watch-dog status for the cemetery. The non-profit can go after grants on their own, independent of the City, and assist as a legitimate entity in the maintenance and promotion of the cemetery.

Below is a sample mission statement the Association could consider adopting based on Eugene's Pioneer Cemetery Association's mission:

> The Brookside Cemetery Association's mission is to: care for and maintain the grounds, burial plots, and cemetery objects; foster respect for the cemetery as a final resting place; preserve and restore historic features; communicate the history of the Dayton area and the lives of its former citizens; enhance the natural beauty of the landscape; and encourage the compatible use of the grounds.

Goals for the Association to realize their mission can be created from the recommended treatments in this document.

General Cemetery Guidelines

These general cemetery guidelines are based on the current *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the 1985 "Salem Pioneer Cemetery Maintenance Policies and Guidelines" authored by Elisabeth Walton Potter.

Preserve distinguishing original qualities or characteristics of the cemetery layout, landscape features, headstone design, and placement. The removal or alteration of any of the historic materials or distinctive features should be avoided. When removing broken objects is unavoidable, the object should be photographed and documented according to the guidelines outlined in the Documentation section.

Recognize landscape features and cemetery objects as products of their own time. Alterations that have no historical basis and which seek to create an earlier time appearance shall be discouraged.

Treat distinctive stylistic features or examples of skilled craftsmanship that characterize the cemetery objects, buildings, and landscapes with sensitivity.

Repair rather than replace deteriorated cemetery objects or features, whenever possible. In the event a replica marker is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing features or reconstruction of new objects or features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than conjectural designs.

Refrain from cleaning grave markers except under certain circumstances. Improper methods of cleaning can cause irreversible damage and biological growth can seldom be removed permanently. If cleaning is recommended, always use the gentlest means possible to clean the surface of grave markers, and only if there is evidence that biological growth is damaging the feature, or that dirty surfaces significantly disfigure the marker. Cleaning should be only executed using approved cleaning techniques described in the Cleaning section.

Undertake the restoration or repair of grave markers and curbs under supervision by a qualified mason or stone conservator. Contract with professionals sensitive to historic landscape features and cemetery objects, knowledgeable about the appropriate photographic mitigation process prior to removal or repair of cemetery objects, and maintenance guidelines and procedures.

Plan any new construction or installation of new monuments so as to not destroy the historic character of the site. Differentiate new elements from the old but ensure compatibility with the general massing, scale, and size of the surrounding features in order to protect the historic integrity of the cemetery.

Make every reasonable effort to protect and preserve archeological resources, including graves, affected by or adjacent to any proposed work. If such resources must be disturbed, mitigation measures shall be completed by professional archeologists.

Rules, Regulations, and Procedures

Should ownership of the cemetery transfer from the School District to the City, the following rules, regulations, and procedures should be implemented by the City:

Hours: The cemetery is open from sunrise to sunset, 365 days a year. Unauthorized visitation after hours constitutes trespassing.

Firearms: No firearms are permitted without written approval from the City. Permits may be granted by the City for special events, such as Memorial Day or Veterans Day.

Alcohol: No alcoholic beverages are permitted within the cemetery grounds.

Pets: Pets are permitted on leash only. Pet owners shall pick up after their animals using waste disposal bags.

Vehicles: Only lawnmowers are allowed within the cemetery. No other vehicles are permitted in the cemetery without special permission from the City.

Parking: Parking is permitted only on the east side of Third Street outside the entrance area to the cemetery.

Volunteers: The City and the Association encourage volunteer efforts to assist in the preservation, interpretation, and documentation of the cemetery. In an effort to monitor work in the cemetery, all volunteers must be checked in with the City prior to the implementation of work projects in the cemetery.

Events: All special events, celebrations, reenactments, or other uses of the cemetery require prior approval by the City.

Activities Requiring Approval: The City, acting in the best interest of the cemetery, has the authority to clean, repair, and restore cemetery objects including grave markers, curbs, and fencing. The City also has the authority to prune, remove or transplant any tree, shrub, plant or other vegetation upon any lot when deemed such a course is necessary for safety or the general well-being of the cemetery. In an effort to maintain the historic integrity of the cemetery objects and landscape, the City requests prior approval for the following activities:

<u>Cemetery Objects</u>

- Cleaning cemetery objects including grave markers, fences and curbs.
- Repairing or resetting cemetery objects.
- Creating rubbings from grave markers.
- Installing new or replacement grave markers or block/lot enclosures.

Grounds

- Trimming or removing mature trees or shrubs.
- Planting trees or shrubs in the cemetery grounds or in family blocks or lots.
- Digging in the cemetery.
- Installing signage, commemorative plaques, or other interpretive information.

Removal of Objects: According to Oregon state law, it is unlawful to remove or damage cemetery objects under ORS 166.076.

Funding

Should the cemetery ownership transfer from the School District to the City, the City should establish a budgetary line item for maintaining the cemetery to provide it with a stable base of funding. At a minimum, the line item should cover all landscape maintenance in the cemetery. Additional funds should be included to provide for annual maintenance of the monuments in the cemetery. Below is a list of additional funding sources for the cemetery:

Historic Cemeteries Grants: The main grant source is the Oregon Commission on Historic Cemeteries. OCHC's Historic Cemeteries Grants can fund the following categories: protection and security, restoration and preservation, education and training, and research and interpretation. Eligible projects are security fencing or lighting, skilled monument repair or training, conservation of historic elements such as fencing, curbs and markers, documentation and mapping, signage, landscape restoration, planning, and interpretation. Typical awards are in the range of $1000 to $8000. A dollar match for funds is requested but not required. A match can be in the form of cash, in-kind donations, and volunteer time. May application deadline.

Travel Oregon Grants: Travel Oregon offers a Competitive Small Grants program. The program makes awards eligible to applicants for projects that contribute to the development and improvement of the tourism economy in communities throughout the state, supporting Travel Oregon's vision of "a better life for Oregonians through strong, sustainable local economies." Since cemeteries are considered a "destination," particularly for genealogists, Brookside Cemetery is eligible. Eligible projects may be awarded up to $20,000. Applicants must provide at least a ten percent cash match. August application deadline.

Grassroots: There is an endless variety of grassroots methods of raising funds to maintain and improve the cemetery. See Appendix F: Over 100 Things to do in a Cemetery for fundraising ideas.

Promotion

The City of Dayton and the Brookside Cemetery Association need to promote the cemetery. Promotion not only to makes the cemetery more accessible to visitors but it also establishes the cemetery as a viable entity worthy of community support and funding. Promotion should be led by the Association and supported by the City.

Logo: The Brookside Cemetery Association needs to develop a logo for the cemetery. A logo helps to unify and legitimize an organization. Line art based on the Chrisman monument (#10.06) is a good place to start the brainstorming process. As a quick example, to the right is a detail of Mathilda L. Rossner's headstone (#03.09) run through several Photoshop filters. Further developed into a piece of line art, the rose-in-hand symbol could be a possible logo for the Association, one of many options provided by the cemetery.

Social Media: The Brookside Cemetery Association should establish a presence on social media. Many people now rely on social media to locate information. The Association should have a page on Facebook, Twitter, Google+, Instagram, and Pinterest. There is no monetary cost associated with having a page on these platforms and a page is easy to set up. If anything, they make a great place to post photographs of activities in the cemetery, announce upcoming events, and build awareness of the cemetery. Before diving into social media, one person should be put in charge of creating and updating the page.

Website: The Association should develop a website to promote the cemetery. Surprisingly, the domain BrooksideCemetery.org is already taken by a cemetery in Kentucky. The domain name DaytonBrookside.org is available, as is DaytonCemetery.org. The website does not have to be perfect from day one. Register the domain name through the 501(c)(3) and have someone proficient in building a website upload content. The early website can be as simple as answering the who, what, why, where questions that people have about the cemetery. Look to other cemetery websites for a basic design. The Friends of Lone Fir Cemetery have a good basic website, the Marshfield Pioneer Cemetery has a very active and exuberant website, while The Friends of Jacksonville's Historic Cemetery have a more advance website worth striving for.

If a website is too daunting or not desired by the Association, then a webpage created on a free hosting site would suffice. A good option would be WordPress. Whatever the case, the Association should establish its own identity separate from the City to showcase a non-government, non-profit entity supporting the cemetery.

Brochure/Booklet: Create a brochure and/or booklet providing the history of the cemetery while promoting it as a destination worth visiting. The Southern Oregon Historical Society produced a good one for the Jacksonville Cemetery. As more ambition and information accumulates, perhaps create a booklet on the history and lives of the people interred in the cemetery. An example booklet is Eugene Masonic Cemetery's *Full of Life: The History and Character of Eugene's Masonic Cemetery*. Both methods are an excellent way to heighten awareness about the cemetery.

Steward Education

The stewards of the cemetery need to take advantage of cemetery educational opportunities available around the state and country. Many opportunities are free or very low cost. Conference costs can often be off-set by grants.

Workshops: The principal workshop that everyone involved with the cemetery should attend is the Oregon Commission on Historic Cemeteries workshops. These day-long workshops are held in various cemeteries around the state throughout the year. Dayton was chosen to be the site of a workshop in July 2018. These workshops are held in cemeteries big and small, open and closed, so each workshop is different. Anyone involved with the cemetery, from Public Works Department employees to Association volunteers should attend at least one free workshop.

Attend a workshop put on by another cemetery. The Friends of Jacksonville's Historic Cemetery hosts monthly workshops. The Association for Gravestone Studies is the calendar repository of workshops and conferences happening around the country. Getting a different perspective and new ideas on monument restoration and cemetery stewardship is always enlightening to individuals and groups.

Conferences: The main conference to attend is the Association for Gravestone Studies annual conference. This is the principal, annual get-together of cemetery stewards. In 2013, they met in Salem, Oregon. In 2018 they are in North Carolina. If one committee member could go per year, the education level of the stewards of Brookside Cemetery would rise synergistically – the cemetery could only benefit.

Larger cemeteries around Oregon and the U.S. host regional cemetery conferences. Like workshops, meeting stewards from other cemeteries, all with common problems, can be an easy way to get answers to questions about Brookside.

MentorCorps: The Oregon Heritage MentorCorps program can assist with board development and training.

Membership: The Brookside Cemetery Association should become an institutional member of the Association of Gravestone Studies. Currently, it is $65/year, but that cost might be shared with the City. The Association of Gravestone Studies gives out annual awards and we would like to see Dayton win one in the coming years. Oregon's own Friends of Lone Fir Cemetery and Luper Cemetery both won awards in 2013.

Outdoor Museum and Classroom

Celebrations: As part of Dayton's Old-Timers Celebration the last Sunday in July, tours and living history demonstrations have been organized in the past to highlight prominent features and historical figures interred in the cemetery. In 2005, Carol Reid put together a script called "A Step Back in Time" for the Brookside Cemetery; the script is in the Association's files.

Veterans Day/Memorial Day: Establish an annual event on Veterans Day (November 11) and Memorial Day (end of May) at the cemetery. Annual celebrations create an opportunity to distribute information about the cemetery and inform the public about the City's and Association's role in the preservation of the cemetery. Events are also an opportunity to gather genealogical information from relatives/friends of the interred and to distribute fundraising information.

Tours: Establish regular guided tours or events at the cemetery in conjunction with other local or national celebrations. These events might occur in conjunction with celebrations/tours in the Dayton area. A cemetery tour was organized and scripted back in 2005, and the script is in the Association's files. See Appendix F: Over 100 Things to do in a Cemetery for tour idea.

Milestones: Celebrate milestones in the history of the cemetery. The Brookside Cemetery will celebrate the 150th anniversary of its donation to the School District in 2024.

School Involvement: Reactivate the cemetery's use as an educational tool. Promote guided tours of the cemetery to the nearby school districts. Establish an annual class visit in conjunction with course work in Oregon history for a specific class, such as fourth graders. These types of classes are positive learning tools that teach children about local history as well as respect for cemeteries. Encourage the use of lesson plans like those shown for third and fourth graders in *Historic Cemeteries: Where Stones Talk*. This is an excellent source for teachers who use cemeteries as outdoor classrooms while teaching about Oregon history.

Fact Sheets: Develop educational fact sheets on subjects like prominent/interesting people buried in the cemetery, how to create headstone rubbings safely, and the meanings of the headstone imagery.

Open Space and Wildlife Habitat

Respect Cemetery: Discourage activities or events that damage the cemetery objects, landscape features, burials, or personal safety of pedestrians using the cemetery. Although the cemetery is used as an open space, its preservation as a historic burial ground is the primary focus.

Respect Wildlife: Respect the wildlife in the cemetery. If the wildlife is damaging the cemetery objects or grounds, measures can be taken to mitigate negative impacts.

Open Space: Continue to encourage the use of the cemetery as a place to stroll and walk dogs. Dogs must be kept on leashes. Install a dog waste bag dispenser near the cemetery entrance to encourage dog owners to pick up after their pets.

Genealogy Resource

Genealogical Information: Continue to encourage the use of the cemetery by genealogists and researchers by adding to and updating the Association's genealogical database. The database can be placed on the website first as a PDF printout and then later advanced to a searchable database. Establish links with other local, regional, and/or national web sites promoting cultural resources, tourism, genealogy, parks, and historic cemeteries. Highlight new genealogical finds on the Association's website.

Donate Data: Produce digital and hard copy printouts of the genealogical database and donate these to local repositories such as Oregon Commission on Historic Cemeteries, Oregon State Archives, Oregon State Library, Oregon Historical Society, genealogical societies, and the FamilySearch Library (i.e., the Mormon Church). Often headstone epitaphs and burial records are the only resources available to researchers who may not be proficient at computer use.

Archival Record

Kim Courtin's house is the current archival repository for the cemetery consisting of several filing cabinets. She is committed to staying in the community and being active in the cemetery's preservation. She has been working diligently to digitize the cemetery's records. As this process continues, the long-term goal should be to move the original documents to a more secure repository.

Repository: Establish a secure repository for the original cemetery records. If the City acquires the cemetery from the School District, the City is the best place to secure the multiple filing cabinets of information held by the Association. City Hall or the City Library would be likely locations where the filing cabinets could still be accessed; however, government entities are constantly short on storage space. With the digitization of the documents, the original paper copies could go into long-term storage, as long as the records are flagged "DO NOT DESTROY" in big, bold, red letters. If the City would prefer not to keep the records, the Yamhill County Historical Society should be approached as a repository. If neither the City or County want to store the records, then the City will need to obtain a secure and safe-from-the-elements location for the files.

Inventory: A genealogical inventory has been created by Kim Courtin and this CLG-funded project has created a GIS map and database for the current condition of the cemetery. These computer databases should be backed up to a secure site. The databases should also be

printed out in report form and stored in a secure location. Eventually, these databases will be made available to the public through the Association's website, thus stored on the web as a further backup.

Updates: Continue to add genealogical information, photographs, maps, family histories, and other related histories to the comprehensive database created by the Association. The updated database will need to be backed up monthly or after large updates.

Research: Seek additional historic records pertaining to the cemetery in collections of the Oregon State Archives, Oregon State Library, and relevant mortuaries. Contact college students majoring in history, archeology, or historic preservation to help with these research needs.

Site Documentation

Inventory: Continue the Association's documentation (photographs and epitaph inscriptions) of the cemetery objects. Add new data to previous cemetery documentation. Continue to update the GIS database with the current status of the grave markers. An inventory form tailored to Brookside Cemetery can be found in Appendix G: Inventory Form. This form corresponds to the data fields in the inventory database.

Photograph: Photograph changes to the cemetery's landscape and objects. This includes photographing before, during, and after restoration work, and additions or alterations to the landscape. Every three to five years, document the cemetery grounds photographically as part of the archival record. Photography is one area that has evolved very quickly over the past 20 years. Digital photographs are by far the best way to go today for recording markers. There are several tricks to photographing headstones. Here are two current webpages with good steps and tips: How to Photograph a Tombstone and How to Photograph Headstones & Cemeteries.

Perimeter

Fence: Currently, the only hard boundary to the cemetery is the chain-link fence along the northwest edge of the cemetery separating the cemetery's lot from School District property and a private residence. It is unclear who maintains this low, galvanized, chain-link fence. The fence is in good condition, it is low profile, and is in keeping with a rural cemetery.

Entrance: There is no demarcation between the end of Third Street and the cemetery. The new information sign and the end of the gravel street are the only visual indicators that a driver should stop. There is no physical barrier. If there was a desire to make a more tangible barrier between the cemetery and the street, then a series of bollards would be appropriate. A fence or gate across the traditionally open entryway would not be an appropriate enhancement. The most appropriate bollards would be cast iron, somewhat diminutive, and painted black. The bollards could be temporarily linked with rope or tape during special events, if there was a need to control entry. Bollards would make a good fundraising project.

Parking: Parking is not an issue at this time. The gravel and grass edges of Third Street accommodated approximately 18 vehicles during the August 2018 cemetery workshop. However, there is a need to restrict people from parking vehicles in the small area at the northeastern edge of the cemetery (northeast of the information sign) where there may be unmarked burials. A small gravel pile or trimmings pile at the entrance to this area should suffice in keeping people from parking here. Regardless of whether there are burials or not, cars should

be kept from parking in this secluded area to discourage nefarious activities – a lot of old beer bottles can be found on the ground in this area.

Third Street: The dead-end tail of Third Street leading up to the cemetery is gravel and dirt. The road does not need to be paved but it does need to have its gravel surface regraveled to keep down the mud in the winter and dust in the summer.

Parking at the end of Third Street during the July 2018 Cemetery Workshop.

Signage

Signage is an important aspect of the user's experience at the cemetery. Design signs incorporating the cemetery logo that are effective, simple, and clear. Use materials for signage with an elemental character (e.g., stone, metal, wood, concrete, etc.) rather than a highly manufactured or artificial character (e.g., plastic, stainless steel, etc.). Signs should be clearly visible to visitors, but not overpower the location or setting of the cemetery. Limit the number of signs on the site so that the historic integrity of the cemetery is not compromised and disrupted.

General Information: Locate a small sign stating ownership, hours, prosecution of vandalism according to City regulations and State statutes, burial and information contact numbers, and other regulatory information near the new interpretive sign. Other information could include:

- Language pertaining to the "dogs on leash" policy. This could be added to the entrance sign or be a small separate sign near the dog waste disposal bags on site.
- Precautionary language may be added to signage stating that there is uneven terrain in the cemetery.
- A reminder to visitors that the cemetery is both a historic and sacred place that deserves care and respect.

Directional Signs: The Brookside Cemetery Committee should discuss erecting a metal wayfinding sign at the point Third Street splits from Hwy 221 approximately 200 feet north of the cemetery. If there is consensus to make the cemetery more visible to visitors, then a sign should be erected. The intersection street sign could simply state "CEMETERY" or "DEAD END."

Row Signs: The Brookside Cemetery Committee should discuss adding row marker signs to make finding burials easier. The markers could be as simple as a 4"x4" sticking out of the ground about 2 feet at the north end of each row. The top of the post would be cut on a 45º and the row number stamped and painted on the side similar to a campground site post.

Trespassing Signs: The Brookside Cemetery Committee should discus erecting a trespassing sign near the current interpretive sign if there is a perceived need. The sign should be something simple such as: "Cemetery Closed to Public Sunset to Sunrise - Trespassers Will Be Prosecuted - DRC 2.10.10". The fewer signs erected the better to retain the historic setting.

Designation Sign: Brookside Cemetery is eligible for a free, metal, 8"x10" sign designating Brookside a "historic cemetery." Contact the Oregon Commission on Historic Cemeteries staff to obtain the free sign.

Caution Sign: Brookside Cemetery is eligible for a free sign from the Oregon Commission on Historic Cemeteries displaying a cautionary note about climbing on the monuments. This sign could be displayed with a trespassing sign on a pole to group all the cautionary signs together.

Informational Signage

Map: A weather-resistant information box (such as realtors use) should be staked out next to the side of the Brookside Cemetery interpretive sign. In the information box would be a printout of the burials in alphabetic order by last name with a burial number (row and plot) to aid visitors in finding a plot. A map of the cemetery with all the burial numbers should be laminated and mounted to the back of the interpretive sign.

Restoration in Process: Set out a temporary sign near the entrance prior to the start of major restoration projects. State that the cemetery is undergoing repair/restoration and that donations to the project are welcome. Specify a contact number.

Site Amenities

Water: There is a water spigot behind the interpretive sign, however, it is out of order. There is a shut-off close by, but the water has been turned off farther up the line. Water is important for grave stone cleaning and for visitors with flowers. The City should make sure the spigot is operational during non-freezing weather.

Trash Receptacle: The Advisory Committee should consider installing a trash receptacle near the entrance to the cemetery. The receptacle could be located near the fence corner west of the interpretive sign or at the base of the light pole just north of the interpretive sign. The receptacle should be in keeping with those installed in other park facilities and not a simple metal trash can. Most importantly, the receptacle would need to be on the City's maintenance schedule and emptied on a regular basis.

Bench: Install a bench that is simple in design and compatible with the historic character of the cemetery. Common benches found in similar cemeteries are simple, low concrete benches with no backs. These are low maintenance and historically compatible. They also do not invite sleeping. Another type is the cast-iron bench, but beware of low cost when it comes to cast iron as it is usually indicative of a bench that will deteriorate quickly. Place the bench in a shaded area out of the sun near the entrance. Benches make good fundraiser items especially with a plaque bearing the donor's name.

Security

A police presence in conjunction with brush clearing has helped to decrease disreputable activities at the cemetery. Keep the lines of sight open at the end of Third Street. A patrol car merely needs to drive to the end of Third Street and sweep a light from one end of the cemetery to the other to scare off people at night. Encouraging the occupants of the neighboring house to report suspicious activity helps fight crime. There should be no need to increase security at the cemetery. There is a street light at the end of Third Street that illuminates any cars parked there

at night. However, if there are any acts of vandalism, they should be immediately reported to police and publicized. A "neighborhood watch" could be organized by the Association to routinely walk the cemetery.

Buildings

No buildings should be built in the cemetery. All maintenance tools should be kept off-site with the Public Works Department to stem any opportunities for theft. If a maintenance building is eventually needed to hold tools and dislocated stones or possibly even a restroom facility, the clear choice of location is on the city-owned land off the northeast end of the cemetery, on the east side of Third Street. The area has been cleared of brush, it is flat, and does not impinge on the cemetery itself. There is concern that this area might contain burials. The area should be first thoroughly probed for burials. An archaeologist should be on-hand during any ground-breaking during construction, such as for a foundation or pad.

Curbing

Removal: Do not remove any of the plot enclosures (curbs, fences, and walls) in the cemetery. These enclosures define the boundary of the blocks/lots, add to the significance of the site, and protect the headstones within.

Problems: Identify problems causing damage to the enclosures on a plot-by-plot survey. Assess the problems and recommend treatment prior to repair. Treatments concerning the repair of the concrete slabs should be undertaken by a qualified mason.

Prioritize: Prioritize repairs according to type of enclosure and severity of repair. All of the plot enclosures are mapped and shown in Appendix C: Inventory Maps. Use the map to label the high priority repairs. Repair stone and concrete curbs with more decorative elements such as name engraving and/or corner features before the less ornate concrete enclosures.

Document: Document the enclosure photographically prior to repair to record condition, design, color, and texture of components.

Treatment: Reset dislodged curbing if sections are structurally stable. Repair or replace damaged sections of curbing. Retain as much of the historic material as possible, especially when the curbing is made of stone. Replace severely deteriorated sections of the enclosures matching the material, dimensions, texture, design, and color of the original enclosure. Consult with a qualified mason prior to the repair of the more elaborate curbing. Most repair work can be accomplished by volunteers under the supervision of a qualified contractor while other more difficult repairs should be accomplished by a trained professional. There is a lot of curbing that needs repair; fortunately, most of the curbing is concrete with no decorative elements and is a low priority.

One of the most elaborate curbings at Brookside. Most are simple, concrete affairs with no elaboration or detail.

Burrows: Back fill burrows and holes created by erosion and rodent activity so enclosures will not be undermined.

Mowing: Avoid mowing immediately next to the curbs or walls. Mowers can damage the enclosures. Hand trimming is suggested around more decorative or deteriorated curbs; this can

be undertaken as necessary (depending on the growing season). String trimmers can be used with care if kept at a safe distance by using a guard attachment.

Cleaning: Clean the concrete only if biological growth is damaging the surface of the curb and the curb is not too fragile. Follow recommended cleaning procedures in the Cleaning Guidelines. Since most of the curbing is unadorned, you may wish to use D/2 as a more aggressive cleaning approach. However, much of the curbing is more fragile than the stones, so only use a cleaning agent such as D/2 on stable curbing.

Invasive Plants: Remove small invasive plants, weeds, and volunteer seedlings that crack or damage enclosures.

Uplifting: Root uplift is inevitable when vegetation is close to cemetery objects. It is preferable to leave damaged concrete curbs untreated when uplifted by mature tree roots. There may be situations where concrete curbs are heavily damaged by uplifting. If so, refer to Treatment in this section and evaluate on a case-by-case basis.

Fences

There is only one fence in the cemetery: the pipe enclosure for Richard Morgariedge's plot (Marker #14.13). Referred to as a "gas pipe fence," it is in good condition with a sheared-off connection at the south-east corner being its only damage. The fence is basically made of standard galvanized pipe with fancy cast connectors. Unfortunately, the sheared-off cast connection is not easy to repair. The bent pipe will have to be either replaced with a new galvanized pipe or straightened. A metal epoxy would likely serve to repair the cast connector. Someone experienced in working with metal should be able to make the repair, as long as the repair is invisible. The temptation to paint the galvanized metal should be resisted. The fence has done very well unpainted for over 100 years. Do not introduce a coating that will need to be maintained.

The fence for Richard Morgariedge's plot (Marker #14.13) from 1884 needs a small repair.

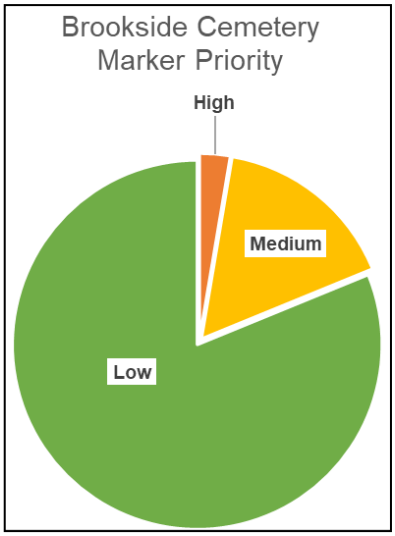
Grave Markers

Assessment Findings

The major goal of this CLG-funded project was to create a condition assessment of all the grave markers in the cemetery prior to repair work. HPNW did the assessment in July 2018 and produced an inventory report presented in Appendix B: Inventory Data.

For each marker, be it headstone, footstone or family monument, the material and condition were recorded. A photo was taken of each marker and a number assigned in the following format "RR.MM" where "RR" is the row number and "MM" is the marker number starting from the north end of the row. HPNW assessed each marker (not including temporary metal markers) as to its need for cleaning, releveling, repairing, and/or resetting. This data was entered into a Microsoft Access database and then mapped using ArcView GIS.

Priority: As a summation of the needs assessment given in the inventory report, we placed a priority level on each marker. Those markers that could sustain further damage without intervention, could lose pieces due to theft, or were in imminent danger of falling were categorized as “high” priority. We found 13 markers (or 3%) to have high priority. Those stones with high priority are highlighted in red in the Appendix B.



If a stone had toppled but was too heavy to be taken, or the headstone was loose in its slot, it received a “medium” priority rating. We found 79 markers (or 16%) to have medium priority and they are highlighted in yellow in the Appendix B.

And lastly, 397 markers (or 81%) received low priority. These stones are in good or excellent condition typically. Some of the very heavy headstones that have been toppled but are out of the way of lawnmowers received low priority. Most of these markers could go for years without any intervention, unless damaged by a limb or vandalism. These stones are highlighted in green in the Appendix B.

Cleaning Guidelines

When to Clean: Cleaning headstones should only be undertaken to halt or slow down deterioration or to prepare for restoration, not for purely aesthetic reasons. There is a strong desire among people to return stones to their like-new condition – this urge should be strongly resisted. The cleaning process is a form of erosion, no matter how gentle, and by cleaning you are often decreasing the life of the stone. Also, if you clean, it sets up repetitive cycle of cleaning to keep that fresh “showroom” look. Stones are meant to have a patina and that patina can only be achieved through years of exposure that cleaning destroys.

That said, algae, lichen, and fungi can be damaging to grave stones because they trap moisture on and under the surface of the stone. They also secrete acids that can dissolve limestone, marble, sandstone, concrete, and mortar. And they may insert their "roots" into the pores of the stone. These growths will swell and shrink in response to moisture, leading to cracking and spalling of the stone.

If the decision to clean the marker is made, cleaning must be done with the gentlest possible means. Bleaches and hard detergents should never be used as cleaning agents. Cleaning markers is not recommended as a routine maintenance practice and should be done infrequently, at most, every several years. The Chicora Foundation has a good webpage devoted to the most current theory and products for cleaning stones.

Do Not Clean: Do not clean markers that are tilted, cracked, damaged, or have a grainy appearance. Markers that are made of more porous stone such as marble and sandstone should only be cleaned if growth is clearly causing rapid deterioration. The introduction of water and brushing to these stones may accelerate surface deterioration especially during freeze-thaw cycles.

Harsh Treatments: Do not use sandblasting, ice blasting, shell blasting, high-pressure water or hose spraying, acidic cleaners, wire brushes, metal instruments, or household cleaners when cleaning markers. Once a harsh treatment is applied, it cannot be undone. The damage these tools and methods do might not be readily visible, particularly when a stone is wet, but will reveal itself over time.

Sealants: Avoid applying sealants as a means of protecting the stone or prohibiting biological growth. No matter what the product advertises, sealants will trap some moisture inside the stone, eventually causing damage to the stones. It is hard to dismiss the pitch after an arduous cleaning, but sealants must be rejected. Once a sealant is applied, it cannot be reversed.

Who Can Clean: Volunteers or maintenance personnel who have been properly trained may clean markers. It is a great way to employ many volunteers in a useful and fulfilling activity. Training sessions can be quick and should take place on-site by a professional who can assist in the identification of weak markers and supervise cleaning activities.

Trained volunteers cleaning at Brookside, July 2018. (Courtesy of Kim Courtin)

How to Clean: If there is truly a determined need to clean a stone, you need only four tools: a wooden stick, a soft bristle brush, a bucket, and water. With those four tools, here are five basic steps to cleaning:

1. On stable stone surfaces, brush or scrape off algae, lichen, and fungus before washing. Always use scrapers that are softer than the stone, such as a wooden popsicle stick or bamboo skewer. Most surfaces, however, will require wetting the growth before gently brushing, prying, or scraping it off the stone.

2. After getting the worst of the biologics off the marker, thoroughly wet the stone with clean running water or a garden sprayer. (If you are determined to use a cleaning agent, running water is essential, as a hand-pumped garden sprayer will not rinse your stone sufficiently.) The water will wash away some of the dirt and biological material. Pull plants gently from cracks or clip them, and then brush away soil and debris from the stone. If there is a mass of plant life, do not yank the plant out, you will almost certainly damage the stone. Carefully clip and pluck each section to prevent pulling away any loose or weakened stone fragments.

3. Gently scrub the stone with very light pressure in a circular motion using a nylon or natural soft-bristle brush to remove soil and biological growth from the stone. Work from the bottom of the stone up toward the top – this prevents staining and streaking as clean water drains downward. Do not use a dry brush as the abrasion from a dry brush can cause damage by removing the upper layers of the stone. Constantly dunk your brush in a bucket of water, or better, allow a water hose to run on the stone as you brush.

4. Rinse your brush frequently. Do not abrade the stone by dragging dirt, sand, stone particles across the surface you are cleaning. If a gravestone is particularly dirty, change your bucket of water frequently, so that you are not dipping your brush into a suspended solution of grit and biological matter.

5. When done, rinse the stone thoroughly with water. Step back and admire your work.

Detergents: There is one detergent that has been accepted by many cemetery professionals as the most effective yet gentlest stone cleaning solution today, D/2 Biological Solution. HPNW subscribes to using only water, no detergents. We believe D/2 has not been on the market long

enough to determine its long-term effects on old stone. It is difficult to resist a thorough cleaning, but the risk is not worth it. If you still choose use D/2, follow the manufacturers guidelines and make sure you have running water at your stone. You need to provide a very thorough rinsing with any detergent.

Releveling Guidelines

We found 101 markers (21%) in need of releveling in the cemetery. This is after the 16 relevels HPNW did in September 2017 as the first step in this CLG-funded project (see Appendix D: Repaired Markers). The rule of thumb is that a marker needs releveling when it has an angle of inclination greater than 10 degrees. Most of the 78 markers that need resetting also need their bases releveled, hence the large percentage of relevelings needed. These leaning markers are susceptible to vandalism and/or breakage. The 101 stones are flagged with "yes" in the relevel field and highlighted in yellow on the inventory report in Appendix B.

Marker 09.23 was leaning at 12 degrees. It was releveled as part of this project in September 2017.

Who Should Relevel: Releveling grave markers is the second easiest activity for volunteers to do after cleaning. That said, a professional needs to be on-site to train the volunteers and to be present for the odd situation. Volunteers should not be used on large monuments (i.e., those over 600 pounds).

There are a variety of scenarios when releveling, but all start with probing around the perimeter of the base. There may be a ring of concrete that has been poured after the stone was installed in an earlier attempt at leveling. There might be a footstone buried next to the headstone. Probing will give you the information you need for the next step.

Often leveling takes no more than a stout pry bar and some gravel. Other times the weight is too great and a tripod is needed. Stone is heavy – figure 200 pounds per cubic foot to be on the safe side.

Very careful prying with a long bar comes next. Some markers are too heavy to lever and will require a tripod to lift. A professional should be doing the work if a tripod is necessary. Once the marker is held at level, then push in and pack gravel (3/4" minus works well) under the monument to support and distribute its weight. Check vertical with an inclinometer frequently. Using gravel works very well as it is an inexpensive and completely reversible leveling method. In cemetery work, nothing lasts forever, but the next relevel will be much easier if gravel is used rather than concrete.

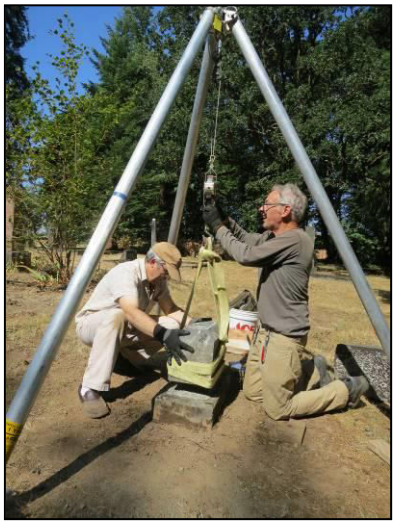
When hiring to do releveling work in a cemetery, be sure you hire qualified professionals. If they do not have a tripod that can handle 1000 pounds, they probably should not be hired. The Oregon Commission on Historic Cemeteries has a good bulletin on what to consider when hiring a contractor. For a current list of contractors doing cemetery work, contact the Oregon Commission on Historic Cemeteries. All planned treatment work should be approved by the City prior to the start of the project. When calculating an estimated cost for releveling, figure about one person-hour per marker. Some will go quicker; larger ones will take longer.

Resetting Guidelines

We found 78 markers (19%) in the cemetery in need of resetting. This is after the five resets HPNW did in September 2017 as the first step in this CLG-funded project (see Appendix D). These resets are needed on headstones that have fallen off their bases or are loose on their base and pose a danger of falling. These loose markers are susceptible to vandalism and/or breakage. The 78 stones are flagged with "yes" in the reset field and highlighted in yellow on the inventory report in Appendix B. Of the 78 stones that need resetting, 10 are flagged as "high" priority. These are the stones that could fall over with just a good push. These high-priority markers need to be addressed the soonest and are flagged in red in Appendix B.

Who Should Reset: Resetting grave markers is the area that should be left to the professionals. There are too many possible scenarios for which to train volunteers to do repair. It is best to leave cleaning and releveling to trained volunteers, but save resetting and repair for the professionals. When hiring to do resetting work in a cemetery, be sure you hire qualified professionals. If they do not have a tripod that can handle 1000 pounds, they probably should not be hired. The Oregon Commission on Historic Cemeteries has a good bulletin on what to consider when hiring a contractor. For a current list of contractors doing cemetery work, contact the Oregon Commission on Historic Cemeteries. All planned treatment work should be approved by the City prior to the start of the project. When calculating an estimated cost for resetting, figure about 1-1/2 person-hours per marker. Some will go quicker, others will take longer, particularly if the base also needs to be releveled.

Care in Resetting: Take care when resetting monuments so no further damage occurs to the grave marker. Even if markers do not appear fragile on the exterior, internal fractures may result in breakage or damage. Every marker is a fragile object. The unanticipated weight of a marker being handled can also result in breakage. The Chicora Foundation has an excellent webpage on resetting markers in a variety of situations.



Resetting the plinth for Marker 08.19 on a bed of fresh mortar.

Mortar: Reset stones using lime mortar where there was lime mortar originally – it is as simple as that. If it is a break in a stone, then turn to epoxy, but when resetting a stone where there was originally mortar, it is best to repeat the setting with mortar. However, if it is obvious the originally mortar failed because the stone surfaces were too smooth, such as on granite, or the existing mortar is still well attached to the bottom of the stone and dry fits well, then epoxy might be the best choice. This is why a professional should do the resetting: each stone is decided on a case-by-case basis.

Do not use concrete, do not use any off-the-shelf mortars, all are too hard. You need the softness of lime mortar to prevent damage to the stone. The mortar joint has to be the weak link on a monument.

For resetting a stone in the base slot, use 1 part natural hydraulic lime (NHL 3.5) to 3 parts clean fine sand. Stir the dry ingredients, adding small amounts of water until damp. Stir for 7 to 8 minutes, and the lime mortar will become slaked and be the consistency of peanut butter. The mortar should be workable for about 30 minutes. The mortar will have to stay damp for about three days. You can cover the joint in a wet cloth covered in plastic wrap to maintain moisture. Detailed instructions can be found on the Cemetery Conservators for United Standards website.

For resetting a stone on a base or plinth, use 1 part natural hydraulic lime (NHL 3.5) to 2 parts clean fine sand. Use the same basic steps as above.

Repairing Guidelines

We found 24 markers (5%) in need of repair in the cemetery. These are grave stones that have been broken into two or more pieces. These markers are susceptible to vandalism and/or theft. The 24 stones are flagged with "yes" in the repair field and highlighted in yellow on the inventory report in Appendix B. This does not count those stones that have been broken and then set flat in concrete. Those markers will have to remain in their horizontal orientation within their concrete tombs.

Who Should Repair: Repairing grave markers is the area that should be left to the professionals. There are too many possible scenarios for which to train volunteers to do repair. It is best to leave cleaning and releveling to trained volunteers, but save resetting and repair for the professionals. The Oregon Commission on Historic Cemeteries has a good bulletin on what to consider when hiring a contractor. For a current list of contractors doing cemetery work, contact the Oregon Commission on Historic Cemeteries. All planned treatment work should be approved by the City prior to the start of the project. When calculating an estimated cost for repair, figure about 1 to 2 person-hours per marker. Difficulty varies drastically by situation and it is always good to get input from a contractor as to how much time a marker is likely to take to repair before doing your estimates.

Tablet Marker 01.19 in four pieces being epoxied by Bruce Howard.

Priorities: Repair of severely damaged or broken markers is a specialized task. Each stone type and material must be evaluated prior to proceeding with any repairs. Incompatible adhesives or epoxies, such as the use of Portland cement, concrete, or some types of adhesives, may cause further damage. Markers have to be carefully matched horizontally as well as vertically to ensure proper bonding of the parts.

Epoxy: Use epoxy as a last resort since it is a permanent alteration to the stone. Use it sparingly and very carefully. Use epoxy on tablet breaks where there is not enough surface area and thickness for mortar to make a long-lasting, sturdy bond. The stone epoxies have evolved to a point where they are effective and versatile.

Akepox by AKEMI has become the preferred epoxy for cemetery stone work. AKEMI is a German adhesive company established in 1933. Their products can be obtained relatively easily from a variety of vendors on the internet. Akepox 2010 is the current standard for repairing a break in a stone. It is a two-part epoxy mixed at a 2:1 ratio. The epoxy comes in tubes which is ideal when making repairs in the field.

Akepox 2010 epoxy being squeezed out at a 2:1 ratio.

It is best to make repairs in position so that the stone does not have to be moved after the repair. Curing vertically will make for a stronger joint, too. First, make sure the pieces are clean and dry. Use a very soft wire brush on the faces of the joint to

really clean the surface to be epoxied and to slightly abrade it. This is the only time you will use a wire brush in a cemetery.

Second, dry fit the two pieces of stone to be epoxied. Mark with a pencil where the two pieces do not touch. Third, lift off the stone and apply the epoxy, thinly and sparingly to the areas on the lower stone where the two stones will touch. You do not have to have epoxy every place the stones touch and you definitely do not want epoxy squeezing out from the joint when weight is applied. Any epoxy that does squeeze out of the joint, immediately and carefully scrape it off and do not smear it on the stone. Epoxy is a one shot deal and is best left to the experienced professionals. Immediately brace the stone and leave it undisturbed. Epoxy will set quickly so that the stone repair can be touched within 30 minutes; however, leave your bracing on the stone overnight and remove the braces the next day.

Carefully applying epoxy, keeping it well back from the edges and only where the two stones will touch.

Infill: Patching, piecing-in or consolidation of historic stone features is preferred over the substitution of new materials or pieces. If new materials must be introduced, all effort should be made to match the historic feature with material compatible in texture, color, and design. Color matching is very difficult. The Cemetery Conservators for United Standards have a great webpage on achieving good results with infill while doing no harm. Infill is definitely an area that should be left to the professionals. At this time, we do not recommend infill for Brookside as it is typically an aesthetic choice and the cemetery has too many higher priorities to deal with over the next ten years.

Missing Elements: At this time, we do not recommend recreating missing elements at Brookside as it is typically an aesthetic choice and the cemetery has too many higher priorities to deal with over the next ten years. If in the future, there will be opportunity to replace missing elements such as finials. Find similar monuments in other historic cemeteries and use as models or templates to recreate the finial designs and other missing elements. Use available historic photographs of the cemetery or monuments to recreate missing features. Base restoration on historic evidence only, not conjecture.

Consolidation: Porous stones that are delaminating or crumbling have experienced a loss of binder material. Delamination is especially evident on the sandstone markers and bases. These stones may require consolidation treatment. This is a specialized treatment and should only be performed by a qualified stone conservator or mason. Consolidation enhances the cohesion of the stone by filling its pore structure with a binding material. It is irreversible and should only be a method of last resort.

This buried footstone was uncovered while releveling Marker 20.01.

Dislocated Stones

There are at least 28 dislocated footstones in the cemetery. Retain all dislocated grave markers and marker fragments that have been removed from their original location. Their original location may be discovered in the future or small fragments might be used in the restoration of other markers. About half of the dislocated footstones have initials on them that will aid in their relocation.

Removal of fragments and broken grave markers improves the appearance of a cemetery, discourages vandalism, aides in the preservation of the markers by eliminating the possibility of further damage by maintenance equipment, and reduces liability. Storing fragments for future repair is an important and inexpensive step in cemetery preservation. All planned removal of dislocated stones should be performed in conjunction with the Association.

Start by finding a repository for dislocated stones and fragments. The closer the repository is to "on-site" the better. A fenced in area within a City-owned warehouse would suffice. Out of the weather would be preferred but is not necessary. Access to the location should be provided to the Association for approved restoration work.

Each dislocated stone should be marked as to where it came from. Using the current system of RR.MM, where "RR" is the row and "MM" is the burial incrementing from the north, note the dislocated stone's location relative to its neighboring, permanent markers. Place a spike with a piece of labeled flagging tape flush with the ground at its found location. Tag the stone fragment by writing in pencil the RR.MM number on an edge of the dislocated stone. Also, place a marker inventory sheet with the stone and place a copy on file. All of this labeling will aid in returning the stone to its found location and help in relocating stones accurately.

Temporary and Replacement Markers

Temporary Metal Stake Markers: Replace existing metal stake temporary markers in the cemetery with flush stainless steel markers stating the deceased name, birth and death dates, and the date that the marker was placed. If the name of the interred is not visible, ascertain the person's name from burial records. If this is unsuccessful, keep the flush stainless steel monuments in the ground to mark the grave location. Compile a list of these markers and their locations.

When funds or donations are available, replace these stainless steel temporary markers with more permanent markers. Monument dealers in the area might donate small granite grave markers with the name of the interred inscribed. If not replaced with more permanent markers, temporary metal stake markers often disappear or are moved.

Replacement Markers: If repair is not possible due to severe deterioration, replace the original grave marker with a new marker that is similar in form to the original in size and shape. If the original grave marker is made of softer stone like sandstone or marble, consider replacing the marker with a harder type of stone such as granite. If the marker is replaced, inscribe the date the replica was made on the back. The original stone fragments could be buried near the base, stored off-site, or even recycled if the stone is unremarkable and permission is obtained from the family.

The base under the plinth of #15.25 is made of sandstone and has eroded to a dangerous degree and likely will need replacement.

Bases and Plinths

Replacement: Replace existing bases or plinths only if the deterioration compromises the headstone or upper portion of the monument. According to the survey inventory, 50% of the bases are made of sandstone. Many are deteriorated and are figured into the repair statistics. If base replacement is necessary, match the size of original base or plinth. Ideally, the replacement should be reconstructed using the same material and pattern as the original. If this

is not possible because of the required skill level or scarcity of material, match the original width, height, depth, and coloring of the original base or plinth. Photograph prior to and after replacement.

Zinc Markers

There are only six zinc (i.e., white bronze) markers in the cemetery. They are all in excellent condition. However, excellent condition will not be the case forever.

Cleaning: Clean zinc markers gently with a soft bristle brush and de-ionized water. Clean only when necessary or prior to repair.

Source of Problems: Investigate the source of the seam separation or cracking. If the concrete base is deteriorating and causing cracks or the seams to separate, replace concrete base with new stable base.

No Repair: Avoid welding or filling in separated seams or cracks with caulk or resins on zinc markers. Zinc will not corrode with water penetration. The recommended treatment is to document and monitor the marker.

No Sealer: Do not paint or apply water sealer on zinc markers as a way to preserve the exterior. The best preserved markers in the cemetery are made of zinc and their condition is excellent with no need for intervention.

Replacement Components: Consult the University of Oregon Historic Preservation terminal project by Elizabeth Fagin “The Preservation and Repair of Cast Zinc Markers” from 2002 for reproduction techniques of missing zinc marker elements.

Wooden Markers

There is one wooden marker in the cemetery and it needs to be stabilized. Prior to work, photograph and measure the marker, and record the faint epitaphs. Remove the wooden marker to a controlled environment for repair, do not repair on-site. Employ a competent woodworker to do the repair. The open joint needs to be refastened after a thorough assessment. Pre-drill holes for new finish nails, do not use screws. Do the work in the spring or fall after the wood has rehydrated to prevent splitting. Do not use a glue or epoxy on the joint, make sure the repair reversible. Consider applying a mixture of boiled linseed oil, paraffin, and mineral spirits to provide a breathable protective layer on the wood marker. Do not use any other sealer on the marker.

Marker #08.26 for Lena Crosby is the only wooden marker in the cemetery.

If the marker is too deteriorated for repair, the Committee should consider replacing the marker with a replica, matching the original’s color, size, and wood type. This work can be performed by a competent woodworker and does not need to be a skilled artisan. Inscribe information on the inside of the new monument stating that it is a replacement marker and the date in which it was recreated. Store the original wooden marker in the back of the off-site storage area with label describing its original location.

Rubbings

Do not make grave marker rubbings on stones that are tilted, damaged, cracked, or fractured, and on the softer markers, such as marble or sandstone. Excessive pressure on the stone can damage the stone or cause breakage. Examine markers prior to work. Paint, graphite, chalk, or other mediums used in rubbings should never be applied directly to the stone. A good resource on How to Do Gravestone Rubbings is on the Saving Graves website.

Graffiti

Brookside Cemetery is fortunately free from graffiti at this time. Hopefully, it will remain so, but just in case, a vandalism response plan should be drafted. The plan would address not only graffiti but other sorts of vandalism such as stone tipping. We have put the drafting of a response plan into the implementation plan calendar for 2022, but it may be moved to an earlier date if there is an incident.

In the case of graffiti, it should be removed as soon as possible after the cemetery object has been defaced. The fresher the graffiti, the easier it is to remove. Care must be taken to remove the graffiti material without damaging the stone or other substrate. **Do not** use the standard cleaning procedure described in the Cleaning section. The first step is to research the chemical content of the graffiti and how best to remove it. A good resource for learning about removing various types of graffiti is *Keeping It Clean* by Anne Grimmer of the National Parks Service. The method of cleaning is dependent entirely on the chemical content of the graffiti and the substrate.

Landscape Maintenance

Landscapes are growing and changing entities that require continual maintenance. A landscape maintenance schedule includes both short-term and long-term considerations. Short-term schedules often include mowing, pruning, irrigation, and removal of invasive vegetation, volunteer trees, and shrubs. Long-term schedules include periodic assessment of trees and mature shrubs, new planting areas, and the introduction of new ground covers to simplify mowing and preserve grave markers.

General Landscape Maintenance Recommendations

This section outlines general maintenance guidelines. More detailed discussions of these recommendation follow this general section.

Personnel: Discuss best practices with the City's Public Works Department personnel concerning working around objects in a historic cemetery. Grave markers and other cemetery objects are often fragile, and normal maintenance practices have to be modified to fit the needs of the historic landscape components (i.e., markers and curbs).

Fragments: Avoid removing fragments or damaged grave markers from the site, or piling fragments of markers on top of one another to facilitate mowing. If removal is necessary, follow the documentation procedure outlined in the Dislocated Stones section.

Herbicides: Avoid using herbicides and fertilizers in the cemetery. Generally, these contain acids and salts that can damage cemetery objects, especially marble and sandstone markers and curbs. Avoid the use of herbicides around the grave markers or curbs. The chemical compounds may cause damage to the stones.

Invasive Plants: Continue to remove invasive vegetation such as ivy, sweet pea, blackberries, and poison oak from the plots to preserve the grave markers and plot enclosures. Remove manually and/or by applying a systemic herbicide but do not spray any chemicals around stones.

Trees and Shrubs: Trim trees and shrubs extending over cemetery objects. This is one of the largest tasks of this 10-year plan. Remove dead or dying trees before breakage occurs, potentially damaging markers or injuring visitors. Remove small volunteer trees or shrubs growing at the base of grave markers or plot enclosures that might obscure, rub, or lift a marker or curb.

New Plantings: Avoid planting trees or shrubs near grave markers or plot enclosures. Small ornamental trees and shrubs may be planted in the cemetery if planted a safe distance away from cemetery objects. See Appendix E: Recommended Plant List.

Mowing: Avoid using riding mowers in areas where curbing and above-ground cemetery objects are present. Do not mow or trim directly up to cemetery objects.

Depressions: Retain shallow grave depressions as a record of burial. Generally, these depressions are a result of settling of the graves (i.e., slumping) and are sometimes the only evidence of unmarked graves. Fill deep depressions or sink holes that might create a hazard for cemetery users or maintenance personnel. Only fill these deep depressions after they are recorded on the master burial map as a possible burial site.

Irrigation: Brookside lacks an irrigation system which is appropriate for a historic cemetery. Sprinkler systems often discolor stones and can accelerate deterioration of older marble and sandstone markers. Browning of the lawn during summer is recommended.

Damage: Direct Public Works Department personnel to report to the City staff in charge of the cemetery any damage discovered by personnel or wrought during routine maintenance. A walk of the cemetery would be a good task for the Association volunteers to do off-cycle from the Parks personnel.

Litter: Continue Public Works Department's routine duty of picking up and disposing of litter on grounds and plots. This would be a good task for the Association volunteers to do off-cycle from the Parks personnel.

Flower Bed: Maintain the flower bed around the interpretation sign at the entrance. This would be a good task for the Association volunteers.

Work Parties: Organize volunteers to clean the cemetery in early May and October to collect outdated grave decorations, such as floral bouquets and potted plants, and help with general cleanup of the cemetery. The work parties can also identify cemetery markers that need repair and possibly remove the markers to an off-site storage area until repairs can be made. Oregon SOLVE holds its annual cemetery clean-up in mid-May.

Cemetery Care Guide: A landscape maintenance guide should be extracted from this document specifically for the Public Works Department staff. This 10-year plan does not go into the detail needed to maintain the cemetery's grounds. A document that is an extract of the landscape recommendations in this plan but with more depth would help guide staff and establish responsibilities. We have put the development of the guide in the implementation plan calendar for 2020.

Mowing and Trimming Guidelines

Generally, historic cemeteries were not as closely shorn as modern lawn cemeteries are today. A more natural, less trimmed appearance is appropriate for historic cemeteries. This practice has two advantages: reducing maintenance costs and preserving the historic setting of the cemetery.

Mowers and trimmers are the main sources of damage to cemetery objects. Damage to the older markers often includes scratching and chipping. Destabilization or breakage of a marker or damage to curbs and fences is often the result of an accident while using maintenance equipment. The following are general guidelines to reduce potential damage from mowing and trimming.

Mowing: Cut grass to a height of about three inches. Mow as many as three times a month in the fastest growing season and less often (once a month or as needed) in the slower growing seasons. The fewer times the cemetery is mown, the less likely there will be damage to the markers and curbs.

Riding Mowers: Isolate the riding mowers to the open areas along the northern edge of the cemetery. Do not use the riding lawnmowers in narrow walkways.

Push Mowers: Use push mowers in the walkways. Keep mower at least six inches away from the markers and curbs.

Broken Monuments: Avoid mowing close to damaged grave markers that are lying on the ground. Flag the marker if necessary to make the stone more visible. Do not move fragments during routine maintenance. Do not mow over the broken markers.

Trimming: Avoid trimming next to the fragile grave markers, bases, and curbs. Install guards or distance gauges on string trimmers when trimming around cemetery objects, particularly those made of marble or sandstone. Leave a border of long growth around fragile stones if necessary, and periodically use hand clippers trim around these markers. Nylon filament (lightweight gauge, no heavier than 0.09 inch) is the only trimmer string recommended for use in the cemetery.

Herbicides: Herbicides are not recommended around the gravestones as they contain salts and acids that cause deterioration of softer stones such as sandstone and marble. However, if an herbicide is chosen over string trimming, then apply the herbicide while a spray shield is held against the stone bases.

Douglas fir with numerous widow makers in need of trimming.

Trees and Shrubs

Trees and shrubs add to the significance and historic character of the cemetery landscape. Identifying and protecting significant trees and shrubs is an important part of the overall plan and management of the cemetery.

Assess the health of the trees and mature shrubs on a yearly basis for storm or insect damage and disease. Trees with potential problems should be monitored.

Limb-up trees and shrubs extending over or growing too close to cemetery objects. A good portion of the historic and natural setting of the cemetery is provided by the overhanging limbs of the mature trees. Considered care should be taken before removing any limbs that are not dead. The initial trim to get the surrounding forest in check will be the biggest step. Once it is under control, maintenance of the mature trees should be much easier. Public Works Department personnel should monitor this activity on a yearly basis.

Remove dead or dying trees before breakage occurs, potentially damaging markers or injuring visitors or maintenance personnel. After the tree is removed, do not remove the stump if it is too close to grave markers, curbs, or graves. This action might disrupt the graves or cemetery objects. Grind down the stump to ground level, if possible, without damage to cemetery objects.

Remove small volunteer trees or shrubs growing at the base of grave markers or plot enclosures that might obscure, rub, lift a marker and curb, or might encroach on cemetery objects in the future.

Treat each conflict between cemetery objects, trees and shrubs on a case-by-case basis. Work with the respective grave owners, if possible. Enlist the help of the Advisory Committee to work with the gravesite owner to resolve issues. Document and photograph the vegetation conflicts before, during, and after treatment.

Prune: Prune branches that threaten the cemetery objects. These can cause damage to the object by exerting pressure, scraping the surface, or retaining moisture.

Move and Replant: If shrubs cannot be effectively pruned to limit damage to cemetery objects, move and replant shrub at a safe distance away from objects, if the shrub warrants such care.

Cuttings: If an important shrub cannot be moved, if possible, take a cutting and replant at a safe distance away from objects. This retains the historic species.

Cut and Reset: Cut roots causing damage and install a root barrier. Level and reset object including more decorative curbs and grave markers.

Leave In-situ: If the cemetery objects are not in immediate danger of being damaged, leave objects in place. For example, objects such as flush markers may not be in danger from uplifting. Moving the object might cause more damage than leaving the marker or curbing, even if it is at an angle.

Move Marker: Occasionally, a marker will need to be moved, as in the case of Marker 07.09. The western red cedar tree has toppled the marker and the tree cannot be moved; therefore, the marker needs to move. Temporarily relocate, level, and reset marker on its plot as close to the original location as possible. Do not remove the marker to storage. Document the process thoroughly. Plan to reset the grave marker in its original location when tree is removed due to age or health.

Relocate Curb: Move displaced sections of curbing only when it is a public hazard and liability. Relocate within the plot for future repair or replacement.

Tree and Shrub Survey

A tree and shrub survey is an important part of creating a historical record for the cemetery. HPNW performed a cursory reconnaissance of the trees and shrubs as part of this project in July 2018. A table of the results is on the following page. There is also a map of the trees and shrubs correlated to the table in Appendix C: Inventory Maps. The tree and shrub survey should help with the maintenance and management of the grounds. The health of the trees should be monitored on a yearly basis and the survey should be repeated every five to seven years.

Ivy strangling a maple. Ivy should be cut at the base and left for a year to die.

The tree and shrub survey found 45 trees and 9 shrubs that need maintenance. Of those, there are 12 trees and 2 shrubs that should be removed; all are volunteers that are interfering both with the markers and the landscape plan. Another 10 trees need critical trimming. There are 27 trees that we have flagged with "kill ivy at base." There is a serious English ivy problem in the cemetery with trees being choked by the ivy. The solution is to cut the ivy trunks at the base, and then the following year, pull down as much of the dead ivy as possible. It is as simple as that, but it takes a lot of physical work; a good job for a group of volunteers.

"Widow makers" are the number one safety concern in the cemetery. Since it has been many years since the trees surrounding the cemetery have been trimmed, there are many dead limbs waiting to fall (i.e., widow makers). One crashed down and damaged a headstone (Marker #01.23) over Winter 2018. These limbs will need to be addressed and represent the largest upcoming expense in the cemetery, as the trimming will be difficult to access with a power lift. Professional tree trimmers with climbing gear will likely need to be employed at substantial cost.

A widow maker crashed down over Winter 2018 and damaged Marker #01.23.

We have used the standard red-yellow-green labeling system in the table on the next page. The plant numbers correspond to labels on the cemetery plan in Appendix C. The numbering starts at the large oak at the cemetery entrance and runs clockwise around the perimeter of the cemetery and then works roughly from west to east through the cemetery. The plants highlighted in red need attention soon. The yellow highlighting flags plants that need attention within a year. And the green highlighting marks plants that can be left alone for over a year without intervention.

New Plantings

Plant and manage new trees or shrubs to prevent damage to cemetery objects. Develop a tree management and replacement program which reinforces the character of significant trees. Plant appropriate tree species, forms and sizes.

Brookside Cemetery Tree and Shrub Inventory		
Plant #	**Name of Tree/Shrub**	**Condition and Treatment**
1	Oregon white oak (*Quercus garryana*)	Two widow makers on north side of trunk need removal
2	Big leaf maple (*Acer macrophyllum*)	Remove dead trunk split on east side
3	Big leaf maple (*Acer macrophyllum*)	REMOVE snag maple leaning against #2 limb
4	Boxwood (Buxus sempervirens)	Shaping needed on 4 boxwoods to pull back from stones
5	Big leaf maple (*Acer macrophyllum*)	Trim widow makers
6	Douglas fir (Pseudotsuga menziesii)	Trim widow makers
7	Oregon white oak (*Quercus garryana*)	Carefully trim back low hanging limbs to above six feet
8	Big leaf maple (*Acer macrophyllum*)	Trim widow makers, kill ivy at base
9	Douglas fir (Pseudotsuga menziesii)	Trim widow makers, kill ivy at base
10	Douglas fir (Pseudotsuga menziesii)	Trim widow makers, kill ivy at base
11	Big leaf maple (*Acer macrophyllum*)	Trim widow makers, kill ivy at base
12	Big leaf maple (*Acer macrophyllum*)	Trim widow makers, kill ivy at base
13	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
14	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
15	Big leaf maple (*Acer macrophyllum*)	Snag tree, remove
16	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
17	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
18	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
19	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
20	Douglas fir (Pseudotsuga menziesii)	Trim widow makers, kill ivy at base
21	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
22	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
23	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
24	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
25	English laurel (Prunus laurocerasus)	Discuss removing laurel but keep for now
26	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
27	English laurel (Prunus laurocerasus)	Discuss removing laurel but keep for now
28	Big leaf maple (*Acer macrophyllum*)	Good
29	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
30	Holly (Ilex spp.)	Remove
31	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
32	Filbert (*Corylus*)	Remove
33	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
34	Holly (Ilex spp.)	Remove
35	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
36	Douglas fir (Pseudotsuga menziesii)	Kill ivy at base
37	Hawthorn (Crataegus spp.)	Remove hawthorn
38	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
39	English ivy (Hedera helix)	Keep well pruned and confined or remove entirely
40	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
41	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
42	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
43	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
44	Big leaf maple (*Acer macrophyllum*)	Kill ivy at base
45	Rose (Rosa spp.)	Trim rose
46	Holly (Ilex spp.)	Remove
47	Black huckleberry (*Gaylussacia baccata*)?	Remove
48	Rose (Rosa spp.)	Trim rose
49	Big leaf maple (*Acer macrophyllum*)	Discuss removing maple but keep for now
50	Lilac (Syringa spp.)	Old lilac, trim away from stones
51	Douglas fir (Pseudotsuga menziesii)	Remove
52	Filbert (Corylus spp.)	Remove
53	Western red cedar (*Thuja plicata*)	Good
54	Filbert (Corylus spp.)	Remove
55	Douglas fir (Pseudotsuga menziesii)	Remove
56	Lilac (Syringa spp.)	Discuss removing lilac
57	Douglas fir (Pseudotsuga menziesii)	Trim widow makers
58	Douglas fir (Pseudotsuga menziesii)	Remove

Avoid planting trees near grave markers or plot enclosures. Smaller species may be planted in the family plots if they are placed at least two feet, and preferably three feet, away from cemetery objects.

Plant shrubs, especially woody species, at least 12" to 18" from any grave marker or plot enclosures. Plant shrubs and flowers in the plots in unobtrusive locations to avoid damaging or obscuring cemetery objects. Smaller shrubs or flowers are preferred so that the cemetery objects are not impacted. An appropriate plant list is provided in Appendix E.

Lot/Block Groundcover Recommendations

Preferred: Maintain lots/blocks with existing grasses and/or mosses, or other ground covers from the recommended plant list (Appendix E). Experiment with low-growing and low-maintenance ground covers around curbs and grave markers. These types of plot covers are compatible with the rural character of the cemetery, help minimize soil erosion, and reduce long-term maintenance.

Incompatible: Other types of plot covers are not compatible with the historic character of the cemetery, are difficult to maintain, and should be avoided in the future. These include lava rock, bark dust, white rocks, bricks, or interlocking concrete pavers covering the blocks or lots. A concrete slab inside of a curbed plot was historically used. This covering is not recommended for future installation because of maintenance issues and potential damage to markers. Existing plots capped with concrete should remain.

Animals

Animals have dug burrows in the cemetery, causing damage to burial plots, markers, and curbing. The gophers, moles and other burrowing animals will need to be eliminated from the cemetery. There are a variety of humane methods of removing burrowing animals that the Public Works Department should consider employing. The Oregon Department of Fish and Wildlife (ODFW) can often help treat this issue. The situation is not dire but should be addressed soon.

Signs of fresh burrowing in the cemetery.

Implementation Plan

This implementation plan is a guide for executing preservation activities and enhancement projects for the cemetery. The plan is meant to be used by applicable City staff, a School District representative, and Association members so that all groups are on the same page as to responsibilities and expectations.

The implementation plan introduces priorities for the recommendations provided in the previous section. Not all recommendations given in the previous section can be realized in ten years, and some recommendations are perpetual and meant for the life of the cemetery, such as mowing.

The implementation plan is presented below in a basic calendar form to see what projects are accomplishable over the next ten years. A more detailed calendar should be developed once all parties agree to what is feasible. Basic annual tasks, such as lawn maintenance, are not included in the calendar. The final activity for the year 2027 is to produce the next ten-year plan.

The fund column indicates the major source of funding for the activity. Assuming the City becomes the new owner of the cemetery, the City will have a funding role in almost every activity. Whether it is providing gravel or disposing of ivy, the City will likely have an expense. Given that, the City has a larger say when it comes to which activities take precedence at the cemetery.

Year	Activity	Need Addressed	Who	Fund
2018				
	Transfer of ownership from School District to City	Gives the cemetery a built-in landscape crew and provides more stable funding	School District and City	City and School District
	Form a Cemetery Advisory Committee	Each concerned group has representation in decision making	School, City and Association	None
	Reactivate the 501(c)(3) status of the Brookside Cemetery Association	Non-profit status will allow Association to fundraise and go after grants	Association	Association
	Association develops mission statement and goals	Non-profit needs a stated mission and stated goals	Association	None
	City develops their goals and responsibilities to the cemetery	City needs to state its rules, regulations, procedures, and schedule	City	None
	Association develops a logo	Start the promotion process for the Association	Association	None
	Association develops a social media presence	Start the promotion process for the Association	Association	None
	Regravel Third Street and build mound at left end	Reduce mud and block secluded area from vehicles	City Parks	City

Year	Activity	Need Addressed	Who	Fund
	Cut ivy trunks	Landscape maintenance	City Parks	City
	Test the tree trimming process based on priority given in Trees section	Landscape maintenance	City Parks	City
2019				
	Start the tree trimming process based on priority given in Trees section	Landscape maintenance	City Parks	City / Grants
	Turn on water to spigot in late spring	Water availability in cemetery	City Parks	City
	Trap burrowing animals	Undermining of markers and curbs	City Parks	City
	Remove dead ivy killed previous year via volunteer SOLVE work party (May)	Landscape maintenance	Association	None
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 27) celebrations	Promotion of the cemetery	City and Association	City
	Consider installing one or more signage recommendations	Wayfinding and rules posting	City	City
	Printout map and alphabetic list of burials and install	Wayfinding and education	Association	Association
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Start the process of labeling, sorting and storing dislocated stones	Addressing the random footstone scatter	Association and City	None
	Association creates a website for the cemetery	Association promotion	Association	Association
	Begin moving archival record to off-site repository	Move to permanent storage	City and Association	City
2020				
	Finish tree trimming backlog	Landscape maintenance under control	City Parks	City

Year	Activity	Need Addressed	Who	Fund
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Develop cemetery care guide for Parks Department staff	Landscape maintenance guide focused on staff	City	City
	Association starts planning for its first fundraiser	Association fundraising	Association	None
	Plan to join in on Dayton's Old-Timers Celebration (July) with a cemetery tour	Education and promotion	City and Association	Association
	Plan for Veterans Day (Nov 11) and Memorial Day (May 25) celebrations	Promotion of the cemetery	City and Association	City
	Install first fundraise item (bench or bollard) as part of one of the celebrations	Appropriate enhancement of the cemetery	Association	Fundraise
	Install a trash can and begin service	Appropriate enhancement of the cemetery	City Parks	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Association becomes a member of Association of Gravestone Studies	Education and connection	Association	City or Association
2021				
	Test repairs on the most deteriorated plot curbing	Address deterioration of curbs	Association	Fundraise and City
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Funding for education	City and Association	None
	Plan a program for fourth graders	Education	Association and School	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 31) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2022				
	Repair more of the curbing	Address deterioration of curbs	Association	Fundraise and City

Year	Activity	Need Addressed	Who	Fund
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Implement the educational plan for fourth graders	Education	Association and School	Grant
	Inventory the markers for condition	Survey markers every five years	Association	None
	Assess all the trees surrounding and inside the cemetery	Full review of tree maintenance program	Association	None
	Develop a vandalism response plan	Nip vandalism in the bud	Association and City	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 30) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2023				
	Plan a sesquicentennial celebration for the cemetery in 2024	Citizen involvement in the cemetery	Association and City	Association
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Plan for Veterans Day (Nov 11) and Memorial Day (May 29) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Repair more of the curbing	Address deterioration of curbs	Association	Fundraise and City
2024				
	Create and install row number posts	Provides orientation within the cemetery in conjunction with map	Association and City Parks	Fundraise and/or grant
	Hold the 150th anniversary of the Palmer donation of cemetery on Memorial Day (May 27)	Citizen involvement in the cemetery	Association and City	Association
	Plan for Veterans Day (Nov 11) celebration	Promotion of the cemetery	City and Association	City

Year	Activity	Need Addressed	Who	Fund
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2025				
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 26) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
2026				
	Plan for Veterans Day (Nov 11) and Memorial Day (May 25) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	An Association member attends a national cemetery conference	Education	Association	Grant
2027				
	Contract to relevel, reset and repair a batch of perhaps 30 markers	Backlog of marker maintenance	City and Association	Grant
	Apply for OCHC's Historic Cemetery Grant (May deadline)	Get additional funding for marker repair	City and Association	None
	Apply for Travel Oregon Grant (August deadline)	Get additional funding for marker repair	City and Association	None
	Plan for Veterans Day (Nov 11) and Memorial Day (May 31) celebrations	Promotion of the cemetery	City and Association	City
	A City staff member and an Association member attend a workshop	Education	City and Association	None
	Review 2018-2027 Preservation Plan	Planning is necessary in pursuing the goals	City and Association	None
	Prepare 2028-2037 Preservation Plan	Planning is necessary in pursuing the goals	City and Association	CLG grant

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Appendix A: Glossary

Advisory Committee: A committee that meets quarterly or on an as-need basis to identify funding sources, discuss preservation and maintenance issues/concerns, and preservation, maintenance, and enhancement projects in the cemetery. At Brookside Cemetery, an advisory committee should be created with one or two representatives of the Brookside Cemetery Association, one or two representatives for the City of Dayton, a representative of the Dayton School District, and a descendent of a plot-owner. The committee could be the existing Historic Preservation Committee or a subcommittee of the HPC.

American Institute for Conservation of Historic and Artistic Works (AIC): A national organization of conservation professionals, which sponsors conferences, and publishes and sells a variety of conservation-related periodicals. Its nonprofit foundation, Foundation of the American Institute for Conservation of Historic and Artistic Works (FAIC), offers educational programs, grants to conservators, and the FAIC Conservation Services Referral System.

Association: The Brookside Cemetery Association. A non-profit working to support the Brookside Cemetery and the City and School District's role in the cemetery's preservation.

Base: The lowest visible part of a grave marker that supports the headstone and is distinct from the foundation or footing by originally being visible rather than buried. Often made of sandstone or marble. See also *Plinth* and *Pedestal*.

Beveled Marker: A headstone with a beveled top often engraved with the family name on the beveled surface. See also *Slant Marker*.

Biological Growth: Algae, fungi, lichens, mosses, and other organic material found on the surface of cemetery objects.

Block: A rectangular grave marker set perpendicular to the ground, having inscriptions, raised lettering or carved decoration predominantly on vertical planes, and top surface usually finished in straight, pedimented, round, oval, or ornate fashion. The only difference between a block and tablet is that a block is usually more than 5 inches thick. Also, the subdivision of land in a cemetery plat composed of several burial lots. See also *Tablet*.

Cast Iron: An iron that has a high carbon content that makes it more resistant to corrosion than wrought or steel. While in liquid form, cast iron can be poured into molds, making it possible to create decorative and structural forms. Often used for fencing. Unlike wrought iron, cast iron is too brittle to be shaped by hammering, pressing, or rolling.

Cement: Any material, or mixture of materials (such as clay and limestone), used in a plastic state and then allowed to harden in place. Cement is frequently combined with an aggregate (such as sand or gravel) to form concrete. See also *Concrete*.

Cemetery: Land set aside for burial of the dead.

Cemetery Objects: Cemetery objects included grave markers, curbs, walls, fences, mausoleums, and other objects found with a cemetery that are associated with a specific setting or environment.

City: The City of Dayton. The City's Public Works Department currently takes care of the landscape maintenance in the cemetery.

Column: A full or truncated single pillar standing alone as a monument and often supported by a plinth. See also *Obelisk* and *Shaft*.

Concrete: A material, that hardens while it cures, resulting in great compressive strength. Made by mixing cement or mortar with water and frequently with various aggregates such as sand, gravel, or pebbles. Most often gray, white, or tinted. See also *Cement*.

Conservation: The preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.

Conservator: A professional whose primary occupation is the practice of conservation and who, through specialized education, knowledge, training, and experience, formulates and implements all the activities of conservation in accordance with an ethical code.

Consolidant: A product that is used on stone to bind loose particles of the stone back together. These are often used on historic stone structures or objects that are losing grains, flaking or are brittle. Consolidants are irreversible and should be used with caution.

Corner Stone: Masonry elements marking the boundaries of a cemetery lot or block. These are often part of the concrete enclosures (i.e., curbs and walls).

Cracking: Linear discontinuities or fractures of variable length or orientation.

Cremation Area: An area where ashes of the cremated dead are scattered or contained.

Curb: A low edging that surrounds a cemetery lot or block and defines a burial area. Most often of poured-in-place concrete but sometimes made of stone. See also *Wall*.

Cylinder: A cylindrical headstone that is horizontal to the ground on a base, usually with rough-cut ends. Commonly 8”, 10” or 12” in diameter.

Delaminating: Stone that is splitting off in layers or sheets. See also *Spalling*.

Documentation: The recording in a permanent format of information derived from conservation activities.

Enclosure: A built feature that either encloses or defines the grave marker, plot, or block.

Erosion: Surface loss of material/profile/detail due to weathering.

Epitaph: An inscription on a grave marker identifying and/or commemorating the dead.

Epoxy: An extremely strong resin that cures with the aid of a hardener. Stone epoxy is used sparingly in cemeteries to repair stones. Epoxies should be used with extreme care as they constitute an irreversible procedure. Akepox 2010 is the preferred epoxy for stone marker repair.

Fence: A barrier of metal or other material that surrounds a plot, block or cemetery.

Flat marker: A flat, rectangular grave marker, raised from the surface of the ground. See also *Flush Marker*.

Flush marker: A flat, rectangular grave marker, set flush with the lawn or surface of the ground. Flush markers are a more recent style of marker designed to facilitate mowing. See also *Flat Marker*.

Footstone: A small stone, generally marble, marking the foot of the burial with the occupant's initials usually engraved on it.

Fragment: A portion or piece of a grave marker or cemetery object that has broken off.

Friends Group: A group of volunteers organized to support the preservation of a cemetery.

GIS: Geographic Information System is defined as an information system that is used to input, store, retrieve, manipulate, analyze and output geographically referenced data or geospatial data, to support decision making for planning and management of land use, natural resources, environment, transportation, urban facilities, and other administrative records.

GPS: The Global Positioning System is a "constellation" of well-spaced satellites that orbit the earth and make it possible for people with ground receivers to pinpoint a specific geographic location.

Granite: A hard, igneous, crystalline rock, consisting of small, yet visible, grains of other minerals. Common coloration includes variegated grays, reds, rusts, browns, and blacks. Granite usually comprises more recent grave stones as the stone is harder than marble and means of cutting it in quantity did not appear until the 1920s.

Grave: A place or receptacle for burial.

Grave Marker: A memorial placed upon a lot to identify individual or group graves or burials, including plaques, monuments, or any other object. Often inscribed and decorated to commemorate the dead. Usually made of marble, granite, sandstone, metal, zinc, or concrete. Also known as *headstone, gravestone,* and *marker*.

Ground cover: Creeping vine or other low-spreading, ground-covering plant.

Headstone: An upright marker placed at the head of the deceased. Usually defined as the upper portion of a grave marker supported by a plinth and/or base. Also known as *grave marker, gravestone,* and *marker*.

Herbicides: Herbicides are chemical substances used to kill unwanted plants. Herbicides are not recommended around the gravestones as they contain salts and acids that cause deterioration of softer stones such as sandstone and marble. However, if an herbicide is chosen over string trimming, then apply the herbicide while a spray shield is held against the stone bases.

Historic Integrity: The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's period of significance. These characteristics include integrity of location, design, setting, materials, workmanship, feeling, and association.

Historic Preservation Committee (HPC): Since Dayton is a Certified Local Government (CLG), Dayton has a historic preservation committee. The HPC is charged with reviewing and approving non-maintenance alterations and improvements to listed resources in Dayton, including the Brookside Cemetery.

Inclinometer: A device for measuring the number of degrees a grave marker is out of vertical.

Interment: A burial. The act of committing the dead to a grave.

Invasive Vegetation: Identifiable vegetation which damages grave markers and/or enclosures.

Ledger: A large, rectangular, grave marker usually of stone, set parallel with the ground to cover the grave opening or grave surface.

Lime Mortar: A mortar consisting of natural hydraulic lime (NHL 3.5) and fine sand for the repair and setting of grave markers. Lime mortar is a traditional material, softer than today's store-bought mortars, and the best material to use when resetting markers.

Lot: The subdivision of land in a cemetery plat or cemetery block. Several lots usually make up a block.

Maintenance: The process of mitigating the wear and deterioration of property or object without altering the historic character of the property including action taken to protect and repair the condition of the property or object with the least possible impact on the historic character of the property.

Marble: A crystalline rock, white or variously colored and sometimes streaked or mottled; capable of taking a polish. Composed predominantly of one or more of the following minerals: calcite, dolomite, or serpentine. Marble was the common material for headstones in the eighteenth and nineteenth centuries.

Marker: A memorial placed upon a lot to identify individual or group graves or burials, including plaques, monuments, or any other object. Also known as *headstone, gravestone,* and *grave marker*.

Mausoleum: A monumental building or structure for burial of the dead above ground. A "family" mausoleum is one that accommodates members of a family.

Metalwork: Practical and decorative use and application of metals to enhance buildings, fences, grills, and other features. Most commonly cast or wrought iron.

Monument: A memorial erected on a lot, often to identify the family name or a place of burial. Term reserved for a grander structure rather than a simple headstone.

Mortar: Mixture of plaster, cement, or lime with a fine aggregate and water; used for repointing stone or brick, and resetting headstones. See *Lime Mortar*.

Mortuary: A place for preparation of the dead prior to burial or cremation.

National Register of Historic Places: The National Register is the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. These contribute to an understanding of the historical

and cultural foundations of the United States. The National Register only protects listed properties from federal undertakings, but does provide listed properties with additional funding opportunities. Brookside Cemetery is listed on the National Register.

Obelisk: A four-sided, tapering shaft having a pyramidal point. A grave marker type popularized by romantic taste for classical imagery. See also *Shaft*.

Pedestal: Any combination of column, shaft, obelisk, urn, or sculpture surmounting a pedestal or pedestal-base.

Period of Significance: The period of time for which the property achieved significance according to the National Register of Historic Places criteria.

Plinth: A square base for a column or shaft of a grave marker that often rests on a base or foundation. The plinth is usually sandwiched between a grave marker and its base. See also *Base*.

Portland Cement: Primarily used for making concrete, Portland cement is made by heating together powdered clay and limestone, which is then pulverized and mixed with gypsum. Other uses for Portland cement are in mortars and grouts; used for sidewalks, buildings, and foundations. Often improperly used to repair or encase grave markers.

Preservation: The process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property, including but not limited to the ongoing maintenance, planning, documentation, and repair of the historic material but not including the extensive replacement of historic material or new construction. The primary goal of preservation is to prolong the existence of cultural property.

Qualified Mason: A mason, marble carver, or monument builder who works in stone, brick, or concrete, and has practical and educational experience in the assessment, evaluation, and treatment of historic masonry. Adheres to a strict standard of practice and code of ethics subscribed by such organizations as the American Institute for Conservation of Historic and Artistic Works (AIC).

Reconstruction: The act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Sandstone: A medium- to fine-grained sedimentary rock composed of consolidated sand grains, mainly quartz, oriented in superimposed layers or “beds”. Usually ranging in color from reddish brown to brown to tan. Usually reserved for the base of a gravestone.

School District: Dayton School District #8. The owners of the Brookside Cemetery since it was given to them by Joel Palmer in 1874.

Sexton: Traditionally, a digger of graves and supervisor of burials in the churchyard; commonly, a cemetery superintendent.

Shaft: A four-sided column, often tapering, having a non-pyramidal top. A cross gabled top or ball top are the most common. See also *Obelisk*.

Slant Marker: A rectangular grave marker having straight sides with an inscribed surface raked at a steep angle. See also *Beveled Marker*.

Spalling: Separation or breaking away of stone (fragment, flake, or chip) due to improper repairs, the freeze-thaw cycle, or impurities in the stone. Sometimes treated with a consolidant. See also *Delaminating*.

Stabilization: Treatment procedures intended to maintain the integrity of cultural property and to minimize deterioration. Stabilization activities may be undertaken prior to appropriate preservation work.

State Historic Preservation Office (SHPO): Established by the National Historic Preservation Act, the SHPO is appointed by the Governor to carry out the historic preservation program including recommending properties for nomination to the National Register of Historic Places.

Sugaring: The gradual disintegration of the surface of carbonate stones, especially fine grained marbles, often caused by harsh cleaning, salt migration, improper repairs, or excessive moisture. The surface of the stone takes on a rough granular, crystalline or sometimes powdery appearance like sugar.

Tablet: A rectangular grave marker set perpendicular to the ground, having inscriptions, raised lettering or carved decoration predominantly on vertical planes, and top surface usually finished in straight, pedimented, round, oval, or ornate fashion. The only difference between a tablet and a block is that a tablet is usually less than 5 inches thick. See also *Block*.

Tilted: An object or structure positioned off-axis from its original position/alignment. Greater than 10° out of vertical. The degrees of tilt are measured with an inclinometer.

Treatment: The deliberate alteration of the chemical and/or physical aspects of cultural property, aimed primarily at prolonging its existence. Treatment may consist of stabilization and/or restoration.

Wall: A high masonry structure that surrounds cemetery lots or blocks. Generally greater than one foot in height. See also *Curb*.

White Bronze: See *Zinc Marker*.

Wrought Iron: The traditional material of the blacksmith, wrought iron is a mixture of nearly pure iron with a low content of siliceous slags that form the linear fibers. Easily worked, it resists corrosion, is not brittle, and seldom breaks. See also *Cast Iron*.

Zinc Marker: A hollow, metal marker, bluish-gray in color, made of zinc. Made from the 1870s to the early twentieth century, the markers are cast in the shapes and styles of the period. Cast panels are bolted together. Also referred to as “white bronze” to give zinc entrée into exclusive cemeteries.

Appendix B: Inventory Data

As part of this CLG-funded project, HPNW recorded the condition and restoration needs of every marker in the cemetery (excluding temporary metal markers) in September-October 2017. A photograph of each marker was taken in July 2018. The information was inputted into Microsoft Access.

Each element, be it headstone or footstone, was given a number, in RR.MM format. The first two digits represent the row number and the second two digits represent the marker with numbering starting at "01" from the north end of the row. For example, Marker #14.09 is in the 14th row, 9 markers from the end.

The report has been color-coded for reading at a glance. Down the center of the report is the critical information concerning the marker's current state. If it is flagged in red, then the marker needs addressing. This center column shows the marker's relevel, repair, and reset needs. Each one is either a "yes" or "no" status. When it has been flagged with a "yes," the word will be highlighted in yellow; otherwise, no highlighting will display.

As a summation of the needs assessment given in the inventory report, we placed a priority level on each marker. Those markers that could sustain further damage without intervention are flagged with "high" priority and highlighted in red. If a stone had toppled but was too heavy to be taken or the headstone was loose in its slot, it received a "medium" priority rating in yellow. Those stones in good or excellent condition are flagged with "low" priority and highlighted in green.

In the "Growth to Clean" column at the right, heavy organic growth is flagged in red, while the medium organic growth is flagged with yellow. The light organic growth is not colored, as light growth can wait until a future cycle of cleaning – there is plenty of cleaning to do before worrying about light growth.

At the far right is a digital photo of each marker taken vertically in July 2018 at a resolution of 2112x2816. The file name of the JPG photo is displayed on the edge of the photo.

The Microsoft Access database has been given to both the City and the Association.

Appendix C: Inventory Maps

As part of this CLG-funded project, HPNW measured the location of every object in the cemetery (excluding temporary metal markers) in September-October 2017 and plotted the grave markers using the ArcView Geographical Information System (GIS) program. The locations of each stone are exact to the inch, however, the stones themselves are schematic. By using this method, information can be displayed for each stone as themes. Thus, there are color-coded maps for condition, priority, need for resetting, need for repair, and need for releveling on the following pages. There is also a map of the trees and shrubs in and surrounding the cemetery. The ArcView shape files have been given to the City to integrate into their GIS system.

Appendix D: Repaired Markers

As part of this CLG-funded project, Bruce Howard was contracted to lead the restoration of 19 markers. The markers were a subset of 23 markers picked out by David Pinyerd and Bernadette Niederer as the ones most in need of attention. The report on the following pages summarizes the work done by all three in September 2017. At the top of each page is the Marker Number representing row number and marker number within that row. Below that shows starting condition and a “to do” description. Below that are some in process photos. And at the bottom is a final condition photo along with a description of what was done. The stones were not cleaned as part of this restoration process, only repaired, reset, and/or releveled.

Appendix E: Recommended Plant List

Although not a comprehensive plant list, these recommended plants will blend with the existing historic landscape, help reduce maintenance, are period-appropriate species, and aid in the preservation of cemetery objects. This plant list can be used by the Dayton School District, Brookside Cemetery Association, and family members who all help to manage the landscape in the cemetery.

Shade Trees
Most of the mature trees in and around the cemetery are native species. The following tree recommendations are either native tree species or period appropriate species.

Douglas fir	*Pseudotsuga menziesii*
Grand fir	*Abies grandis*
Incense cedar	*Calocedrus decurrens*
Oregon white oak	*Quercus garryana*
Pacific madrone	*Arbutus menziesii*
Pine	*Pinus spp.*
Port Orford cedar	*Chamaecyparis lawsoniana*
Red oak	*Quercus rubra*
Western catalpa	*Catalpa speciosa*
Western red cedar	*Thuja plicata*

Ornamental Trees

Flowering cherry	*Prunus spp.*
Pacific dogwood	*Cornus nuttalli*
Star magnolia	*Magnolia stellata*
Thornless cockspur hawthorn	*Crataegus crusgalli 'inermis'*

Shrubs

Azalea	*R. kiusianum, R. occidentale, R. schlippenbachii*
Barberry	*Berberis*
Boxwood	*Buxus sempervirens*
Bridal wreath spiraea	*Spiraea prunifolia*
Common lilac	*Syringa vulgris*
Dwarf lilac	*Syringa x chinensis, syringa microphylla*
Flowering quince	*Chaenomeles*
Heritage roses	*Rosa hybrid*
Lavender cotton	*Santolina chamaecyparissus*
Mock orange	*Philadelphus lewisii*
Red flowering current	*Ribes sanguineum*
Rhododendrons	*Rhododendron spp.*
Rugosa roses	*Rosa rugosa*
Serviceberry	*Amalanchier alnifolia*
Snowball	*Viburnum trilobum*
Snowberry	*Symphoricarpos albus*
Yew	*Taxus x media*

Perennials and Bulbs

Bleeding heart	*Dicentra spectabilis*
Common blue violet	*Viola pratincola*
Crocus	*Crocus spp.*
Daffodil	*Narcissus spp*.
Daisy	*Bellis perennis, Lagenifera petiolata*
Dwarf bearded iris	*Iris hybrids*
English lavender	*Lavandula officianlais, spica, or vera*
Grape hyacinth	*Muscari latifolium, muscarimi, or neglectum*
Iris	*Iris versicolor, Iris pseudacorus, Iris tenax*
Snowdrop	*Galanthus elwesii*
Sweet violet	*Viola odorata*

Groundcovers (for curbed plots)

Chamomile	*Chamaemelum nobile*
Creeping Oregon grape holly	*Mahonia repens*
Creeping rosemary	*Rosmarinus officinalis 'Prostratus'*
English daisy	*Bellis perennis*
Kinnikinnick	*Arcostaphylos uva-ursi*
Mixed low-growing wildflowers (native species mix)	
Mosses (native species)	
Curly thatch moss	*Dicranoweisia cirrata*
Haircap moss	*Polytrichum spp.*
Redroof moss	*Ceratodon purpureus*
Sweet woodruff	*Galium odaratum*
Wooly yarrow	*Achillea tomentosa*

Plants to Avoid

The following plants should be avoided due to their invasive nature and/or self-propagating tendencies.

Blackberry	*Rubus fructicosus*
Butterflybush	*Buddleia alternafolia, Buddleia davidii*
Empress Tree	*Paulownia tomentosa*
English Ivy	*Hedera helix*
Holly	*Ilex spp.*
Periwinkle	*Vinca minor, Vinca major*
Scotch Broom	*Cytisus scoparius*
Sweet Pea	*Lathyrus latifolius*
Tamarisk	*Tamarisk spp.*

Appendix F: Over 100 Things to do in a Cemetery

Adapted from Tammie Trippe-Dillon's *Grave Concerns: A Preservation Manual for Historic Cemeteries in Arkansas*, pp. 105-109.

Tours

- Living history tour such as "Tales of the Crypt," where individuals select, research, write and present vignettes about the life of an individual buried on the grounds.
- Costumed tours, on a regular, requested or special basis.
- School group field trips offer hands-on activities and many will request the opportunity to create a rubbing. If this is the case, have one model of an outstanding monument made and allow all to create a rubbing from it to take home. Discuss why it is not recommended that this activity be performed on one stone on a regular basis.
- Scavenger Hunt. Print clues in the paper and invite the public to visit on their own to roam and find the answers. Create a list of items that will be seen along your tour path and ask students to find them as you provide other bits of information or allow them time to view on their own or work as teams. Have a scavenger hunt where all answers are found in the cemetery and another hunt that will require both the cemetery and visits to local libraries to locate answers.
- History of the Cemetery tour.
- View restoration efforts.
- Bus tour of many area cemeteries during the day with a picnic on the grounds.
- Bus/trolley tour of a few area cemeteries at night with dinner at a historic house. Charge a fee that covers costs plus a small amount for the Association.
- Tree and shrub tour.
- Bird watching tour.
- Owl prowl tour or other nocturnal animal tours.
- Urban wildlife tour or rural animals tour.
- Star gazing tour.
- Flashlight walking tours.
- Epitaph tour.
- Symbolism on stones tour.
- Look at the different ethnic traditions found in the burial ground.
- Look at different shapes of the markers and monuments.
- An everything but the gravestones tour: Look at other features associated with graves such footstones, fountains, cradles, cast iron fencing, decorations, etc. Tours led by experts, such as geologist to discuss stones, historians to discuss history, biologist to describe plant life, or pastors to examine epitaphs; these are only a few of the people that could broaden public understanding of the cemetery and possibly connect to potential audience members.
- Women of the community tour.
- Outstanding leaders, community rascals, particular professions (business, health, homemakers, etc.).
- Tour of children's markers.
- Spotlight tour changing monthly or weekly, that focus on four or more individuals that led colorful, inspirational, or lives that should not be emulated.
- Offer regular tours and focus on people that were born or died during the month of the presentation.
- Ghost tour. Lincoln City does haunted tours in October.
- Examples of the work of a carver or monument company in the cemetery.
- Advertise as a good place to take a walk.
- Changes in language tour.

Special Events

- Watercolor, drawing, or sculpture workshop.
- Photography workshop.
- How to conduct a survey workshop.
- Grave rededication ceremony.
- Monument inscription workshop: how to read and decipher.
- String quartet serenade during a summer stroll.
- Arbor Day celebration.
- 5K walk/run that begins or ends at the cemetery.
- Bike tour, such as Boston's Tour de Graves, a bike tour of the city whose route travels by many city cemeteries.
- Demonstrate proper cleaning techniques for markers, how archeologist locate unmarked burials, how masons cut stone.
- Hold a workshop on how to conduct research using the marker as a starting point, flower arranging, or some other skill that can be found present in the cemetery.
- Sponsor a public contest, such as best photograph or painting of the site, best essay or best creative writing. Place winning entries in a calendar, book or other medium.
- Hold a workshop on proper cemetery maintenance procedures.
- Have a booth or provide a tour as part of a community celebration.
- Have an anniversary celebration.
- Have a Memorial Day service, working with a veteran's group.
- Hold a contest and serve dinner on the grounds or in a cemetery structure as a prize.
- Hold an auction: You could sell products developed for the site, as well as, vintage clothing or other items from times periods represented in the cemetery.
- Have a tour and picnic as an auction item.
- Host a Visitation Day where all cemeteries within a given area are open to the public.
- Have a flower show where you invite local florists to decorate a grave, include a photograph and biography of the deceased, invite the public to stroll.
- Hold lunch time, evening or Sunday lectures on site that describe mourning costumes, burial practices, death omens or environmental effects on the site.
- Sponsor a family or community Decoration Day or clean-up day.

Projects

- Serve as a local site for a service vacation for folks from abroad. Work with an Elderhostel program for the elderly or contact churches for youth mission workers.
- Erect a monument.
- Develop a volunteer program.
- Have Eagle Scouts work on badge requirements.
- Collect oral histories connected to your site. Record memories of family members during reunions, interview the caretaker, etc.
- Organize a speaker's bureau that can present on-site tours, off-site slide shows to community groups and potential donors, or work with teachers on- and off-site when using the cemetery as an outdoor classroom.
- Develop a school partnership for educational programs.
- Design and erect an exhibit.
- Notify the state film department of your site and offer as a possible backdrop for a movie.
- Adopt-a-plot program.
- Have an awards ceremony.
- Seek out students that must complete a community service project and have a list of activities that they may perform.

Education

- □ Create a PowerPoint show.
- □ Build a blog to be used for members and as a promotional tool.
- □ Design a website.
- □ Create an audio tape for use on a self-guided walking tour.
- □ Make a video of concerns and solutions, the history of the cemetery, activities of Association, community partnerships, etc.
- □ Create a calendar.
- □ Make a map of interesting site features or people, city cemeteries, regional burial grounds, or sites found along a scenic byway.
- □ Design a brochure for your cemetery.
- □ Design a pamphlet for area cemeteries.
- □ Write an educational lesson plan for your cemetery.
- □ Design educational units for your cemetery.
- □ Write a letter to local educators about how to use your site, including information for college professors, as well as primary and secondary school teachers.
- □ Write a book. A burial index for genealogists, a sculpture overview for artists, a historical overview for history buffs, scary tales connected to area cemeteries for general reading, a fictional book that uses the cemetery as a setting for parts of the story, or print oral histories connected to your site. *Midnight in the Garden of Good and Evil* generated visitation to Savannah's historic cemetery.
- □ Write an editorial.
- □ Make a coloring book.
- □ Design a manual for tour guides.
- □ Fill in and frame family tree charts for different plots on your grounds. Hang these in your library, use as part of an exhibit, or for examples during genealogical workshops.
- □ Create a scrapbook of Association activities.
- □ Make a quilt.
- □ Create a recipe book with traditional family dishes.

Products

- □ Posters of one monument, many monuments, people with the monuments that mark their final resting place, etc.
- □ Postcards with the cemetery logo or illustrations or photographs taken on site as part of a workshop, contest or project.
- □ T-shirts.
- □ Jewelry. Recreate mourning jewelry from the Victorian era or design pieces based on outstanding markers found in the burial grounds.
- □ Note cards.
- □ Tote bags.
- □ Baseball caps.
- □ Calendars.
- □ Flowers/ bouquets for special events.
- □ Miniature replicas of interesting markers could be used as wall hangings, book ends or Christmas ornaments; make a limited quantity to qualify as collectibles.
- □ Print series. Invite an artist to create one or more paintings that use the cemetery as a subject.

Appendix G: Inventory Form

On the following page is an inventory form used for recording each marker in the cemetery. It has fields for recording the marker's style and material. It has an area for the current condition and description. Below that is a large area to record what is written on the marker. At the bottom are the summation fields to describe what should be done next with the marker.