

Essex Town Cemetery Commission Meeting
Tuesday, October 19, 2021, 10:30 am
Essex Town Clerks Office

Essex Town Meeting Minutes – Draft

Present: Joe Teagarden, Elaine Strunk, Joan Janzen, Sue Brown; Jenny Willingham, Administrative Liaison.

- Call to order 10:35.
- Approval of Minutes from 9/21/21 meeting by CC and update of agenda.
- Public Comment – no members of the public were present.
- Budget increase request update:
 - 1) Jenny reported that there is \$2500 in the Town 2022 budget for CC standard expenses.
 - 2) **Preservation Maintenance Project:** Jenny went on to report that she had met with Sarah Macy, Town Treasurer, about using money from the the Cemetery Special Fund which is presently about \$50,000. The CC is requesting funds for a five year plan to improve the lawn and general landscape at the Mountainview Cemetery. Joe, who has been working with key Town staff on this proposal, estimates that the cost of supplies for the first year to be about \$7,000.
Sarah Macy ok'd the use of the funds for this project as long as costs are kept under \$40,000 to avoid putting the project out for bids.
Joe will meet with Sarah to review the Town purchasing policy and to assure the project follows the guidelines.
Jenny is writing a letter to the Town Manager and Select Board informing them of the new project.
- Corner Marker update: Jenny noted that Eric Bianchi had installed one set since the last meeting. Apparently the granite and engraving supplies are on back order. The CC decided not to look for another supplier at this time, but may reconsider in the spring depending on the outlook.

- At the Sexton's recommendation and after some discussion, there was unanimous agreement to close the MVC to burials and interments on Dec. 1, 2021.

- Other business:
 1. Sue reported that the engraving on replaced gravestones in the CBG has been completed. Jenny noted that she had received the bill from Bianchi.
 2. The CC agreed to pay the \$2 fee for the concrete slabs that are now to be laid over urns at interments. (These slabs will enable easier location in grave plots in the future.)
 3. Bob Covey (Sexton) had raised the issue of \$50 additional fee charged for full burial vs. \$0 for urn interment. Jenny researched this matter and found that the \$50 apparently goes in the Parks and Rec., but is not sure what its purpose was. Jenny check with Allie Vile, Dir. of P&R and get more information before the next meeting.

 4. After much effort by various Town staff, the trash by the CBG entrance has been removed by the landlord.

 5. There was discussion about a question of ownership of a number of plots that Jenny is dealing with and will follow up with a letter to the family confirming ownership. Regarding a second lot inquiry, Bob will probe and Jenny will follow up depending on the results.

- Next meeting will be in March, date to be determined, depending on CC and Sexton schedules.

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- Adjourned 11:45 am.

Minutes submitted by Sue Brown, 10/31/21

