

Essex Town Cemetery Commission Meeting
Tuesday, Nov. 16, 2021, 10:30 am
Essex Town Clerks Office

Meeting Minutes – Draft

Present: Joe Teagarden, Elaine Strunk, Sue Brown; Bob Covey, Sexton; Jenny Willingham, Administrative Liaison.

Absent: Joan Janzen

- 1) Call to order 10:35.
- 2) Approval of Minutes from 10/19/21 meeting by CC after correction by Bob that the phrase ‘At the Sexton’s recommendation...’ be withdrawn and the minutes be amended to read “After some discussion.....the MVC will be closed on 12/1/21.”
- 3) Public Comment – no members of the public were present.
- 4) Sexton’s appointment was extended for 1 year. Bob signed the new contract and added how appreciative he was of Jenny’s support (to him) over the past two years.
- 5) Additional lots in Section 3 of Camels Hump Section need to be marked out: Jenny will contact a surveyor (Joe Flynn) who has done work for the Town and other cemeteries. Sue will contact Fran Kinghorn, who measured out the original plots, about what resources she may have used.
- 6) **Preservation Maintenance Project (PMP):**
 - a. Jenny reported that the Rec. Dept. has agreed to apply the fertilizer, but do not have the staff to water.
 - b. Watering plan for newly seeded soil: Joe will meet with Dave Foster (Town Maintenance Dept.) regarding a watering plan and cost of equipment (sprinkler and 100’ hose) for spring.
 - c. The vote by CC members was unanimous to approve the five year Preservation Maintenance Project with funding as described below.
 - d. Joe will two draft letters from the CC, one to Evan Teich (Town Manager) and the second to the Select Board notifying them of the PMP, the plan, reasons underlying it and financing. Using monies from the Restricted Cemetery Fund (\$61,805 total as of Oct. ’21), the CC projects to invest approximately \$7,000/yr. for 5 year.
Joe will also include the Sexton’s contract in the letter to the Town Manager.
- 7) Contract with Bianchi for purchase of corner markers: after some discussion, it was decided to wait until spring to see if Bianchi is able to provide corner markers and at what price before renewing the contract. Jenny will also send out a bid request to Densmore, another monument company. Meanwhile, Jenny reported that the CC 2021 budget has a shortfall of \$150 (which will be covered from the 2022 budget) due to the increased price of markers this year. The remaining 2022 budgeted CC funds are \$2427.21.
- 8) The vote was unanimous to eliminate the additional \$50 fee for burials.

- 9) The vote was also unanimous to raise the cost of a cemetery plot to \$600 as of 1/1/2022 to bring it more in line with other local cemeteries.
- 10) CC agreed to the purchase of 25 inground urn markers (\$2/ 4"x4"slab) which will be used for all interments beginning next spring. Elaine will notify Tobe of this change. Bob will arrange purchase.
- 11) Miscellaneous:
 - a. Jenny reported that Vaillencourt Tree Removal will look at the diseased tree in MVC and give her a price on its removal.
 - b. Jenny also reported that the Freeman funds now had a \$0 balance.
 - c. There were 12 burials this year ('21)
 - d. At Jenny's recommendation, contact information will be added to the Certificate of Burial Rights form.
- 12) CC meeting minutes in the future are to be sent to essexit@essex.org to post and copied to clerk@essex.org.
- 13) This is Jenny's last meeting though she may be able to assist with transition to the new staff administrator. Her knowledge, energy and professionalism has been invaluable to the CC and to the extensive improvement of the Town's cemeteries over the last few years. We wish you all the best in the future. THANK YOU, JENNY!

NEXT MEETING – March 17, 2022, 10 am at the Town Offices.

Meeting adjourned 11:45 am.

Minutes submitted by Sue Brown, 11/26/21