

Essex Cemetery Commission Meeting

Wed. June 1, 2022, 10AM

Essex Town Offices

Meeting minutes- draft

Members present: Joe Teegarden, Susan Brown, Elaine Struck, Joan Janzen

Others present: Cheryl Brown (Assistant Town Clerk and Admin. Liaison to CC); Bob Covey (Sexton)

Meeting minutes:

1. Meeting called to order at 10:02 by Joe Teegarden.
2. Public Comment: no members of the public present.
3. Minutes from April 19, 2022, meeting approved with no discussion.
4. Joe gave an update on the Turf Project for MVC: there will be three applications of weed killer over the summer and seeding in the fall. Applications will be applied when rainy weather is predicted, and no immediate burials are scheduled.
5. Bob presented his proposal to streamline and simplify the interment procedural process, which was welcomed and supported by the CC.
 - a. The interment process will be initiated at a single point of entry by the interment order (IO): the funeral home will submit the IO (form is online) > Town Clerk > Sexton > Gravedigger. The process is documented with a paper trail to eliminate confusion. **Cheryl and Bob** will sort out any problems or questions that arise and decide whether to take them to the CC.
 - b. **Cheryl** will notify the funeral homes of this change in policy.
 - c. **Cheryl** will also revisit the IO and clarify the diagram showing the no. of caskets that can be buried in a plot.
 - d. Related issue: re: Hill situation: **Bob** will correct the name in the registry with notion of change.
6. Monument foundation misplacement: Bob explained that in Sept. '21 a monument was misplaced in the neighboring plot despite a clear work order. There is no explanation, but Bob recommended that in the future the Sexton place flags in actual location for installation so there is no room for confusion between Sexton and Installer.
 - a. Joe made a motion for the CC to pay for the replacement from CC funds. The motion was given unanimous approval.
 - b. **Bob** will ask Bianchi to make the adjustment, bill CC and contact the other family about keeping the existing foundation on their lot.
7. Cheryl had a question regarding current policy on burial rights where there is no deed on record. Two branches of the family owning this particular plot are in disagreement about who to bury in the remaining space. There was unanimous agreement on the CC that the town attorney should be contacted for guidance on this issue. **Cheryl** will follow up with this.

8. Some future agenda items: 1) discussion on policy about shrubs and trees; 2) what to do with accumulation of mementoes, enforcement of existing policy , etc.
9. Update on survey project: Cheryl will contact Joe Flynn about starting time for the survey and staking. She will also give him Dave Foster's number as a contact.
10. Bob announced that he will not be returning next year as Sexton, a very sad note to close the meeting on. Bob has brought such professionalism and experience to this new position and has been an invaluable resource to the CC and the Town. We will miss him and are grateful that he has a few more months with us.

Next meeting- Wed. June 29, 2022, 10 AM at theTown Offices

Meeting adjourned 11:40 AM.

Respectfully submitted by Susan Brown, 6/9/2022