

Essex Cemetery Commission Meeting Minutes (draft)

Wed., June 29, 2022

Essex Town Offices

Members present: Joe Teagarden, Elaine Struck, Joan Janzen, Sue Brown

Other attendees: Cheryl Brown (Assistant Town Clerk and Admin. Liaison to CC); Bob Covey (Sexton), Greg Duggins (Town Manager)

Meeting minutes:

1. Joe called the meeting to order at 10:05 am.
2. Public comment: none attended
3. Minutes from previous June meeting approved.
4. Sexton's contract discussion: Greg joined the meeting for this discussion. Bob had concerns about the wording regarding liability in the new contract. This issue was settled easily when Greg informed Bob that the Town had incorporated his (Bob's) wording into the contract as he had requested.
5. Cheryl was contacted by a monument co. In Stowe requesting the Marilyn and Thomas James plot location on which to place a marker. The deed does not specify their plot. Cheryl will contact the monument co. for a family contact to get further information. Bob will check with family if burial occurred.
6. Update on misplaced monument: Bob phoned both involved families and issue is resolved.
7. Recurring weeds around the columbarium: CC passed a motion (made by Sue) that we include in the Beautification Project funding for replacement of the gravel with topsoil and grass seed. Joe will talk with Dave Foster about this small addition to the project. Bob will trim the shrubs around the columbarium.
8. Cheryl contacted Maintenance to look at the potholes in the drive.
9. Bob reported that there are three dead pine trees (one is outside the fence) for the CC to be aware of though no immediate action is necessary.
10. Survey project update (Cheryl): The surveyor is out at MVC today. Bob recommended using metal (more permanent) markers rather than plastic to mark out the lots.
11. Safety concerns of cemetery neighbor: Cheryl responded, referred neighbor to the police chief. Town Manager also passed along concern to police chief.
12. Cheryl's updates: the Interment form online has been updated and notice sent to local funeral homes. **The Affidavit of Heirs** form is used when the family does not have a deed. These situations seem to be occurring more frequently. The Town lawyer is reviewing, expanding and updating this form, but the current one will continue to be used until the revised one is available. Cheryl will notify family planning 8/6 burial that they will need to file a **work order** and **Affidavit of Heirs** prior with the Town Clerks Office.

NEXT MEETING: Wed., July 27, 2022.

Meeting adjourned at 11:28 am.

(Minutes submitted by Sue Brown, Co-chair)