

Essex Cemetery Commission Meeting Minutes (draft)

February 8, 2023, 10:30 AM

Essex Town Offices

Present: CC Members: Joe Teegarden, Elaine Strunk, Elizabeth King, Susan Brown

Town Administration: Greg Duggan, Allie Vile, Cheryl Brown

Public: Sam Kwon

Minutes:

- Joe called the meeting to order at 10:40 am.
- Sam Kwon, a new Essex resident, was in attendance and introduced himself as interested in participating the Town functioning and was sitting to get some understanding of the CC. Sam was welcomed.
- The minutes from the previous meeting were unanimously approved.
- The agenda was reviewed and accepted.
- Joe updated us on the survey project of the back section of MVC which has been staked and is now ready to measure out individual plots as needed. This project is now complete.
- Cheryl updated us on the tree removal (ECBG) and stabilization (MVC). The original contractor has withdrawn so she will be contacting a second vendor.
- Allie Vile (Rec. Dept.) noted the recommendation from Rick Brasseur (supplier of the materials for the MVC beautification project) to add compost to plan which would double the cost of the supplies. All present agreed to stick to the original plan and evaluate next year.
- Cheryl had a question regarding a family's request about installing a VA-funded stone/plaque. After discussion, Cheryl will let the family know that they need to contact a monument installer, who would then contact the Town for a work permit to install.
- The main purpose of this joint meeting with Town Administration was for an update on the search for a new sexton AND to define the essential aspects of that job when MVC opens April 1 along with how/who will cover them if there is no sexton in place at that time.
Greg announced that there are no applicants at this time. One idea could be wrapping the sexton job into another Town employee position.
Cheryl will contact neighboring cemeteries who might have sextons who would be interested in adding another part-time position. She will check in

with the chair of Essex Junction Cemetery Association and also contact Charlie Cole (Essex one-time sexton a few years ago) to see if he might cover temporarily.

Meanwhile, Joe will contact Bob Covey (previous sexton) about meeting with him and any other available CC members for some training in the essentials particularly related to a burial, i.e. coordination with family and funeral home/gravedigger; identifying and measuring out a plot; required documentation and paperwork; etc.

- Greg asked if the CC had considered the idea of a Capitol Improvement Plan for the Town cemeteries. After some discussion, it was decided to address this idea at a future meeting with more financial information in hand. Such a plan could set maintenance goals for stone restoration and repair along with landscape maintenance and enhancement in the future. In preparation for a fuller grasp on the financials related to the cemeteries' maintenance, Ally, who is now able to separate out the CC expenses from the larger Rec. Dept. budget, will get those figures to Elizabeth who offered to track them for the CC.
-
- **Meeting to follow up on sexton issue: Wed., Feb. 22, 2023, 10:30 at the Town Offices**
-
- **Next Regular CC Meeting: Wed. April 5, 2023, 10:30 at the Town Offices.**
- Meeting adjourned at 11:55 am.

Minutes written and submitted by Sue Brown (2/13/23)

-