

Town of Essex Cemetery Commission
Meeting Minutes
Wednesday June 18, 2025

Cemetery Commission Members:

At the Meeting: Joseph Teegarden, Elizabeth King, Kariella Tabone, Caroline Ashley, Susan Brown, Ever Moore (Zoom).

Administration and Staff: Jenn Booker.

Others Present: At Meeting – Harlan Smith. On Zoom – None.

1. Call to Order

- a. Joseph Teegarden called the Essex Cemetery Commission meeting to order at 11:04 PM.

2. Public To Be Heard

- a. No public comments.

3. Agenda Changes/Additions/Approval

- a. No changes or additions to the agenda.
- b. **Agenda approved. No changes needed.**

4. Approval of Minutes

- a. Changes to minutes: None.
- b. **At 11:08 PM, Susan Brown, seconded by Kariella Tabone, made a motion to approve the minutes for May 14, 2025. Motion passed 5-0.**

5. Sexton Report

- a. Ever Moore gave the Sexton report.

6. Waterline Retoration

- a. Harlan Smith said the water line restoration will start on Friday June 20, 2025. Once completed, we will have three working water taps and they will need to be winterized. Due to the nature of the work required the project was \$1,000 over budget.

7. Tree Removal

- a. Harlan Smith reviewed the current bids to remove the sick trees from Mountain View. The Commission has not decided on what to do yet and are still considering options.

8. Revenue Expense Report

- a. Jenn Booker reviewed expenses with the Commission.

9. Solicitation of Donations

- a. Kariella Tabone suggested that we include our names on Thank You letters and provide a certificate to people that donate to the Cemetery. She will revise the letter to make it from the entire Commission and present at the next meeting.

10. Supporting Letter to Selectboard for Green Space

- a. Deferred to a future meeting.

11. Handbook Discussion

- a. Deferred to a future meeting.

12. Columbarium Landscaping

- a. Arrangements have been made with a vendor to clean the stones at the Columbarium. The work has not proceeded yet.

13. Broken Stone Repair

- a. See the Sexton report for details on broken stone repair. It was also discussed that there may be grant money available to cover some of these expenses. Caroline Ashley is going to review some ideas provided by Elizabeth King.

14. FY27 Budget Development

- a. Deferred to a future meeting.

15. Next Meeting

- a. The next meeting of the Essex Cemetery Commission is for Wednesday August 13, 2025 - 11:00 PM, at the Town of Essex 1st floor conference room.

16. Adjourn

- a. **Joseph Teegarden adjourned the meeting at 12:16 PM.**

Respectfully Submitted,
Kariella Tabone
Secretary