

Essex Cemetery Commission
Public Meeting Minutes (Draft-to be approved)
April 20, 2021 10:30 am

Location: Essex Town Offices

Members Present: Fran Kinghorn, Chair.
Elaine Strunk, Joan Janzen, Joe Teegarden, Sue Brown
Jenny Willingham, Town Administration Representative
Bob Covey, Sexton

Meeting called to order 10:06

1. Welcome to new CC member, Joe Teegarden, with introductions.
2. Public comments-none
3. VT Preservation Grant update:
 - There is \$855.25 remaining from the grant that will be used to engrave the remaining 12 stones that were replaced and could not be repaired. This money needs to be used by mid-June at end of the fiscal year.
 - Sue met with Eric Bianchi who will do the engraving. He agreed to provide two estimates: One for how much engraving the \$800+ will cover and (2) an estimate for the total job that can be used for planning and future fundraising.
 - The CC decided that to tell Eric to start engraving in whatever order he chose.
 - Sue will follow up with Eric regarding the engraving and estimates.
4. DAR Award planned for May:
 - Fran received an email in November 22020 that the GM DAR had nominated the Cemetery Commission for the work done in the CBG.
 - Contact: Ann Grey (greyann8@aol.com) . She is on the Essex Community Historical Society Board and a member of the Green Mountain Chapter of the Daughters of trhe American Revolution.
 - The DAR want to do an in person presentation of the award (don't know what kind) with press which has been postponed until May 2021.
 - She (Ann) reported that a couple of stones has fallen over the winter.
 - Sue met with Eric at the OBG where they located the two stones (one fallen, one broken). Eric will repair and reset them by the end of the month.
 - Fran will let the CC know when she hears back from Ann Grey with details.
5. Work Order Form revision:
 - Fran passed out copies of the draft.
 - Sue reported that Eric and Laura Bianchi suggested including an initial meeting at the cemetery of the Purchaser and the Sexton to determine together where the monument is

to be located. This would be documented with a photo of the flagged and agreed-upon location to be forwarded to the monument co.

- Cornerstone installation: Per Eric Bianchi's request, Bob agreed that he could meet with Eric at the cemetery when the cornerstones are ready for installation to assure the stones are placed in the proper plots. Eric will call Bob to arrange a mutually convenient time.
- Cornerstone installation will require BOTH the Installation form AND the Work Order Permit (WOP) form.
- Next Step: Bob will look at the current WOP form and let us all know how it could be improved.

6. Andre Lachance email inquiry regarding stone cleaning in MVC.

- After discussion, it was decided that Joan would contact Mr. Lachance that The Town would need to see 1) a certificate of insurance, 2) an outline of the protocol/process he will use to clean the stones and 3) the CC's approval. If his business is approved, a suggestion was made to add his name on the website along with other relevant services and businesses. Nothing was decided, however.

7. Spring cleanup: Fran will schedule a walk-around for next week.

8. Budget: Current balance- \$1000.

- Elaine updated us on the flag situation, that she has ordered some new ones to replace the old and worn ones and will placing them by the stones in early May.
- Anticipated expenses for 2021 season
 - Fence repairs (MVC)
 - Paint MVC building (get estimate; \$1100 est. in 2018)
 - Tree/limb removal
 - Topsoil (Bob used 2 cubic yards last summer)
- Jenny will order topsoil. Fran and Jenny will look for list left by Charlie a couple of years ago of suggested limbs and trees to remove over time.

9. Other:

- The price of cornerstones for this years has increased from \$160 to \$210.
- Sexton's columbarium's interment fee: \$250.
- Burial preparation (Tobe): no change in price:
 - *\$750 – Full grave opening and closing.
 - \$50 – separate check to Town of Essex (only in full grave openings in MVC).
 - \$350 – Single cremation opening and closing.
 - \$450 – Urn vault opening and closing.
- Rules for interments during COVID are posted on website.
- Fran will send Jenny updated on-line Corner Posts and Price list
- NEXT MEETING: 10 AM, Tues., May 18 at Town Offices.

Submitted by Sue Brown, CC member

