

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday July 15, 2015

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Brett Sanderson

Others Present:

Doug Sheehan

Dan Cavoto

1. CALL TO ORDER

A. Meeting was called to order by Chairman Herb Van Guilder at 6:36 p.m. All present.

2. COMMENTS FROM CITIZENS

A. There were none.

3. APPROVE MINUTES

- A. Herb Van Guilder advised that the minutes to be approved were from June 17, 2015.
- B. Herb VanGuilder noted that on page 2, item 4, A, ix should read “fees.”
- C. Herb VanGuilder noted that on page 5, item 4, B, xxxiii should read “Sanderson Construction...”
- D. **MOTION by Marty Nitka and seconded by Dave Harlow to approve the minutes of June 17, 2015 as amended. Motion passed unanimously.**

4. STAFF REPORTS

A. Inside Operations

- i. Doug Sheehan advised that he has submitted report to commission.
- ii. Marty Nitka noted that Doug Sheehan has requested permission from the board to visit other cemeteries to see how they list graves and section them off with road signs.
- iii. Herb VanGuilder said that project has already been started with pressure treated posts for the signs and they use signs like the village.
- iv. Marty Nitka said he saw no harm in giving Doug Sheehan the permission.
- v. Lou Gabranski said that Doug Sheehan would be charging mileage.
- vi. Herb VanGuilder said the project has been started. They do the work on rainy days.
- vii. **MOTION by Marty Nitka and seconded by Brett Sanderson to give Doug Sheehan permission to visit other cemeteries to see how they list graves and section them off with road signs. Motion passed, 3 to 2, Herb VanGuilder and Dave Harlow against.**

B. Outside Operations

- i. Dan Cavoto said that he had gotten a quote to do tree work. They already took down the hanging tree. They also have quotes to take down the big maple and the white pine.

- ii. Herb VanGuilder said that the cost for the maple tree is \$2,800 and white pine \$1,000.
- iii. Brett Sanderson asked if there is money in the budget to do it.
- iv. Marty Nitka asked if the maple tree could be saved.
- v. Dan Cavoto said that it is split and rotten inside. Dan Cavoto said that the tree guys need to know if we want the work done in order to schedule their workers.
- vi. Brett Sanderson repeated his question about money in the budget to do the work.
- vii. Herb VanGuilder said that July 1st starts the new budget.
- viii. Marty Nitka referred to the copy of the budget enclosed in the packets and noted that it was last year's budget.
- ix. The board tabled this discussion until next month when they will have a copy of the new budget.
- x. Dan Cavoto said they need a new lawn roller as the old one is broken.
- xi. Brett Sanderson asked how much a new one would cost.
- xii. Dan Cavoto said he doesn't have a quote yet, but guesses about \$100.
- xiii. Herb VanGuilder said there should be money in the equipment fund to pay for it. He added that Dan Cavoto has purchasing authority up to \$250 and with the chairman, up to \$2,500.
- xiv. Board consensus to allow purchase of new lawn roller.
- xv. Herb VanGuilder noted that Dan Cavoto had supplied an estimate to do the horseshoe fence project.
- xvi. Dan Cavoto said the breakdown is in his report and the total would be about \$1,960.
- xvii. **MOTION by Brett Sanderson and seconded by Marty Nitka to allocate \$1,960 to do the horseshoe fence project.**
- xviii. Lou Gabranski asked if we need to do it.
- xix. Brett Sanderson said we need to get that area dressed up, so it blocks the view of the other part.
- xx. Herb VanGuilder said he would like to see a masterplan for this. He said that Marty Nitka was going to talk to Tim Calabrese about this.
- xxi. Marty Nitka said that he had not called until today and left a message, but that he was only going to ask Tim Calabrese what kind of trees to use. He said he thinks we should have the survey completed before doing this project.
- xxii. Brett Sanderson said there is no question about the survey of that area.
- xxiii. Marty Nitka said he is concerned about that piece, particularly because of the size and shape. He said the survey should be done soon.
- xxiv. Herb VanGuilder said it should be. The surveyor is going to call him when he's ready. Then we will feel more comfortable about this project.
- xxv. **Vote was taken on the motion. All members voted no.**
- xxvi. Marty Nitka said we should revisit this after the survey is complete.
- xxvii. Herb VanGuilder referred to Dan Cavoto's report and said the crew could handle it.
- xxviii. Dan Cavoto said that the stone wall would be about 300 feet long, starting with a 2 foot base and tapering to about 18 inches. The stone alone would run about \$10,800. He said staff could do the labor part. He said it would take a few years to complete.
- xxix. Herb VanGuilder said they could purchase the stone now and put it in the back 40. Dan Cavoto and staff could do the project. They may need some pipe.
- xxx. Marty Nitka asked if they would need a foundation.
- xxxi. Dan Cavoto said yes.
- xxxii. Marty Nitka asked why they would buy all of the stone now. Why not buy just a year's worth.
- xxxiii. Herb VanGuilder said they should buy it all together. Stone prices will probably go up.
- xxxiv. Brett Sanderson said he thinks they can get the stone cheaper.
- xxxv. Dan Cavoto said he got the prices from Gassetts.

- xxxvi. Brett Sanderson said give him until next month to get together with Dan Cavoto to work on pricing.
- xxxvii. Dan Cavoto mentioned that there had once been talk about putting in a road to the upper level from that area, by the drainage ditch.
- xxxviii. Marty Nitka said the grade is very steep.
- xxxix. Brett Sanderson said that they should look at that later on.
 - xl. Herb VanGuilder said the stone wall project is tabled until next month.
 - xli. Dan Cavoto said the work is done on the backhoe and it works well.

NOTE: Due to time, Herb Van Guilder suggested board skip to Item 5, OLD BUSINESS, a. – Review and Update Policy Booklet

5. OLD BUSINESS

- A. Review and Update Policy Booklet
 - i. Next Meeting

6. NEW BUSINESS

- A. Procedure for Opening New Grave Sites
 - i. Herb VanGuilder said that once the survey is complete, they need to decide where to start selling the new lots. He noted that a person had come in and wanted to purchase 10 lots and we don't have that right now. We need to get a professional layout done off the survey for the new lots.
 - ii. Marty Nitka said they should set up the lots with GPC coordinates. He asked if a 10-lot purchase is usual. He suggested the board set up a policy for lots of that size. What if a person purchases a 10-lot piece and down the road, only 2 are ever used. Maybe after a certain period of time, the unused lots should revert back to the commission.
 - iii. There was general consensus to have the chair, Dan Cavoto and the surveyor work on set up of lots.
- B. Discuss Pay Raises for Staff
 - i. Herb VanGuilder said they need to discuss pay raises for 3 employees. The town manager had told him about what percentage municipal employees receive.
 - ii. Brett Sanderson said that refers to non-union employees, at the discretion of the town manager.
 - iii. Marty Nitka asked why raises were not considered at budget time.
 - iv. Brett Sanderson said that there should have been money included in the budget. He thinks they did include it.
 - v. Herb VanGuilder said they put in a rough number of dollars for raises.
 - vi. Marty Nitka said that they need to know what was put in the budget before they can give raises.
 - vii. Herb VanGuilder suggested that they wait until next month when they have the new budget.
 - viii. Lou Gabranski said that they should let the town manager tell us the percentage.

7. OTHER BUSINESS

- A. Okemo Land Boundary Dispute
 - i. Herb VanGuilder advised that the Purchase and Sales agreement for the Okemo Section has been received and he would like to give it to Marty Nitka for review.
 - ii. Marty Nitka said he would review it, but that copies should also be given to all commission members to review. He is not acting as legal counsel, but as a board member.
 - iii. Herb VanGuilder they have all of the papers to resolve the boundary dispute. He will have copies for the next meeting.
- B. Commissioners Note
 - i. Herb VanGuilder reminded commissioners that the municipal office gives capable assistance to this board and we need to be mindful and considerate of them and not overdo our requests for assistance. All requests should go through the chairman. Any additions to the meeting agendas should also go through the chairman.
- C. Budget
 - i. Herb VanGuilder cautioned that we are spending money we don't have.

8. **SET DATE FOR NEXT MEETING**

- A. The next regular meeting will be on August 19, 2015 at 5:30 p.m.
- B. Lisha Klaiber advised that she will not be here.
- C. Marty Nitka noted that he will also not be there.

9. **ADJOURN**

- A. **MOTION by Brett Sanderson and seconded by Lou Gabranski to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 7:18 p.m.

Respectfully submitted,
Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow