

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday October 21, 2015

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Board Members Absent:

Brett Sanderson

Others Present:

Dan Cavoto

Doug Sheehan

I. CALL TO ORDER

- A. Meeting was called to order by Chairman Herb Van Guilder at 4:00 p.m. All present, except Brett Sanderson who had called and advised that he had a family medical emergency.

II. COMMENTS FROM CITIZENS

- A. There were none.

III. APPROVE MINUTES

- A. Herb Van Guilder advised that the minutes to be approved were from the September 16, 2015 meeting.
B. MOTION by Dave Harlow and seconded by Marty Nitka to approve the minutes from September 16, 2015 as submitted. Motion passed unanimously.
C. Marty Nitka noted that the minutes from August 19, 2015 were also supposed to be approved at this meeting.
D. Herb Van Guilder checked and no one had copies. The board agreed to review the minutes from August 19th at the November meeting.

IV. STAFF REPORTS

- A. Herb Van Guilder advised that the staff reports were included in the packets.

B. Inside Operations

- 1) Herb Van Guilder asked Doug Sheehan to share some of the work that he had been doing with the board. Herb Van Guilder said he is impressed by all of the office and paperwork that had been done.
- 2) Doug Sheehan explained and showed the board a plot layout with reference numbers that he had made of the upper cemetery. The information has also been entered in the computer. He added that it also shows the lots that are still for sale.
- 3) Herb Van Guilder said he had not seen such good records since he has been a member of the board.
- 4) The board accepted the Inside Operations Report as presented.

C. Outside Operations

- 1) Herb Van Guilder said they need to do some work on the marble on the face of the tomb, but it requires a mason.
- 2) Marty Nitka said we need to get an estimate.
- 3) Dan Cavoto said the exit wall of the 4 cemetery, is flaking and that also needs work. The shrubs hide it. We should check with the mason on that.
- 4) Herb Van Guilder said that the metal posts have been straightened and painted. He said that staff has also been screening some of our own material. They use it for grave fill and the material came from digging the graves. It looks better out back. He said that Dan Cavoto is still working with the town on ditch material.

- 5) Dan Cavoto said the town dumps the material off to the cemetery. It is free fill and we use it to pack in.
- 6) Lou Gabranski asked about the item about the broken water vault, asking if it meant water valve.
- 7) Dan Cavoto explained that is was the box that the valves are in.
- 8) Lou Gabranski asked about the item referring to need of tires for the truck.
- 9) Herb Van Guilder said that Dan Cavoto thinks that they can wait until the spring.
- 10) Marty Nitka asked Dan Cavoto if he is asking the board to approve funds to replace the tires.
- 11) Dan Cavoto said yes.
- 12) Marty Nitka asked how much.
- 13) Dan Cavoto said he will get a price for the next meeting.
- 14) The board accepted the Outside Operations Report as presented.

V. OLD BUSINESS

A. Review Proposal from Good Earth Landscape (Mr. Calabrese)

- 1) Herb Van Guilder advised that they had received the proposal, in the amount of \$3,500 from Good Earth for the Master Plan. He said he would like to put this on hold until the next meeting because he had recently found an old proposal from Standing Stone in Springfield. They also provided a very complete brochure.
- 2) Lou Gabranski noted that the proposal from Good Earth said \$3,600.
- 3) Herb Van Guilder said that Standing Stone also fixes monuments. He would like to invite them to the next meeting.
- 4) Marty Nitka asked if Herb Van Guilder was considering hiring them instead of Good Earth.
- 5) Herb Van Guilder said in conjunction with him. He does want to prevent overlapping work. He will go over this with Dan Cavoto.
- 6) Lou Gabranski said that the wonders if the work they do could be better than what Dan Cavoto has been doing.
- 7) Herb Van Guilder said maybe, because they have more experience. He added that maybe they could teach Dan Cavoto some stuff that he hasn't done before.
- 8) Marty Nitka said that Mr. Calabrese is just doing the Master Plan.
- 9) Herb Van Guilder said that Mr. Calabrese was also going to give guidance with the stone wall and "back forty."
- 10) Marty Nitka said this is embarrassing because we told Mr. Calabrese that we wanted the proposal as soon as possible.
- 11) Herb Van Guilder said that the board had not given him a contract.
- 12) Marty Nitka said everyone was gung ho to get the work started. He agreed that we are under no legal obligation. He added that it sounds like Standing Stone does work that Mr. Calabrese does not do.
- 13) Herb Van Guilder said that's why he wants to wait until the next meeting so we can meet with Standing Stone.
- 14) Marty Nitka said that they should call Good Earth and let him know that the board is holding off on the proposal until the next meeting. We don't want to leave the guy hanging.
- 15) Lou Gabranski said they can't do the work this year, anyway.

B. Review Large Maple Tree Proposal

- 1) Herb Van Guilder advised that the maple tree needs to be removed. He said the estimate was about \$2,800 and Dan Cavoto is anxious to get it down. The tree company has time to do it now.
- 2) Doug Sheehan said the board put this in the budget to get it done last year.
- 3) Herb Van Guilder said he would like a new motion.
- 4) **MOTION by Marty Nitka and seconded by Dave Harlow to approve up to \$2,800 to have the large maple tree removed. Motion passed unanimously.**
- 5) Herb Van Guilder asked what if they have to transfer funds from other lines to cover the cost of the tree removal.
- 6) **MOTION by Dave Harlow and seconded by Lou Gabranski to transfer funds from other accounts to cover the cost of the tree removal.**
- 7) Marty Nitka asked where the money comes from.
- 8) Herb Van Guilder advised that Ulla Cook will be at their next meeting to explain the budget and line items and funds.
- 9) Marty Nitka said they had a budget of \$3,500 that is unspent for that work. He asked why they don't use that money.
- 10) Herb Van Guilder said they can if it hasn't been spent yet.

C. Okemo Land Boundary Dispute

- 1) Herb Van Guilder advised that he had received the revised survey from Steve Mungeon and they have a corrected deed and property description. It has been presented to Okemo. The deed now matches the property and map. We are now just waiting to have it executed. This has been going on since 2013.
- 2) Marty Nitka asked about a small triangle area.
- 3) Herb Van Guilder said we are getting that also. He added that Frank Heald sent this to Okemo to have it signed. Hopefully, it will all be done soon.

VI. **NEW BUSINESS**

A. Budget

- 1) Herb VanGuilder said that Ulla Cook will be at the next meeting to explain the budget and budget process. He said that he and Dan Cavoto and Doug Sheehan would like to simplify and clarify the budget line items to make it fit with the work being done. They will get together next week to go over this.

B. John Grasse

- 1) Herb Van Guilder advised that one of the staff, John Grasse, had been injured (not on the job) and is out for the remainder of the season. Herb Van Guilder said that John hopes to return next year.
- 2) Marty Nitka commented that the cemetery has a great staff this year.

C. Closing for the Season

- 1) Herb Van Guilder said they generally close sometime between November 1 and November 15th, depending on the weather.
- 2) Marty Nitka said that Dan Cavoto should decide.

VII. **REVIEW POLICIES**

- A. Marty Nitka said the he had received a call from Bruce McEnaney who is working on the Cavendish Cemetery Regulations. Bruce had noted that our regulations make no mention of burying indigents.
- B. Herb Van Guilder said that he thinks we have a section – across from the upper maintenance building. He agreed that we should address that. He added that the Legion also has a small area for veterans. He doesn't think there is a written policy. He will ask Doug Sheehan to check into it.
- C. Marty Nitka noted that some of the changes suggested by Doug Sheehan had already been addressed by this board and were in the draft that Marty Nitka had drawn up in August. He explained that Doug Sheehan is also not doing the formatting that had been in the August draft. He said he would like to work off the draft from August.
- D. Herb Van Guilder said the board members would need copies.
- E. Marty Nitka said he would send them copies. He explained that when something is written in **BOLD** text in a draft, that means that is the new language and when it is in [Brackets] that indicates old language to be deleted. This way, you know what was there and what it is being changed to. He will make up a clean copy and send to board members for the next meeting.
- F. Lou Gabranski said to put something in about metal detectors.
- G. Herb Van Guilder said this is not the final draft.
- H. Board will continue work on policies at their next meeting.

VIII. **SET DATE FOR NEXT MEETING**

- A. The next regular meeting will be on November 18, 2015 at 4:00 p.m.
- B. Herb Van Guilder said he hopes to have a Standing Stone representative at that meeting and Ulla Cook.
- C. Herb Van Guilder said there may be a special meeting before then to work on the budget and he will advise commissioners.
- D. Herb Van Guilder advised that next year, all meetings will be at 4:00 p.m.
- E. Lisha Klaiber advised that she will no longer be able to take the minutes because she is unable to make 4:00 meetings on Wednesdays.
- F. Herb Van Guilder asked what day she would be able to make at 4:00.
- G. Lisha Klaiber suggested Thursdays.

H. Herb Van Guilder said he would check into it.

IX. **ADJOURN**

- A. **MOTION by Dave Harlow and seconded by Marty Nitka to adjourn this meeting.
Motion passed unanimously.**
- B. Meeting adjourned at 6:32 p.m.

Respectfully submitted,
Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow