

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Thursday, September 15, 2016

Board Members Present:

Herb Van Guilder Dave Harlow
Lou Gabranski Marty Nitka

Staff Present:

Frank Heald

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:00 p.m. All members present, except Brett Sanderson.

2. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from August 18, 2016 and August 31, 2016.
- B. Marty Nitka said he did not have a copy of the August 18th minutes, but did have a copy of the August 4th minutes.
- C. It was decided to postpone review of minutes to the next meeting so that the commissioners have a chance to review minutes.

NOTE: Herb Van Guilder suggested that the board address Item #5 of the agenda before other agenda items. The board agreed. Minutes are in order of agenda item numbers.

3. Comments from Citizens

- A. There were none.

4. Review Project List

- A. Master Plan – Good Earth Land Design
- B. Flooding New Section
 - i. Herb Van Guilder said that Frank Heald is dealing with this.
- C. Cemetery Middle Back Deterioration
 - i. Lou Gabranski asked about this.
 - ii. Herb Van Guilder said it is a section where an employee buried up trees and we need to reuse the property.
 - iii. Lou Gabranski said it is a situation where we are fixing up something that someone did.
 - iv. Herb Van Guilder said yes.
- D. Complete Land Transaction with Okemo
 - i. Herb Van Guilder said that is Frank Heald is on top of this.
 - ii. Frank Heald advised that he had spoken with CNL in Florida and they said the deed is in the mail.
- E. Complete Review of Proposals

- i. Herb Van Guilder said we will let Frank Heald give us an update on the status of current plans and projects.

5. Discussion with Municipal Manager

- A. Herb Van Guilder said that they have received a proposal from Frank Heald.
- B. Frank Heald said it is an Operational Proposal.
- C. Herb Van Guilder said it is to appoint the Municipal Manager as manager of the Cemetery.
- D. Marty Nitka asked if the commission adopts the proposal that will actually make the Municipal Manager the Cemetery Manager. He said that at the last meeting, the Municipal Manager submitted the proposal and the commissioners requested some changes. He said that Brett Sanderson spoke with the Municipal Manager about the changes.
- E. Frank Heald said that he had made the changes.
- F. Marty Nitka said that one change had not been made; to open the cemetery on May 1st.
- G. Herb Van Guilder said that we don't always have staff on May 1st. This year it was mid-May. We open when the weather permits.
- H. Marty Nitka said that they had also said that the cemetery would not close until the day after Veterans' Day.
- I. Herb Van Guilder said we may not have staff then.
- J. Lou Gabranski said if the weather is good, it should be open.
- K. Frank Heald said that would also depend on the weather. With regard to when it will open for the season, that would depend on if it is an early spring and we can get staff in there to clean up.
- L. Marty Nitka suggested that the Opening/Closing of the cemetery be when the commissioners want it to open or close.
- M. Herb Van Guilder suggested leaving it to the Municipal Manager to decide.
- N. Frank Heald said he will make recommendations to the commissioners in the spring and in the fall as to when the cemetery will open and close. The commission will make the decision. He explained that the town and village had hired him to manage all entities in the town and village. Until 2 weeks ago, the commission chose to handle the operations of the cemetery. Our proposal is to use the town capacities to operate the cemetery on a day to day basis. Policy decisions are made by the commissioners. This is the same as it is with the Water Commissioners, Village Trustees and the Select Board. We will always come to you do advise and recommendations. We will also make recommendations to you and you decide to accept them or not. The proposal is an outline of what we will do for you, the same as other entities in the town. We (the Village, the Water Commission and the Cemetery Commission) operate in a virtual merger. The rest of the Town departments operate almost as one. If there is a water break, we call the highway department. The day before Labor Day, he said he put people in the cemetery to make it look presentable. It was looking scruffy. He said that in the spring, the town will probably hire an employee at the town level who will be assigned to the cemetery next spring. We are looking for the right person with the ability to do plowing, sanding, operate a loader and mow. He advised the board that the South Face Village construction project has offered the town 1,000 yards of overburden for free. However, we will need to move it. He said he would like to use it to finish the back section and contour it. That would take care of the water thing at Thompson Avenue that occurred last winter. There is also a spot on the bank that needs work. He suggested that they take down the worn, tattered, torn sign and for about \$100, he can request the Okemo sign shop make a new sign that would welcome, ask for respect of certain things and express appreciation for peoples' cooperation. He said that with regard to the long term wish list, he does not know, time-wise when some of the things will get done. He did say that he wants to stabilize the bank. The overburden will be a deal at a good trucking rate. He has asked Mike O'Neill for a quote. He said that the town can't do it with its trucks at this time of year.

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- O. Marty Nitka said the board should concentrate on expectations. He said Frank Heald would come to the board with recommendations and this board will decide. Also, if we want something done, we can go to Frank Heald.
- P. Frank Heald said he will attend their meetings. He said that the town (tax payers) pays his salary. He said when we move people to work in the cemetery; we will allocate it to the cemetery on an hourly basis. We have already done a lot in the past 15 days. We will need to evaluate staff needs for next summer.
- Q. Marty Nitka asked if Frank Heald would give the commissioners a budget of costs for next season.
- R. Frank Heald said he will be gone for 3 weeks in October. After that, we will meet to discuss next year's budget. We will also, carefully evaluate the whole financial situation. I will make recommendations and you will decide how to use them. We have until mid-January to complete the budget.
- S. Marty Nitka said that the cemetery's operational budget will depend on Frank Heald's suggestions.
- T. Lou Gabranski asked who will prepare the budget.
- U. Frank Heald said he would. He will also look at a Long Term Capital Budget. He explained that there are 2 budgets; Operations and Capital. The Operations Budget is for day to day activities. If you get the 1,000 yards of overburden, that may go into Operations or Capital, depending on its use. If you want to put up a \$50,000 wall that would be Capital and you would have to decide how to pay for it. A new truck would be capital, but your truck will probably last many years as it does not get much mileage. He noted that they have 3 lawn mowers and only one staff member. In the future, we will assign machines as needed. We have used the Community Center mower at the Cemetery.
- V. Marty Nitka asked if, over the years, would the cemetery still own equipment.
- W. Frank Heald said in the near term, yes. He needs to look at things like if they need a one ton dump truck. The cemetery has riding mowers and possibly Zero-turn would be better. We will help you manage your money. On labor, you are ahead now. He said they would not put money in funds without a plan. He said they have 3 funds that were established at a town meeting. He advised that he had researched them. They have an Equipment Fund, for purchased like tractors or trucks. Items like trimmers would not be purchased from that fund. There is a Building Fund that is non-specific. We are not sure if that is specifically for constructing buildings or if you could build a stone wall with it. The third fund is the Capital Reserve for any capital item. You could use that to build a stone wall. He said that Doug Sheehan is doing a good job getting paperwork and deeds in order and onto an Excel Spreadsheet. Frank Heald said he is going to research to find out if there is a computer software package for Cemetery Management that might have history, track going forward and be easy to access and use and easily researchable. He said the work Doug is doing is valuable and orderly and Frank Heald said he may suggest keeping Doug on part-time, through the winter to get the project done. There is an enormous amount of record keeping work. He advised that all of his department heads pass through his office about once a day. He asked Kevin O'Connor about Smithville Cemetery and Kevin was not familiar with it. The next day, Kevin stopped on his way to another project and cleaned up the Smithville Cemetery. He said that is an example of the efficiencies we would bring to the Cemetery.
- X. Herb Van Guilder said he is very enthused to have Frank Heald on board and has already seen a difference. The commissioners need to give him the lead. He said that he has given Frank Heald the project list and that Frank Heald has a good way of getting things done. He has always been an asset to the Chair.
- Y. **MOTION by Dave Harlow and seconded by Lou Gabranski to accept the Proposal for Management and Operation of the Ludlow Cemeteries submitted by the Municipal Manager. Motion passed unanimously.**
- Z. Herb Van Guilder said that he believes that Brett Sanderson is also in favor of the proposal.
- AA. Marty Nitka said the proposal is basically expectations.
- BB. Lou Gabranski asked if Frank Heald had asked the police to open the gates.
- CC. Frank Heald said that his plan is in the proposal. He does not plan to make any staff changes through the end of this year. Next spring, Kevin O'Connor will probably open the gates at 7:00 a.m. and the

Police Department will close after doing a sweep. This board has to understand that it may not always be at sunset. It may be later depending on it if the officer is on a call.

DD. Marty Nitka said this takes a lot of pressure off the Chairman.

6. **Other Business**

A. New Sign

- i. Herb Van Guilder asked the board to consider the suggestion Frank Heald had made to get a new sign.
- ii. Marty Nitka said he loves the idea.
- iii. MOTION by Marty Nitka and seconded by Lou Gabranski to authorize Frank Heald to proceed with getting a new sign as designed.
- iv. Herb Van Guilder said some of the policies are incorrect.
- v. Marty Nitka noted that the policy regarding dogs had been changed and no longer required dogs to be leashed, but under the control of the person who is with the dog.
- vi. Frank Heald said he would make the changes.
- vii. Motion passed unanimously.

7. **Set Date for Next Meeting**

- A. Herb Van Guilder advised that the next meeting will be held on Thursday, October 27, 2016 at 4:00 p.m.

8. **Sign Warrant Orders**

- A. Herb Van Guilder reminded commissioners to sign the warrants and minutes.

9. **Adjourn**

- A. **Motion by Dave Harlow and seconded by Marty Nitka to adjourn. Motion passed unanimously.**
B. Meeting was adjourned at 4:48 p.m.

Respectfully submitted,
Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow