

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, August 21, 2019

Board Members Present:

Brett Sanderson, Chair
Bob Brandt

Lou Gabranski
Bruce Schmidt

Herb Van Guilder

Staff Present:

Scott Murphy

Doug Sheehan

1. Call to Order

A. Meeting was called to order by Chairman, Brett Sanderson at 5:00 p.m. All members present.

2. Consideration of Changes, Additions or Removal to the Agenda

A. Scott Murphy said that no changes were necessary:

3. Approve Minutes of Previous Meeting

A. Brett Sanderson said that the minutes to be reviewed are from July 24, 2019.

B. Motion by Herb Van Guilder and seconded by Lou Gabranski to accept the minutes from July 24, 2019 as presented. Motion passed unanimously.

4. Comments from Citizens

A. There were none.

5. Sexton's Report

A. Brett Sanderson said that the report was submitted and board members have copies.

B. Herb Van Guilder referred to paragraph #2 and agreed with Doug Sheehan that they need to clarify this. The Cemetery Rules & Regulations says that there will be only one (1) burial and a maximum of two (2) cremations per grave site only. Doug Sheehan understood that it should read one (1) full burial and one (1) cremation on top of the full burial or two (2) cremations per grave site. He agrees with Doug Sheehan.

C. Scott Murphy said they can put it on the agenda for next month's meeting.

D. Herb Van Guilder said yes. He requested that when Doug Sheehan is caught up, he would like him to make a list of all of the veterans buried in the cemetery.

E. Doug Sheehan said he has been doing that as he goes along.

F. MOTION by Herb Van Guilder and seconded by Lou Gabranski to accept the Sexton's Report. Motion passed unanimously.

6. **Building & Grounds Report**

- A. Brett Sanderson advised that the Buildings and Ground's report was submitted
- B. Herb Van Guilder mentioned that the report referred to wood being stained. He asked what wood.
- C. Scott Murphy said he will find out.
- D. Herb Van Guilder said that the back field has been cleared and looks great, but the "Back 40" has not been cleared and looks terrible. He added that he thought rainy days and OT should be limited to funerals. He said the brush is growing 4 to 5 to 6 feet high and they need to clear it. He said that the fence line to the office is broken.
- E. Scott Murphy said that the crew plans to work on the banks next month.
- F. Herb Van Guilder said they used to keep the fence line mowed back 1.5 feet, but they haven't done that in 2 years. He said the upper field, in the new section is not being mowed. It's just a mess up there with the brush. He said that he guesses nobody else cares.
- G. **MOTION by Bruce Schmidt and seconded by Lou Gabranski to accept the Buildings and Grounds Report. Motion passed unanimously.**

7. **Continue Discussion –Flags for New Flag Poles/Options**

- A. Scott Murphy advised that he had distributed copies of etiquette for flags' displays. He said it all revolves around the American Flag. It has supremacy over all other flags. He noted that there are ways to hang multiple flags on a single pole. He said that in his sexton's report, Doug Sheehan had included information about the firemen's monument.
- B. Herb Van Guilder said it was all good information. He said that at a past meeting, he had made a motion to have a single pole for each branch of the military.
- C. Lou Gabranski asked if that would mean 7 or 9 poles.
- D. Bob Brandt said that they can put multiple flags on a pole.
- E. Herb Van Guilder asked which flags would be put on which pole.
- F. Scott Murphy suggested T-poles for the flags.
- G. Doug Sheehan showed the board a single flag with all 5 military branches.
- H. Lou Gabranski said that may not be acceptable to organizations that donated for individual flags.
- I. Doug Sheehan said those organizations already have their own poles.
- J. Herb Van Guilder said the Legion flag in hung under the American Flag.
- K. Doug Sheehan said that the flag stations in Chester and Springfield do not belong to the cemetery. He added that this is not a Veterans' cemetery.
- L. Herb Van Guilder said that we should honor and represent them.
- M. Lou Gabranski asked if there is a place for veterans.
- N. Herb Van Guilder said the Legion has some space. He said that the cemetery used to put flowers there every year, but they don't any more. He said he puts flowers there.
- O. Bruce Schmidt asked what the Commission needs to do.
- P. Herb Van Guilder said 2 more poles.
- Q. Scott Murphy said it would be 2 more poles of the same length as the two put in this year.
- R. Lou Gabranski asked the price of the crossbars.
- S. Scott Murphy said he will get the information for the next meeting.
- T. Lou Gabranski said there is a tree growing near the poles.
- U. Herb Van Guilder said the brush and trees need to be cut; they are taking over. He added that at one time, the plan was to put a road up there.
- V. Brett Sanderson asked Scott Murphy to get the information about T-bars for the next meeting.

8. **Discuss Painting the Picket Fence (white or stain)**

- A. Scott Murphy said that most of the posts are white. This fence is by the Back 40 and is natural wood. He suggested that it should be white, like the rest of the fence.
- B. Herb Van Guilder said the Van Guilder family donated that fence. It was supposed to go over by where the sewer system is. He added that the sewer should be indicated on the map. He said paint it whatever color they want.
- C. Bruce Schmidt said he thinks it should be white.
- D. Bob Brandt agreed.
- E. Herb Van Guilder asked why they take the fence and gate down every fall.

9. **Other Business**

A. Cement Wall

- i. Herb Van Guilder said he spoke to the painter about the cement wall by the exit. He said the painter did not give him a definite answer, but did comment that he thinks the cemetery has better places to spend its money.

B. Tree Removal Update

- i. Scott Murphy said that at their last meeting, the board voted for him to get quotes, not to exceed \$3,000 for tree removal. He did get some quotes, and the low bidder was GM Tree Tech. They quoted \$900 for the twin maple and \$800 for the tree at South Hill Cemetery. The town will take care of the wood.
- ii. Herb Van Guilder said that other cemeteries give the wood to people who are down on their luck. We kept it stored in the back 40.
- iii. Bruce Schmidt said that he does like the idea, but today, someone would take it, then turn around and sell it. He added that there are also liability issues.
- iv. Herb Van Guilder agreed, saying that he has seen it at the Swap Shop; people take things then turn around and sell it.
- v. Brett Sanderson agreed that there would be a liability issue. He said if someone grabs wood off the road, we are not liable.
- vi. Bruce Schmidt said if it is left on the road and someone takes it, we are not liable.
- vii. Lou Gabranski asked what the town does with it.
- viii. Brett Sanderson said it is taken to the town garage and sometimes the workers take it.

C. Bathroom

- i. Lou Gabranski asked about the bathroom upgrade
- ii. Herb Van Guilder said that he called the plumbing inspector and he was supposed to meet tomorrow, but the person has not called to confirm the time. Herb Van Guilder said he would like Scott Murphy to be there.
- iii. Scott Murphy said he found some information about ADA bathrooms and converting the one in the lower section to ADA. He said it may be fairly inexpensive, but they would need to replace the toilet. The space around the toilet may be an issue.
- iv. Lou Gabranski asked why they would convert to ADA if it is not needed.
- v. Herb Van Guilder agreed that it may not cost too much to convert the lower bathroom to ADA and then just update the upper one.

D. Gendron Mausoleum Request

- i. Lou Gabranski asked the status of the request.
- ii. Scott Murphy said that Brett Sanderson was going to talk to the person.
- iii. Brett Sanderson said he hadn't done that, yet.
- iv. Lou Gabranski said he would go along with it, if they moved it to a back location.

- v. Bob Brandt said that he did some calculations and a 3-level mausoleum would be about 8 ½ feet high. It would have a large foundation, about 9 ½ inches.
- vi. Doug Sheehan said the foundation wouldn't have to be that high.
- vii. Brett Sanderson said he put in the one in the existing mausoleum.
- viii. Herb Van Guilder said we need to put this into our policies.

E. Master Plan

- i. Herb Van Guilder said it is a disservice to the people in the surrounding lots. He said we need to get back to the Master Plan. He said we paid Tim Calabrese for it. It includes banks, flowers and shrubs. We need to update the new board members about it. The Back 40 was supposed to be for cremations.
- ii. Scott Murphy asked who has a copy.
- iii. Herb Van Guilder said that he gave it to Frank Heald.
- iv. Scott Murphy said he has not seen it in the office.
- v. Bob Brandt said that Tim Calabrese would have a copy.
- vi. Scott Murphy asked Bob Brandt for Mr. Calabrese's contact information.
- vii. Herb Van Guilder said he had not intended to insult new members.

10. **New Business**

A. Budget

- i. Bruce Schmidt said that budget time is coming and he asked Scott Murphy if the commission should look at putting money in the budget for having a map made, in a frame, maybe 4' x 8' and covered with plexi-glass. This map would be of the cemetery gravesite locations.
- ii. Doug Sheehan said he is already working on making a map.
- iii. Bruce Schmidt said that possibly, it could be available on-line and the sexton would be able to add new sites, on-line, as they are used.
- iv. Lou Gabranski said that is a good idea. He added that recently, someone asked him where a relative was buried and he didn't know.
- v. Herb Van Guilder agreed. He added that when Doug Sheehan finishes with what he is working on, he thinks that Doug should be back in the office at the cemetery.
- vi. Bruce Schmidt asked Scott Murphy to look into this for the budget.
- vii. Herb Van Guilder said that Doug Sheehan has been doing good work. He said he thinks that the cemetery should hire a full time supervisor for up there. They need someone who know cemetery grounds' keeping. He said that Chester is looking to hire one. He said that we have a Master Plan and we are not doing it. He said it wouldn't cost us much more to hire someone than we are paying now. He repeated that they need to hire a proper person to take care of the grounds and shrubs.

B. Stone Straightening

- i. Bob Brandt said that he would like to see them working on the stones. He said some of them need straightening at both cemeteries. He said some of them are so bad that they will snap off of pop off.
- ii. Scott Murphy said we can take an inventory.
- iii. Bob Brandt said that the cemetery in Londonderry had someone come in for a week to work on stones.
- iv. Herb Van Guilder said we started a program, did some work, but haven't continued it. He added that they don't use cement anymore. They are using sure pack.

C. Sluiceway

- i. Lou Gabranski said that he thought the town was taking care of it, but he saw a bill for stones.
- ii. Scott Murphy said the sluiceway is complete, except for the grate that is on order.
- iii. Brett Sanderson said the town did the work, we paid for the materials.
- iv. Lou Gabranski asked who is paying for the grate.
- v. Scott Murphy said the cemetery.

11. Set Date for Next Meeting

- A. Wednesday, September 18, 2019 at 5:00 p.m.
- B. Brett Sanderson said he will not be there.

12. Sign Warrant Orders

- A. The warrant orders have been signed.

13. Possible Executive Session/Personnel/Contracts/Legal Issues

- A. Scott Murphy said none is needed.

14. Adjourn

- A. **MOTION by Herb Van Guilder and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski