

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Thursday, July 21, 2016

Board Members Present:

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| Herb Van Guilder | Dave Harlow |
| Lou Gabranski | Marty Nitka |

Board Members Absent:

Brett Sanderson

Others Present:

John Grassi

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:00 p.m. All members present, except Brett Sanderson. He introduced John Grassi to the commissioners. Mr. Grassi is the new lead outside person. He said that Doug Sheehan had to do other things.

2. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from June 16, 2016 and the Emergency Meeting of June 30, 2016.
- B. **MOTION by Dave Harlow and seconded by Lou Gabranski to accept the minutes of June 16, 2016 as presented.**
- C. **Marty Nitka asked about the comment from Lou Gabranski mentioned on page 2, Item 7Bi. This was in reference to a possible new state law allowing 3 burials over a full burial.**
- D. Lou Gabranski explained that it was the interment of 3 cremations over a full burial.
- E. Herb Van Guilder said that he had called someone, Mr. Griffin, from the Cemetery Association. He left a message, but has not heard back.
- F. **Motion passed unanimously.**
- G. **Motion by Marty Nitka and seconded by Dave Harlow to accept the minutes from June 30, 2016 as presented. Motion passed unanimously.**

3. Comments from Citizens

- A. There were none.

4. Cemetery Staff Reports

- A. Inside Operations

- i. Herb VanGuilder noted that the report had been received. He said as there were no comments the report is accepted as submitted.
 - B. Outside Operations
 - i. Herb Van Guilder said that, due to the resignation of Dan Cavoto, the Outside Operations Manager and lack of time to discuss this with Mr. Grassi, the report was not submitted. He said there will be a report next month.

- 5. **Old Business**
 - A. Updates by Chairman
 - i. Herb Van Guilder said that they had hired a second person on a 3-week trial period. He was hired on July 14th.
 - ii. John Grassi advised that the new person, Evan Riccardi, is doing okay with the mowing. He is good with the weedwacker
 - iii. Marty Nitka asked if the situation with the Okemo land transfer was complete.
 - iv. Herb Van Guilder said that they do not have the deed, yet, but the check was issued. He added that Frank Heald had been very helpful with this matter.

- 6. **New Business**
 - A. Updates by Chairman on Staff & Policies
 - i. Herb Van Guilder advised that he had interviewed 3 – 4 people for the vacant positions at the cemetery.

- 7. **Other Business**
 - A. Mowing
 - i. Lou Gabranski said that it bothers him that they are not mowing the top area. They should hay it.
 - ii. Herb Van Guilder said that he had gone over this with Dan Cavoto prior to his resignation. The town will mow the area in late August to early September. The town is mowing the roadsides and dams at this time. Dan Cavoto may come back to hay it.
 - iii. Lou Gabranski said that the lower level also needs mowing and is not evenly cut.
 - iv. Herb Van Guilder said we are short staff and it should improve when we hire more staff.
 - v. Marty Nitka said he thought it looks good.
 - vi. Herb Van Guilder added that Doug Sheehan is also helping out mowing.
 - vii. Lou Gabranski suggested that with labor and equipment problems, we should think about doing a subcontractor for mowing. We should advertise for bids.
 - viii. Marty Nitka said that this was discussed at the last meeting.
 - ix. Lou Gabranski said that a cemetery in Rutland subcontracts out the mowing and it costs about \$1,500.
 - x. Herb Van Guilder said that he has contacted Severy, G&S, TPW and Garvey and asked them to send proposals. He added that he went to local contractors. He advised that the mower that was broken was sent to Rutland to be fixed and is ready. We will have to pick it up or contact them by Tuesday or they will deliver it and charge us for the

delivery. He added that there is no Outside Manager at the cemetery now, so he has been making trips.

- xi. Marty Nitka said that would be good for next year.
- xii. John Grassi said that a contractor would have to have mowers with smaller than 50 inch decks because of the distance between the headstones.

B. Rates

- i. Herb Van Guilder said that regarding the fee schedule, there are a few verbiage problems, but the fees are mostly in line. There is an issue about what fee to charge if the family is doing the funeral. We thought about setting a minimum charge of \$100, that covers phone time, recording fees and death certificates. He will have the fee schedule reprinted with suggested changes.
- ii. Marty Nitka said to put it on the agenda for next month.

8. **Set Date for Next Meeting**

- A. The next regular meeting will be held on Thursday, August 18, 2016 at 4:00 p.m.

9. **Sign Warrant Orders**

- A. Herb Van Guilder reminded members that orders and minutes need to be signed.

10. **Possible Executive Session**

- A. Herb Van Guilder advised that an Executive Session is needed to discuss policies and staff.
- B. Marty Nitka said he opposes having an Executive Session every month.
- C. Herb Van Guilder said he got the wording for the motion from the Municipal Manager. He said they will be discussing personnel policies.
- D. Marty Nitka said he wants to discuss Cemetery policies in the open, but would agree to personnel discussion in Executive Session.
- E. **MOTION by Marty Nitka and seconded by Dave Harlow that in accordance with the provisions of 1VSA §313 (1) (B), he moves that the Ludlow Cemetery Commission enter into Executive Session to consider;**
 - i. **A proposed labor relations agreement with certain Cemetery Employees.**
 - ii. **The evaluation/appointment of certain Cemetery employees.****The premature public knowledge of this proposed agreement would place the Town and Village of Ludlow at a substantial disadvantage. This motion for Executive Session includes the members present. Motion passed unanimously.**
- F. The Board came out of Executive Session at 4:45 p.m.
- G. **MOTION made by Dave Harlow and seconded by Marty Nitka, it was voted to raise the pay of John Grassi to \$14.00 an hour in lieu of any other pay raises that may be given to employees during the 2016 season. The motion passed on a vote of 3 to 1, Commissioner Gabranski voting against.**
- H. Policies were discussed. A draft "Chain of Command" was distributed to the commissioners.
- I. **MOTION by Dave Harlow and seconded by Lou Gabranski to approve the "Chain of Command." Motion was unanimously approved.**

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- J. There was further discussion about policies but the hour was getting late. It was decided by consensus that another meeting be scheduled for Thursday, July 28, 2016, at 1:00 p.m. and that the only item on the agenda would be discussion of policies.

11. **Adjourn**

- A. **Motion by Dave Harlow and seconded by Lou Gabranski to adjourn. Motion passed unanimously.**
- B. Meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow