

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday September 16, 2015

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Board Members Absent:

Brett Sanderson

Others Present:

Doug Sheehan

I. CALL TO ORDER

A. Meeting was called to order by Chairman Herb Van Guilder at 6:00 p.m. All present.

II. COMMENTS FROM CITIZENS

A. There were none.

III. APPROVE MINUTES

A. Herb Van Guilder advised that the minutes to be approved were from August 19, 2015, but that copies had not been distributed to commissioners.

B. **MOTION by Lou Gabranski and seconded by Dave Harlow to review the minutes of August 19, 2015 at their next meeting. Motion passed unanimously.**

IV. STAFF REPORTS

A. Herb Van Guilder advised that the staff reports were not included in the packets. He said that Dan Cavoto is on vacation.

B. Inside Operations

- 1) Doug Sheehan advised that we (Doug Sheehan and Dan Cavoto) had submitted the report into the office last Wednesday. He does not know why they were not forwarded to commissioners.
- 2) Marty Nitka noted that Doug Sheehan could read his report.
- 3) Doug Sheehan advised that there were 4 burials last month, 3 cremations and one full burial. They have sold 1 lot and are arranging to sell 2 to 3 more in both September and October. He is continuing to update old records, but added that records prior to 1937 were destroyed in a fire.
- 4) Herb Van Guilder said that he has spoken to Doug Sheehan and Doug Sheehan is willing to help with updating the policy manual and get them into "fashionable" order.
- 5) Lou Gabranski asked about the previously mentioned sale of 10 lots in the new section.

- 6) Doug Sheehan said the sale would amount to about \$5,300, but that he had not heard anything from the prospective purchaser recently.
 - 7) Herb Van Guilder said the surveyor has put in the marks in the new section.
- C. Outside Operations - Work Done, Reported by Doug Sheehan
- 1) Staff has been working in headstones and maintenance.
 - 2) Trimming the steep bank
 - 3) Painting the lower level office, white with green trim.
 - 4) Mowing
 - 5) Screening dirt out back
 - 6) Beginning work on stone wall project
 - 7) Lime and spreaders have been purchased and work has begun on the Lime project. Herb Van Guilder said that Dan Cavoto will report on it next month, but it may not cost as much as originally estimated. They bought 2 spreaders, one goes directly onto the back of the John Deere mower and the other is towed. They are using pellets instead of granular and it is going well.
 - 8) Doug Sheehan said they have completed the upper right section and are starting on Section A. They have spent about \$1,000 already.
 - 9) Herb Van Guilder said the estimate was \$4,000.
 - 10) Herb Van Guilder said the old pine tree has been removed and also the tree in the upper section.
 - 11) Staff has caught up with stone work
 - 12) Austin in Chester is retiring and has offered to sell us their remaining stone glue.
 - 13) Herb Van Guilder explained that is the epoxy used to fix headstones.
 - 14) Doug Sheehan said he is not sure how much Austin has left, but it may be dated.
 - 15) Marty Nitka said they should leave that decision to Dan Cavoto.

V. **SPECIAL GUEST- TIM CALABRESE, GOOD EARTH LANDSCAPING RE: MASTER PLAN**

- A. Herb Van Guilder introduced and explained that he had invited here to discuss a Master Plan for the cemetery. He said that he had made a brief site visit and went over considerations of Dan Cavoto and the board.
- B. said the purpose of the Master Plan is to help consider and prioritize issues. He will prepare a proposal that will be broken down into 2 categories; actual issues and a wish list. The wish list may consider things like plantings, circulation, drainage, banks and the stone wall. The Master Plan is also beneficial in applying for any available grants, such as the one Cavendish recently received. The plan will also keep your ideas in the forefront.
- C. Marty Nitka asked if have seen the list the commissioners have.
- D. said no. He added that the lawn is not in great shape and there may be some erosion. They may be mowing the lawn too low. They can top dress this.
- E. Herb Van Guilder said that he had showed the stone wall Dan Cavoto wants to replace. He added that Dan Cavoto would like some professional assistance getting started.
- F. Marty Nitka asked where he is in the process.
- G. Herb Van Guilder said he had showed the surveyor's maps and told him about the lime project. Herb Van Guilder said he thinks a Master Plan is beneficial. He said that staff has some suggestions. Herb Van Guilder said he wants to make sure the board is not wasting taxpayers' money.
- H. Lou Gabranski asked how much a Master Plan would cost.

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- I. said about \$3,500. It would include a colored plan, digitized format, written plan, cost estimates, with diagrams, for projects like the stone wall, suggestions on where to landscape and shade. It can also be used as a marketing tool for grants.
 - J. Marty Nitka said he thought that Dan Cavoto thought staff could do the stone wall.
 - K. Herb Van Guilder said he would like a diagram and engineer's report with degrees of reflection and drainage.
 - L. Marty Nitka agreed that would be needed.
 - M. said that would be in the Master Plan. He would even suggest the best type of stone to use for easier installation and proper drainage. He said that they may want to consider planting small trees that would grow over time.
 - N. Herb Van Guilder added that this is a good time to purchase trees as prices are reduced significantly.
 - O. said the cemetery can be like a park or arboretum if done correctly.
 - P. Herb Van Guilder said that the commissioners have received a great review from the Old Time Cemetery Commission, complimenting the cemetery. It may even be in their magazine. He added that staff has continued cleanup of the Smithville Cemetery, a project started years ago by a 4th grade class. He said he thinks the commission is going in the right direction and the Master Plan would give professional direction to staff.
 - Q. Lou Gabranski said he thinks we should do the project.
 - R. Marty Nitka said he would like to see a proposal first and then the board could formally accept it.
 - S. Lou Gabranski said this board can approve \$3,500 and let get started.
 - T. Marty Nitka asked why now, why not next month.
 - U. Lou Gabranski said that he would like to see work getting started. He added that the commission has the money.
 - V. Herb Van Guilder said Dan Cavoto wants to get started on the stone wall.
 - W. Dave Harlow asked if they would need a special meeting.
 - X. Herb Van Guilder said no. We could vote to fund the project tonight and when we get the proposal, we can have a quick meeting.
 - Y. Lou Gabranski asked when they could get the proposal.
 - Z. said possibly next week. He added that he would start working on the stone wall section first.
 - AA. Marty Nitka asked if they should do the stone wall.
 - BB. said it is fine and if you want to discuss this alone. He said he would give them a proposal.
 - CC. **MOTION by Lou Gabranski and seconded by Dave Harlow to approve funding NOT TO EXCEED \$3,500.00, to Good Earth Landscaping, for a Master Plan for the cemetery.**
 - DD. Marty Nitka said he would rather see a proposal before voting on it.
 - EE. Herb Van Guilder asked Tim Calabrese when they would have the proposal.
 - FF. said next week.
 - GG. Marty Nitka asked if could send copies to board members.
 - HH. Herb Van Guilder said the chair needs to call a special meeting.
 - II. **MOTION passed, one nay, Marty Nitka.**
 - JJ. said he will drop off the proposal to the office.
 - KK. Herb Van Guilder asked to call him when the proposal is delivered and he will get copies to board members.

VI. OLD BUSINESS

- A. Retroactive Pay Raises
 - 1) Herb Van Guilder advised that at their last meeting, the board had voted to approve pays raises, but had neglected to make them retroactive to July 1, 2015.

- 2) **MOTION by Dave Harlow and seconded by Lou Gabranski to raise pay to staff retroactive to July 1, 2015. Motion passed unanimously.**

VII. **NEW BUSINESS**

A. Lime Project

- 1) Herb VanGuilder said this was discussed under Staff Reports.

VIII. **OTHER BUSINESS**

A. Budget Process

- 1) Marty Nitka said he would like to discuss how the budget process works.
- 2) Herb Van Guilder said that he has discussed this with staff and they feel we need to revise the line items. There is trouble trying to assign expenditures. We need different line items.
- 3) Marty Nitka asked about the monies left over from prior years.
- 4) Herb Van Guilder said they are held by the town treasurer and she said there are several thousand dollars available. The money was left over from Special Articles that were less than expected (Building and Equipment Funds.) Herb Van Guilder said that Ulla Cook has said that the Commission may use it for anything they need.
- 5) Marty Nitka asked if Ulla Cook would be able to come to a meeting to discuss this.
- 6) Herb Van Guilder said he would invite her and set up a meeting. The meeting may take place during her working hours.

B. Uniforms

- 1) Lou Gabranski asked if staff have uniforms.
- 2) Herb Van Guilder said other than Dan Cavoto, who is full time with the town and cemetery, they have t-shirts. Dan has a uniform.

C. Okemo Land Boundary Dispute

- 1) Lou Gabranski asked the status of the Okemo Land purchase.
- 2) Herb VanGuilder advised that they are still working on it. He said that he had concerns and called the surveyor to read the information on the deed description and to do more work on it.
- 3) Lou Gabranski said he thought it had gone to Okemo for signatures.
- 4) Herb Van Guilder said he is waiting to hear back from Steve Mungeon. He added that we may need an Executive Session to discuss this.
- 5) Marty asked who is representing us.
- 6) Herb VanGuilder said Chris Callahan.
- 7) Marty Nitka said we may need legal representation.
- 8) Herb Van Guilder said we need to go over the information. He said he went to see Frank Heald, but he is on vacation until 9/28/15.
- 9) Marty Nitka said that any conveyance to land will be signed by the Select Board and it is better to catch any errors before they sign it.

D. Old Time Cemetery Commission Article

- 1) Herb VanGuilder said that the article shows Smithville Cemetery also and is very complimentary.

E. Comments from John Wu

- 1) Herb Van Guilder said that John Wu had complimented staff on the service provided for his brother-in-law. John Wu also suggested that cameras be installed at entrances

and exits to the cemetery. Additionally, Mr. Wu suggested that we should charge more for lots.

IX. SET DATE FOR NEXT MEETING

- A. The next regular meeting will be on October 21, 2015 at 5:30 p.m.
- B. Herb Van Guilder said there may be a special meeting before then and he will advise commissioners.

X. 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