

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Wednesday, September 26, 2018**

**Board Members Present:**

Herb VanGuilder

Dave Harlow

Lou Gabranski

Marty Nitka

**Board Members Absent:**

Brett Sanderson

**Staff Present:**

Scott Murphy

**Others Present:**

Marge Harlow

**1. Call to Order**

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:02 p.m. All members present, except Brett Sanderson who had called in to let the board know he would be absent.

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

- A. Scott Murphy said that no changes were necessary: He said there will be a short Executive Session.

**3. Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from August 15, 2018.
- B. Herb Van Guilder said that item 10C (i) on page 6, it should read that Herb Van Guilder liked the original design.
- C. **Motion by Marty Nitka and seconded by Dave Harlow to accept the minutes from August 15, 2018 as corrected. Motion passed unanimously.**

**4. Comments from Citizens**

- A. There were none.

**5. Sexton's Report**

- A. Herb Van Guilder said the sexton's report has been submitted and asked for comments.

- B. Marty Nitka noted that they were able to locate the original owner of the lots of the 2-grave lot that was sold to two different persons. Doug Sheehan said that the original owner had sold the lot back to the Cemetery in the 1990s.
- C. Herb Van Guilder said that in his report, Doug Sheehan said that someone had commented that our cemetery was the most beautiful in the state, after the cemetery (Hope Cemetery) in Barre. Herb Van Guilder said that Hope Cemetery is beautiful. He said that the Sexton's Report was accepted.

#### 6. **Buildings & Grounds Foreman's Report**

- A. Herb Van Guilder said the Buildings & Grounds Foreman's report has been submitted and asked for comments. He said that for the last 3 – 4 months, he has been asking for the brush at the fence line to be cleared. .
- B. Scott Murphy asked where in particular did Herb Van Guilder mean. He said he would track it down.
- C. Herb Van Guilder said the main bank, by the office.
- D. Scott Murphy said he would get back to them at the next meeting.
- E. Lou Gabranski asked what how much land there is up there
- F. Herb Van Guilder explained. He said it varies at different places. He added that there are 4 walking paths. He said the cemetery used to keep them cleared. He said the Buildings & Grounds report is accepted.

#### 7. **Update on Cemetery Drainage Pipe**

- A. Scott Murphy said that the project is complete and went smoothly. He said they added the line suggested by Herb Van Guilder. He said that the crew from Adams suggested putting a stop gap pipe at the bottom so the line could be drained at the end of the season to prevent freezing. He said the water line was also completed and the Trustees are comfortable with their portion. They have been keeping an eye on it and it is draining properly.
- B. Lou Gabranski asked why there was no trough on the other side and why it was not dug deeper.
- C. Scott Murphy said they did build a berm to redirect the water and did flowable fill for the neighbor. It is done and paved. He does not expect any future issues with the neighbor's property. He said that the new drains were well installed. He added that it is a very tricky layout and the contractor did the best they could.
- D. Herb Van Guilder said he was glad to see the water line, but disappointed that they used  $\frac{3}{4}$  inch copper. They should have used 1  $\frac{1}{4}$  inch 200 pound plastic. They always drain that line at the end of the season. The project does look good. He asked Scott Murphy to notify the homeowner's insurance company that the town has no further blame.
- E. Scott Murphy said he would do that and also send a letter to the homeowner.

#### 8. **Update on Flag Poles**

- A. Scott Murphy said that the poles currently in the ground are: 1 pole at 36 feet and 2 at 31 feet (from the ground up – probably 4 feet underground.) The 2 new poles are 30 feet long and would be about 26 feet up from the ground if buried 4 feet deep. Poles are

- purchased in 5 foot increments. He received pricing from Carrot-top Flags: 30 foot pole - \$1,500; 35 foot pole - \$1,900 and 40 foot pole - \$2,500.
- B. Herb Van Guilder said the person that we purchased the existing poles from lives in town and we should get pricing from him. He added that they need to get the brush cut from the flag pole area.
  - C. Scott Murphy said that if they can flip-flop one of the currently installed poles, and move it so the tallest pole is in the center, they might be able to put the other 2 poles on the two ends.
  - D. Marty Nitka asked what the protocol for flag pole placements is.
  - E. Herb Van Guilder said he talked to different people and got different answers. We need to find out.
  - F. Scott Murphy said he would do that.
  - G. Marty Nitka said he does not want 8 flag poles. He said this is not a military cemetery. He said the cemetery commission made deals with the American Legion and the Fire Department and that is enough. He said that he agrees that the poles should be in the proper sequence. If the American flag should be on the tallest pole and centered.
  - H. Herb Van Guilder said there are a large number on veterans buried in the cemetery.
  - I. Marty Nitka said he agrees that there are a lot of veterans buried there, and he doesn't want to detract from them, but he does not agree that we need one for each military branch.
  - J. Scott Murphy said he would find out the protocol.
  - K. Herb Van Guilder said that the American Legion arranged for the POW flag to be flown, below the American flag on the same pole and the Fire Department has its own pole and flag.
  - L. Marty Nitka suggested this be discussed at the next meeting.
  - M. Lou Gabranski asked if the flags are lit at night.
  - N. Herb Van Guilder said yes, every night, thanks to Ludlow Electric.

#### 9. **Distribution of FY2020 Budget Forms**

- A. Herb Van Guilder asked board members to review the budget lists in their packets and make note of any questions.
- B. Scott Murphy said they would need to discuss it at the October meeting.
- C. Lou Gabranski said that he doesn't know how they can discuss a budget because we don't know what they do. There is plenty of money for projects, but they don't get done.
- D. Herb Van Guilder said we can't get enough help and need to hire another full time person. He said the people there are doing a good job, but there is not enough staff to do projects.
- E. Marty Nitka asked, other than clearing the brush, what are the other projects.
- F. Herb Van Guilder said cleaning monuments and working on the new section.
- G. Marty Nitka said they should include another person in the budget. They can do that. They are an elected board and can add another person to the budget.
- H. Lou Gabranski said he would rather hire a contractor to do the projects.
- I. Herb Van Guilder said this board is in charge of the cemetery and we need another person 5 to 6 hours per day, 5 days per week. The person should know about cemeteries. He asked board members to go through the budget sheets and see what they think should be added. He said that some of the things being done are questionable.
- J. Lou Gabranski repeated that he would like them to hire a contractor.

**10. New Business**

- A. Receipt of Bill for \$715
  - i. Herb Van Guilder said there was a bill for \$715 for topsoil for the entrance in the packet and he wanted to know why.
  - ii. Scott Murphy said he would take care of it.
  - iii. Marty Nitka said it was approved with the orders. He said we authorized payment to George Tucker and we signed the order.
  - iv. Scott Murphy said he would find out tomorrow and put a hold on the payment. If it has already been paid, he won't pay it.
  - v. Scott Murphy said he would check on it.
- B. Bill for Inspection
  - i. Herb Van Guilder said there is a bill for inspection in the packet and asked about it.
  - ii. Scott Murphy said that was for the computer that was not working properly. He said Doug Sheehan uses it. He said he would check on the invoice.
- C. Overtime Payments
  - i. Herb Van Guilder said there is a charge for overtime for John Grasso. He said that John Grasso was hired to work at the cemetery and is loaned out to other departments. It looks like we paid OT to him, when he was loaned out to other departments. We have a policy that there is no overtime unless it is for a funeral.
  - ii. Scott Murphy agreed he shouldn't have received OT unless it was for a weekend funeral. He said he would check it and get back to the board next month.

**11. Other Business**

- A. Brush
  - i. Herb Van Guilder said on the right side, all of the brush is growing back and we need to take care of the banks.
  - ii. Scott Murphy said he would talk with Herb Van Guilder about specific locations and look into it.

**12. Set Date for Next Meeting**

- A. Wednesday, October 17, 2018 at 4:00 p.m.

**13. Possible Agenda Items for Next Meeting**

- A. Budget and Flag Pole Station
- B. Marty Nitka mentioned about the Policies & Procedures.

**14. Sign Warrant Orders**

- A. The warrant orders have been signed.

15. **Possible Executive Session - Personnel Issue**

- A. Scott Murphy advised that no Executive session was needed.

16. **Adjourn**

- A. **MOTION by Marty Nitka and seconded by Dave Harlow to adjourn. Motion passed unanimously.**  
B. Meeting adjourned at 4:38 p.m.

Respectfully submitted,

Lisha Klaiber

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Herbert VanGuilder, Chairman

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Marty Nitka

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Lou Gabranski

\_\_\_\_\_  
Brett Sanderson

\_\_\_\_\_  
Dave Harlow