

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERDS**

REGULAR MEETING

Wednesday September 18, 2013

Board Members Present:

Herb VanGuilder
Lou Gabranski

Nataile Gruber
John Paige

Brett Sanderson

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 6:03 p.m. All members present.

2. Approve Minutes

- A. Herbert VanGuilder advised that the minutes to be approved were from August 21, 2013.
B. **MOTION by John Paige and seconded by Nataile Gruber to approve the minutes from August 21, 2013 as presented. Motion passed unanimously.**

3. Comments from Citizens

- A. There were none.

4. Old Business

A. Truck Repairs Completed

- i. Herb Van Guilder said that the truck has been repaired and fully serviced at Benson's. They got new front tires at Goodyear in Rutland.
ii. Lou Gabranski asked where they got it fixed.
iii. Herb Van Guilder said Pinnacle View.

B. Tomb Siding Completed

- i. Herb Van Guilder reported that the tomb siding is complete.

C. Staff and Lot Information

- i. Herb Van Guilder reported that 3 single lots and 1 3-lot have been sold. There were 2 burials, 13 cremations and 11 monument foundations. Staff also assisted the transfer station three times. He said that our staff works with any department that needs help and are glad to offer assistance.

D. Key to Vault

- i. Nataile Gruber noted that the funeral parlor does not have a key to the vault.
ii. **MOTION by Nataile Gruber and seconded by John Paige to give a key to the vault to Adams Funeral Parlor.**
iii. Herb Van Guilder said that in the past, there was a problem the personnel from Adams and it was decided that for any business on the cemetery grounds, the key would be supplied by an employee or Cemetery Commissioner. All work is noted in the records. People need permission to do anything on cemetery grounds. They can get approval from the commissioners or sexton.

- iv. John Paige asked what anyone would do.
- v. Herb Van Guilder said that we store items in the vault and it is important that the sexton is aware of what is going on. There have been no problems since that last episode. He said that the key unlocks not only the vault, but also the buildings, tombs and gates. There has not been a request from Adams for a key.
- vi. Nataile Gruber said that on one occasion, they (Adams) sat there for over an hour waiting for someone to let them in.
- vii. Herb Van Guilder said when Adams called the office, the office got a hold of the chairman and he was there within 15 minutes.
- viii. Brett Sanderson said that no one except town personnel should have a key. Others could be storing bodies in there without anyone knowing about it.
- ix. Herb Van Guilder said that the commission charges for storage and we would not know if anyone was storing in there without telling us.
- x. Nataile Gruber said there is no problem, financially.
- xi. **Herb Van Guilder called the vote. Motion failed, 3 to 2. Dissents were from Nataile Gruber and John Paige.**
- xii. Lou Gabranski said that he wants to make sure that Adams can contact Herb Van Guilder if needed within 15 minutes.
- xiii. Herb Van Guilder said that if they cannot contact him, there is a backup system in place. They can call the police or main office. He said that both Pam Cruickshank and Pam Todt are on the ball and get a hold of us.
- xiv. Brett Sanderson said that funeral homes have a few days' notice before they need to get in there and they can contact during that time.

5. New Business

A. Review Proposal for Construction Work – New Section

- i. Herb Van Guilder advised that there was only one bid for the work on the new section and that was from M&M Construction. The bid was for \$32,000 and includes doing the entire 6 acres, installing new lanes, grading, hay and seed. It will be lawn mower ready.
- ii. Brett Sanderson asked if they would bring the rest of the section to grade.
- iii. Herb Van Guilder said yes, M&M will rototiller and level the roadway and hay and seed the lot.
- iv. Brett Sanderson asked about gravel.
- v. Herb Van Guilder said no.
- vi. Brett Sanderson said that eventually they will need it.
- vii. Herb Van Guilder said that the product there is gravelly and he does not anticipate needing tar roads. He said the request for quotes was sent to all local contractors as well as being put on the website.
- viii. John Paige asked Brett Sanderson for his opinion.
- ix. Brett Sanderson said the bid sounds fair. His only concern is that he thinks the roads need to be top-dressed, if not now, eventually.
 - x. Herb Van Guilder said they could plan to put paving one each year in the budgets.
 - xi. Brett Sanderson suggested sure pack or crushed gravel.
 - xii. Herb Van Guilder said he is happy with the price quote. This is not the Okemo section. They will need a bunch of fill up there.
- xiii. Brett Sanderson said he is in favor of the bid, but would like to get a quote from M&M to streak the first road now.
- xiv. Herb Van Guilder said that his suggestion is to include a contingency to the contract.
- xv. Brett Sanderson asked if they had the funds in the budget.

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- xvi. Herb Van Guilder said it is well covered. Capital Reserve is \$30,107 and the carry over is \$12,000. OR – Capital reserve of \$30,000 plus Trustees of Public funds \$10,000. OR – building fund balance of \$55,000+.
- xvii. Lou Gabranski asked Brett Sanderson for an estimate of the cost to sure pack one road.
- xviii. Brett Sanderson said \$5,000 to \$6,000.
- xix. Herb Van Guilder said there are 6 roads; maybe we could get prices from other contractors to do them.
- xx. **MOTION by Brett Sanderson and seconded by John Paige to accept the bid from M&M Construction for \$32,000 and to include up to \$8,000 graveling the first road. Motion passed unanimously.**
- xxi. Herb Van Guilder said that M&M wants to know who will be clerk of the works.
- xxii. John Paige suggested advertising for one.
- xxiii. Herb Van Guilder said they usually just appoint the chair.
- xxiv. Nataile Gruber said that Brett Sanderson should do it.
- xxv. John Paige asked how much work it is.
- xxvi. Herb Van Guilder said the clerk needs to be able to be there to answer questions and make sure the job is moving along.
- xxvii. **MOTION by Nataile Gruber and seconded by John Paige to appoint Brett Sanderson as Clerk of the Works. Motion passed unanimously.**
- B. Review Proposal for Repairs and Paving
- xxviii. Herbert VanGuilder asked Brett Sanderson about bids.
- xxix. Brett Sanderson said they quoted \$.75/foot for crack filling.
- xxx. Herb Van Guilder said that he had wanted contractors to go up there and measure, tell us what we need and give us a price.
- xxxi. Brett Sanderson said that the going rate is normally \$80/foot. We need to pick a section to start with. He said that the contractors is not going to go up there and measure the whole section. There is no easy way to do it.
- xxxii. Herb Van Guilder said we could ask M&M for a quote. We need a dollar estimate.
- xxxiii. Lou Gabranski suggested waiting until the new section is complete and those trucks are out of there, possibly next year.
- xxxiv. Herb Van Guilder said we would still need to put money in the budget to do the job.
- xxxv. Brett Sanderson said that it is easier to quote paving than something like this where they would have to go out and measure every crack. Work like this is always done by the linear foot. The contractor, Green Mountain Seal Coating said he won't go up there and measure every crack.
- xxxvi. Herb Van Guilder said that they must not want the work. He said that he would have no way to budget for the work. We need to see if we can get a written bid or hire an engineer to make up a bid requisition.
- xxxvii. John Paige suggested doing only one section this year and maybe that would give us an idea of what to estimate for next year.
- xxxviii. Herb Van Guilder said that he is not well acquainted with sealing, but when he quotes a job, he goes in and measures and then gives an estimate.
- xxxix. Brett Sanderson said it may be close, and we may need to repave some sections.
- xl. Herb Van Guilder said he thought they should reseal now as it may help avert repaving for a while.
- xli. Brett Sanderson said it is not right to send someone up there to measure each crack. Give them a fixed amount of money and let them do as much as they can. For a 9' x 100' section, someone could spend hours pricing one section.
- xlii. Herb Van Guilder said he wanted a price per section for the whole road so they could plan how much to budget each year.
- xliii. Brett Sanderson suggested giving him one section to get a price on.

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- xliv. Herb Van Guilder said from the top of the upper cemetery to the upper building and the road from the entrance to the upper cemetery.
 - xlv. Brett Sanderson said that within the next month, they would be doing the other section and M&M would need to be done before they would start this. They can work until the snow flies. He said he would try to get the price for the section.

E. Pay Scale

- i. Herb Van Guilder advised that the town has approved 3% pay increase and he suggests that the commission do the same for its employees.
- ii. John Paige asked if that was for full time and part time.
- iii. Brett Sanderson said it was across the board.
- iv. **MOTION by John Paige and seconded by Lou Gabranski to give a 3% cost of living increase to cemetery employees retroactive to July 1, 2013. Motion passed unanimously.**

F. Lake Project

- i. Herb Van Guilder advised that the lake project is going on full speed and the product that the cemetery is getting is beautiful. He thanks the Lakes Association.

6. **Set Date for Next Meeting**

- A. The next regular meeting will be on October 23, 2013.

7. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Nataile Gruber to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

John Paige

Lou Gabranski

Brett Sanderson

Nataile Gruber