

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERDS**

REGULAR MEETING

Wednesday August 21, 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 July 17, 2013.
B. Herb Van Guilder noted that on page 2, item ix should read "...they also compacted the containers with the backhoe..."
C. Herb Van Guilder added that on page 3, item xv, should read Richard Carle.
D. **MOTION by John Paige and seconded by Lou Gabranski to approve the minutes from July 17, 2013 as corrected. Motion passed unanimously.**

3. Comments from Citizens

- A. There were none.

4. Old Business

- A. Equipment Repairs
i. Herb Van Guilder said that the large XMARK mower has been repaired and is back in the garage. The costs came in under estimate.
ii. Lou Gabranski asked where they got it fixed.
iii. Herb Van Guilder said Pinnacle View.
- B. Roads in the Cemetery
i. Herbert VanGuilder said that he contacted someone to do work and Brett Sanderson also contacted someone.
ii. Brett Sanderson said that the person he contacted came by when he was not there. He told Brett that it would be a large job if all of the work was done.
iii. Herb Van Guilder said he would like to get a price on all of the work and maybe they could do it in phases. He said that Benji did not get back to him.
iv. Brett Sanderson said that the first rough estimate was \$75/foot.
v. Herb Van Guilder said that he would like him to break out the pricing and do the worst ones first. They will contact Springfield Paving also. They have done work there before. He would like Brett Sanderson to get an overall preliminary price from his contact.
- C. New Tomb Siding
i. Herb Van Guilder reported that Richard Carle finished the new tomb siding and did a very nice job.
- D. Equipment Purchases
i. Herb Van Guilder reported that he is not comfortable with the pricing on the large mowers. They looked at the John Deere's and the decks are too thin and wear out. Benny's in Chester quoted a Husqvarna for \$3,399 and it has a fabricated deck that is very heavy. It has a 10 year limited warranty. Staff feels good about this machine. The dealer is in Chester.
a) Pinnacle View quoted \$9,000+ for an XMARK
b) Brown Enterprises quoted \$8,900 for an XMARK
c) Benny's also quoted \$9,000 for a Ferris Evolution. This is a heavier machine and more comfortable for the operators. Staff would like to try this one. It also has a heavy deck and dual hydro-pump. Warranty is 3/10 and the suspension is far superior for comfort. Staff would prefer this machine.

- ii. Herb Van Guilder said that he relies on Brett Sanderson and the sexton to guidance on this purchase. He has spoken to some local mowing companies and they say the Ferris Evolution is good. The John Deere dealer in Walpole is out of business and there is one in Rutland.
 - iii. Brett Sanderson asked how many other dealers sell the Ferris Evolution. He added that XMARK has many dealers.
 - iv. Herb Van Guilder said he thinks there is a dealer in New Hampshire. He added that Steve Laskevich has one and likes it. Josh Adams contacted 2 other companies that have them and they also like them.
 - v. Brett Sanderson said he would stay with the XMARK. He asked if staff had actually tried the Ferris Evolution.
 - vi. Herb Van Guilder said no.
 - vii. Brett Sanderson said that he would be skeptical to purchase something they have not tried.
 - viii. Herb Van Guilder said he can have Steve Laskevich bring his down for staff to try.
 - ix. **MOTION by Brett Sanderson and seconded by Nataile Gruber to authorize the chair to purchase the Husqvarna and have staff try the Ferris Evolution prior to purchase. Motion passed unanimously.**
- E. Small Equipment Purchases
- i. Herb Van Guilder reported that there was only one bid for a blower and it was higher than expected. The bid was from Brown Enterprises for \$499.95. It was expected to have run about \$350.
 - ii. Brett Sanderson asked what the model was.
 - iii. Herb Van Guilder said a Husqvarna HUQ356BT. The sexton was told to get more data sheets. They have a catalog. He would like to try to buy from local businesses.
- F. Okemo Land
- i. Herb Van Guilder advised that he has checked a few times and there is no word from CNL yet. He hopes to get this settled this year.

5. New Business

- A. Review Proposed Site Map – future cemetery layout
- B. Discuss bid for future site work
- i. Herbert VanGuilder said that the drawings for the future cemetery are complete and there were 2 plans. Both the surveyor and the chair recommend Plan A as it will allow 2,850 new 5' x 11' lots. The left hand rod would still be there and people could park alongside (28 feet.)
 - ii. Brett Sanderson asked if that was 28 feet from the existing road.
 - iii. Herb Van Guilder said yes. He added that there are some rough roads in there that are not working well.
 - iv. Brett Sanderson asked if the roads in the plan line up with the existing roads.
 - v. Herb Van Guilder said no. After he had looked at it, it doesn't make sense to line them up.
 - vi. Herb Van Guilder, referring to the drawing indicated where the lanes and roadways would be sited.
 - vii. Lou Gabranski asked how many lots.
 - viii. Herb Van Guilder said 2,850 with Plan A. He said that he could have the surveyor come to a meeting to discuss this, but he would like the board to adopt the plan so they can put it put for bids. In Plan B, they tried to line up the roads with the existing roads and they would only get 2,700 lots. He said that the surveyor suggested putting the roads where you really need them. He said that the water lines are already in, but need to be tidied up, before contractors start work. He said that staff can do that work.
 - ix. Lou Gabranski said that as he recalled, they were not going to do all of the work at one time.
 - x. Herb Van Guilder said that he wants the board to give the chair the authority to write up bids. He will send them to Frank Heald for review. Frank has already seen the plans and has been good to us. He said that he would like to get this project done this season. The bid would include phases and the right to negotiate with the contractor. He would have the administration staff put this on the computer and send it out. He would also mail it to all local contractors. He added that Brett Sanderson came up and reviewed a lot of the construction work to be done and it looks like a lot on the drawings, but may not be that much.
 - xi. Brett Sanderson said they would probably run a grader through.
 - xii. Herb Van Guilder said they would screen some of the material.
 - xiii. Lou Gabranski asked about the material from the Lakes Association.
 - xiv. Herb Van Guilder said they would use it if they can. Some may go to the lot in question with Okemo. The staff will get the trees out of the way. The material coming in now is going to the back area, not this area. We use all of the material that we can, even the rocks. He said he would like to level the area and do some of the sections.

- xv. Lou Gabranski said they should know what materials they are getting from Lake Rescue before they bid, so they can use it if they can.
 - xvi. Herb Van Guilder said that is why I want to be able to negotiate with the contractor after the bid is awarded. We may have extra materials. We have a professional set of plans and have a Request for Quotation ready to go out. He would like to board to authorize the chair to proceed with the work needed to prepare the bids, send them out and award the bid.
 - xvii. Lou Gabranski said he would prefer to open the bids at a special meeting and discuss them.
 - xviii. Nataile Gruber said that she agreed with Lou Gabranski.
 - xix. **MOTION by Lou Gabranski and seconded by John Paine to authorize the chair to proceed with the process to prepare and send out bids for the new section of the cemetery to be opened and discussed at a special meeting of the Cemetery Commission.**
 - xx. **Brett Sanderson said that the bid should have better explanation about using what material the Cemetery Commission has.**
 - xxi. **Motion passed unanimously.**
 - xxii. **MOTION by Lou Gabranski and seconded by Brett Sanderson to adopt Plan A as the official plan for the proposed new section of the cemetery. Motion passed unanimously.**
- G. Sign Letters of appreciation - Flag Station Project
- i. Herbert VanGuilder reported that the flag station is complete with the exception of landscaping. He said that he met with the sexton and they need to realign 2 monuments for Odd Fellows and Gold Star. The firemen's monument is by the exit and he asked them if they would like to move it to the flag station. They agreed and he is waiting for a letter from them for their approval. The commission donated the fire department flag to the department. He would like to see staff work on rows of poppies in the next few years. He said that he apologizes for the article in the RUTLAND HERALD by Christian Avard. He said that he was very adamant about noting – in the article – appreciation to American Legion Post #36, the Ludlow Fire Department, Ludlow Village Electric Company, Pole-tech and Mr. and Mrs. Ralph . He has contacted all of the above to apologize for the omission. He said that he has written letters of appreciation to all of the above for their assistance and would like board members to sign the letters. He said that the flag station looks nice and that he even heard from a veteran who wants to purchase a plot because he likes the work the commission is doing at the cemetery.
- H. Staff Information
- i. Herb Van Guilder advised that staff has been mowing, trimming, cutting brush and doing some foundation work. There have been no recent interments.

6. **Set Date for Next Meeting**

- A. The next regular meeting will be on September 18, 2013.

7. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Lou Gabranski to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:52 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

John Paige

Lou Gabranski

Brett Sanderson

Nataile Gruber