

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

REGULAR MEETING MINUTES

Wednesday, December 21, 2016

Board Members Present:

Herbert VanGuilder Martin Nitka
Louie Gabranski

Board Members Absent:

David Harlow Brett Sanderson

Staff Present:

Frank Heald

1. Call to Order

- A. The Cemetery Commission Meeting was called to order by Chairman, Herbert VanGuilder at 12:00 PM.

2. Approve Minutes of Previous Meeting (s).

- A. MOTION by Marty Nitka and seconded by Lou Gabranski to approve the minutes from November 17, 2016 with the following corrections:
 - i. Page #3, section 6-C to read “Lou Gabranski advised that the Creaser’s want to purchase the 2 lots at the end of their lot.
 - ii. Page #2, section 4-D to read “He would like to pin the line on the left side of the main entrance.”
- B. All in favor and the motion passed.
- C. Herb Van Guilder wanted the minutes to reflect that David Harlow was unable to make the meeting due to an appointment.

3. Comments from Citizens:

- A. None present.

4. Review Current Financials:

- A. Frank Heald reported that approximately 40% of the FY 2017 budget has been spent with 40% of income received. He said we are currently under budget.
- B. Herb Van Guilder said they didn’t accomplish any of their projects last summer.

- C. Herb VanGuilder asked how much of the \$62,000 that is left will be needed to complete the year, and could carry over any monies.
- D. Frank Heald said it will depend upon what we do in the Spring. He added that he has a “to do” list from Herb for projects and it will also depend upon staffing in the spring.

5. Continue Discussion on Creaser Lots:

- A. Herb Van Guilder said a site review will be needed for this.
- B. Frank Heald said that they could do it now or wait until April.
- C. Herb Van Guilder said the question is about the maintenance of the entire area and if they will maintain the balance of the property.
- D. Lou Gabranski said the cemetery commission never voted to not use that section.
- E. Herb Van Guilder said there has always been an assumption that the lots are not for sale there.
- F. Marty Nitka said his understanding is that they want to make it available for cemetery lots.
- G. Herb Van Guilder suggested that if a site review was needed they should table the discussion until the Spring or make a motion today.
- H. MOTION by Marty Nitka and seconded by Lou Gabranski to table the Creaser lot discussion until the Spring. All in favor and the motion passed.

6. Update on Cemetery Records:

- A. Frank Heald said we have the software on the NEMRC system to put the cemetery records on the computer at no additional expense. He said the records will reside on the server and can be downloaded to the cemetery office during the summer months and new burials may be added as they happen.
- B. Frank Heald said the proposal is to have Doug Sheehan work a few hours over the course of the winter to input the information.
- C. Herb Van Guilder said he would like to compliment the staff for their cooperation on the cemetery records project.
- D. Frank Heald said if there is another meeting this winter, he can show the cemetery commission what the program looks like.
- E. Herb Van Guilder asked if the cemetery commission packet information is available in a larger format that is easier to read.
- F. Frank Heald said we can make the agendas and spreadsheets larger.

7. Update on Survey:

- A. Frank Heald said Steve Mongeon has all of the maps and will put them into one complete map that should be completed in the Spring.
- B. Herb Van Guilder asked if they map will be on Mylar.
- C. Frank Heald said yes.

8. FY 2017 Budget Workshop:

- A. Frank Heald said the draft budget includes some staffing changes as they may not have a full-time highway staff member to assist with the cemetery in the summer. He outlined the staffing in the draft budget that would include a 28-week employee from mid-April to mid-November and a 20-week employee augmented by current staff.
- B. Herb Van Guilder questioned why staff will work from April to November.
- C. Frank Heald said there is work to be done when the snow goes.
- D. Herb Van Guilder said we should wait until the ground firms up to use any equipment.
- E. Frank Heald said there are still projects and jobs that can be done such as monument restoration and to fix the banks.
- F. Herb Van Guilder said staff should only work from May to October.
- G. Lou Gabranski said that in the past they performed the burials before Memorial Day.
- H. Frank Heald said if it is possible to perform burials prior to Memorial Day and in November we should try to accommodate the family's needs.
- I. Herb Van Guilder said we do not need full-time staff that early.
- J. Lou Gabranski said it is a good idea to get work done as soon as the snow is gone.
- K. Marty Nitka said there is a substantial savings in labor from \$54,000 in FY 2017 to \$45,000 in FY 2018.
- L. Frank Heald said we always look at the bottom line that show how much is raised in taxes.
- M. Herb Van Guilder said the commission is responsible for getting the best for our tax dollars.
- N. Frank Heald said the bottom line is roughly \$15,000 less than FY 2017.
- O. Frank Heald said there are two bank projects that would include rip rapping with grass and a planting plan. He said that Tim Calebrese prepared a plan, but he does not have a cost, so before we pull the trigger on the rip rap and planting, we will need to know the estimate.
- P. Herb Van Guilder said another project is to complete the master plan. He suggested that Tim Calebrese should address the commission for approval.
- Q. Mary Nitka said we should put this on the agenda.
- R. Frank Heald asked what the budget was and said he will give Tim Calebrese a call after the 1st of the year to review the estimate.
- S. Herb Van Guilder said the budget is \$3,500, which will come out of the cemetery fund. He said they have already paid Tim Calabrese for one-half of the project.
- T. Frank Heald said the cemetery commission should consolidate all of the funds into just one fund, with the voters' approval.
- U. Mary Nitka asked if this would be addressed as an article in the warning.
- V. Herb Van Guilder said there would be an article to combine the funds.
- W. Frank Heald pointed out the various capital purchases and how they would be funded in both the expense and revenue.
- X. Herb Van Guilder said he did not see a leaf blower.
- Y. Frank Heald said he discussed this with the staff and they feel that the leaves should be mulched vs. picking them up. He believes the rigging on the trackless will work well.

- Z. Herb Van Guilder said they should have \$62,000 in FY 2017 to get us to July 1st and asked if they don't use all of funds can they carry it over.
- AA. Frank Heald said the taxpayers agreed to let the cemetery keep the residual, so if you don't spend it all, it will end up in your capital fund.
- BB. Lou Gabranski asked if the \$2,000 for the flag poles will include our labor.
- CC. Frank Heald said we might plant the base and hoist the poles into place with the backhoe so it will be minimal labor on our part.
- DD. Lou Gabranski asked if we are able to move monies from expense lines if they aren't used.
- EE. Frank Heald said the process we've applied is to prepare the budget using the best judgement and try to stay within the budget. He added that we can move money around to get the job done. Frank said we want a positive bottom line.
- FF. MOTION by Marty Nitka and seconded by Lou Gabranski to approve the FY 2018 budget as presented. All in favor and the motion passed.

9. Set Date for Next Meeting

- A. Herb Van Guilder asked if we should set a date for a special meeting.
- B. Mary Nitka asked why the meetings are at noon.
- C. Frank Heald said the time change is to accommodate one of our commissioners who prefers not to drive in the dark.
- D. Frank Heald said the purpose of the next meeting is to discuss Tim Calebrese's project.
- E. Lou Gabranski asked if there were plans to combine the work that Steve Mongeon and Ralph Michaels on the survey.
- F. Frank Heald said the information is in three separate places so they want to get all of the information onto one plat map.
- G. Herb Van Guilder said Steve Mongeon will put all of the information together on one Mylar.
- H. Frank Heald said that Doug Sheehan has mentioned that we are assisting other towns with storage in the vault.
- I. Herb Van Guilder said Doug Sheehan has taken the lead on this and it brings in additional revenue.

10. Executive Session:

- A. Herb Van Guilder said an executive session is not needed.

11. Adjourn

- A. MOTION by Marty Nitka and seconded by Lou Gabranski to adjourn the meeting. Motion passed unanimously.
- B. Meeting adjourned at 12:58 am.

Respectfully submitted,

December 21, 2016

Pam Cruickshank
Recording Secretary

Herbert VanGuilder, Chairman

Martin Nitka

Louie Gabranski

Brett Sanderson

David Harlow