

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERDS**

REGULAR MEETING

Wednesday July 17, 2013

Board Members Present:

Herb VanGuilder Nataile Gruber
Lou Gabranski John Paige

Members Absent:

Brett Sanderson

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 6:03 p.m. Brett Sanderson absent.

2. Approve Minutes

- A. Herbert VanGuilder advised that the minutes to be approved were from June 19, 2013.
B. **MOTION by Nataile Gruber and seconded by John Paige to approve the minutes from June 19, 2013 as presented. Motion passed unanimously.**

3. Comments from Citizens

- A. There were none.

4. Old Business

A. Equipment Purchases

- i. Herb Van Guilder said that the large XMARK mower needs major repairs and the estimate is about \$2300 to \$2700. It is in need of drive gears and hoses. He recounted that last year, they were going to trade the mower in for about \$3000 and a new unit would have run \$8,000 to \$12,000. They need to get a heavy duty machine because they use it to cut all of the fields.
- ii. John Paige asked the age of the machine.
- iii. Herb Van Guilder said it is a 1995 or 1997. They have looked at different brands. He thinks they should repair this unit.
- iv. Lou Gabranski asked where they got the estimates.
- v. Herb Van Guilder said Pinnacle View. He added that they lost the John Deere dealer as it went out of business. They need to consider other brands. Johnson always had parts. He added that Brett Sanderson has a commercial mower and he would like to check with Brett Sanderson about them. He wants to get 2 estimates. The mowers are on the go all the time and we need a dependable, good quality one. We have an equipment replacement program and we meant to replace this one last year.
- vi. Lou Gabranski suggested getting quotes from contractors to mow the cemetery.
- vii. Herb Van Guilder noted that this mower is 16 years old and has served the cemetery well. They should repair it. They should also purchase a new machine and keep this one as a back-up. There are times when we loan it to Buildings and Grounds. This year the grass is growing fast and we need a machine.
- viii. Lou Gabranski said that if this mower is the one we loan to the town, we should ask the town to donate to repair or a new machine.
- ix. Herb Van Guilder said that he doubts they will donate, but added that the Cemetery has a good relationship with the town. He said they also compacted the containers with the backhoe at the Recycling Center this week.
- x. Lou Gabranski said to ask Frank Heald for money towards the machine. He asked what the lowest estimate for the repairs is.
- xi. Herb Van Guilder said \$2300; \$1700 for parts and \$600 for labor.
- xii. Lou Gabranski said they should get more than one estimate for the repairs.

- xiii. Herb Van Guilder said there are not many dealers for XMARK.
 - xiv. John Paige said not to go to Benny's.
 - xv. Lou Gabranski said there is one in Rutland that will fix anything.
 - xvi. Herb Van Guilder said they have not had good luck with him. That is where they took the power washer and they have been waiting for parts for months.
 - xvii. **MOTION by John Paige and seconded by Lou Gabranski to have the XMARK mower repaired at the lowest available estimate. Motion passed unanimously.**
 - xviii. Herb Van Guilder said they should still purchase a new unit. It was in the budget for last year and again this year. We can use the XMARK as a spare.
- B. Small Equipment Purchases
- i. Herb Van Guilder said they will be purchasing a spreader, 30-gallon sprayer, 2 backpack blowers and a cordless drill kit.
 - ii. Lou Gabranski said that cordless drills are useless and asked why not get an electric. He said the batteries don't last.
 - iii. Herb Van Guilder said that he has a Makita and a DeWalt. The batteries on those units have lasted 5 and 3 years, respectively. He also has other battery operated tools and they work great.
 - iv. Lou Gabranski said on the Sears one that he has, the batteries don't last.
 - v. Herb Van Guilder said the DeWalt one drilled through a 3 inch plank. They will get the latest model with highest horsepower. He said the backpack blowers will also be heavy duty and they are great labor saving tools.
 - vi. Nataile Gruber suggested holding off on purchases until they get quotes from contractors.
 - vii. Herb Van Guilder said they tried to contract out some work a couple of years ago and no one was interested. He said he would try to get some proposals. He added that if they try to improve the grass with aeration and fertilizers, they will need to increase the budget. He said that when you hire contractors, you are also paying for their profit. That is the beauty of using staff, there is no contractor profit added in. We have discussed purchase of small tools at previous meetings.
- C. Project Updates
- i. Herbert VanGuilder said the list is the same. Staff has been mowing and trimming to keep up. It looks good, but they are not getting to anything else. The flag station will be done either this month or in August. They have the equipment. The list also includes tree work at South Hill, main water lines, remodeling of upper bathroom. They probably will not get to any paving this year. He wants to wait until Brett Sanderson is here to discuss the ditch work. Josh Adams and Herb Van Guilder discussed a swale from the road to the office. The catch basin overflows and floods the lots. He wants to see if Brett Sanderson has time to do a swale to prevent flooding. Frank Heald has a plan to the entrance and wants the commissioners' approval to complete the work. There are areas that need to be resodded and they may not have time to do that either. They need to open up a new section for lots. They sold some lots recently. We need to finish 1/3 of the property of the new section for lots.
 - ii. John Paige said they should put the money into the new section instead of doing any other special projects. That is the most important thing to do.
 - iii. Nataile Gruber asked about the portion of land the Okemo owns.
 - iv. Herb Van Guilder said that he has not heard anything from them. The proposal, along with drawings, plans and survey were given to Ted Reeves to give to CNL. This included his suggestion that CNL donate the land to the Cemetery. He will try to call Ted Reeves for an update. He said that they also need to seed and fertilize the upper portion.
 - v. Lou Gabranski asked where they would start.
 - vi. Herb Van Guilder said from the flag to the back 40.
 - vii. John Paige said that he could care less about fertilizing. He wants to see the new section opened.
 - viii. Herb Van Guilder said that people complain to the sexton if it does not look nice.
 - ix. John Paige said the priority should be the new section.
 - x. Herb Van Guilder said that the staff has been trimming and mowing and the commissioners wanted the chairman to cut back and be less involved.
 - xi. John Paige said the sexton gets paid \$600 per week, he can mow and trim.
 - xii. Herb Van Guilder said the sexton is working with interments and researching and checking on lots. He said that they also need to complete the survey and the surveyor will finish when he has time.
 - xiii. John Paige repeated that projects are not necessary; they need to open the new section.
 - xiv. Herb Van Guilder said they need to draw up plans and designs for the upper cemetery and resurface it. The money is in the budget for that. They need to draw

up the plans and specifications for the bids and have no one to do that. The sexton maintains and operates the cemetery. The staff is doing what they can. We need experts to do the plans and specifications and to make up bid packages.

- xv. Herb Van Guilder advised that Richard Carle will do the siding on the tomb next week. He started the project last year and the cost is \$1000.
- xvi. Herb Van Guilder advised that the new mirrors are up at the exit.

5. New Business

A. Review Rate Structure

- i. Herbert VanGuilder said that there are problems with the rates and there are items that have come up that are not on the rate structure and we have been giving away services. The chair along with the sexton, after communication with other commissions and associations and came up with some suggestions. He said there is a check in the town clerk's office for them.
- ii. Lou Gabranski asked the check is for.
- iii. Herb Van Guilder said services rendered. There was a complete service with no interment. The staff did all of the work. There was another instance with no interment, but the urn was in a vault. We worked out charges.
- iv. Lou Gabranski asked if it was on a weekend.
- v. Herb Van Guilder said they are mostly on weekends, but some are during the week. They took up several hours. We did the traffic control, tents, chairs and guidance.
- vi. Lou Gabranski said that is the job of the people working there during the week.
- vii. John Paige said a recent one was included 2 men, 2 ½ hours each.
- viii. Herb Van Guilder said we paid for 5 hours and have not gotten paid for it.
- ix. Nataile Gruber said we can't go back now. She added that, regarding the chairs, one person fell out and another almost fell out of the chairs when the tipped over.
- x. Herb Van Guilder said there is now a charge for double interments.
- xi. Nataile Gruber said that would be 2 urns in the same lot.
- xii. Lou Gabranski said people should not be charged double.
- xiii. Herb Van Guilder said they would not be.
- xiv. Nataile Gruber said you can't call it double.
- xv. Herb Van Guilder said the digging is larger. He said he wants the other commissioners' opinions. He has checked with Old Time and Centennial on this, along with Charlie Marchand who was a big help.
- xvi. Lou Gabranski said if staff is working up there, what we are gaining.
- xvii. Herb Van Guilder said staff is there for the operation and maintenance of the cemetery. This is paid for by taxpayers. Interments are individual uses and that is why we charge for them.
- xviii. Nataile Gruber said our rates are extremely high. The winter vault is \$175 and in Cavendish it is \$25 and in Londonderry, if it is a local person, it is free.
- xix. Herb Van Guilder said they studied 30 cemeteries rates.
- xx. Nataile Gruber said she brought in rates from 13 cemeteries.
- xxi. Herb Van Guilder said that in 2009-2010 we reviewed 30 cemeteries charges and drew up our rate schedule. The minutes from the meeting of October, 2010, Nataile Gruber made the motion to accept the rates. He said our rates are in the 60-70% level. We maintain our cemeteries while other towns don't.
- xxii. Nataile Gruber said that she knows people who can't afford our rates.
- xxiii. Herb Van Guilder said we have sold many lots because they are cheaper and in good condition.
- xxiv. John Paige said that does not pay the bills.
- xxv. Herb Van Guilder said members can review other cemeteries' rates and see how we fit in. We can set the rates and adjust them later. We need guidance for the new ways of interments. He also suggested that discounts of 50% for Vets and 25% for Firefighters be given. He said that he and Josh Adams went through the rates and are comfortable with them. He said that he has only heard from 2 persons that the rates were terrible.
- xxvi. John Paige said people are not paying what they pay with an undertaker. Those run \$10,000. He wants us to charge for traffic control and not a small hole.
- xxvii. Herb Van Guilder said that excavations can take from 1-3 hours and could go from 7-9 hours. Recently one have to have 20 monuments moved and replaced. You have to be very careful. Even with just an urn, there could be large boulders where you are trying to dig.
- xxviii. Nataile Gruber suggested tabling this discussion for now.
- xxix. John Paige said he would rather discuss it with Brett Sanderson present.
- xxx. Herb Van Guilder asked what they would do if these cases arise before we set fees.

- xxxi. Lou Gabranski asked why our staff has to do traffic control.
- xxxii. John Paige said we have to have them there. That's why people hire funeral directors.
- xxxiii. Lou Gabranski asked why we have to get involved.
- xxxiv. Herb Van Guilder said without traffic control there would be chaos. At a recent funeral there were over 100 cars.
- xxxv. Lou Gabranski said the police should do it.
- xxxvi. John Paige said you can't get the police to do it.
- xxxvii. Lou Gabranski said we should try and the funeral directors should take care of that.
- xxxviii. Herb Van Guilder said that people are not hiring funeral director, they do it themselves. He added that they are having a service this weekend and no arrangements have been made. He tried to call the family today. Staff needs to know 2-3 days before to be able to prepare. We need to set rates to be fair to everyone.
- xxxix. Nataile Gruber said charge for the time and table this discussion.
 - xl. Herb Van Guilder said that he called commissioners a month ago to discuss this. So far this year, there have been 11 cremations and 1 full burial. There will be 4 more interments within the next 2 weeks.
 - xli. Lou Gabranski said he thought Josh Adams was going to come to meetings.
 - xlii. Herb Van Guilder said he has been busy.
 - xliii. Nataile Gruber said the previous sexton came.
 - xliv. Herb Van Guilder said the minutes from 9/15/10 said that they would not pay staff to attend meetings.
 - xlv. Herb Van Guilder said that some interment charges are down and some are new. He read from the proposed rate schedule.

NOTE: Proposed Schedule is attached at end of minutes

- xlvi. Lou Gabranski said they should eliminate weekend and holiday fees and have them the same as weekday.
- xlvii. John Paige said we would lose money.
- xlviii. Lou Gabranski said we don't need more than 2 people there.
- xliv. Herb Van Guilder said we pay staff more on weekends.
 - l. Lou Gabranski said they should dig the holes before the weekend.
 - li. Herb Van Guilder said it can take 2-4 hours and they try to dig 2-3 days before. They also have to do traffic control.
 - lii. John Paige suggested adopting this schedule temporarily and get more information on actual costs. We can readjust when we have good information. We do not have enough information on actual costs. We can look this over at a future meeting.
 - liii. Herb Van Guilder said that would cover us for now and also covers the fairness issue.
 - liv. John Paige suggested that when they have information from 10 full burials, 10 cremations and 10 services only, they can take the averages of the costs for both weekends and weekdays. We can readjust the rates when we have the information.
 - lv. Herb Van Guilder said Josh Adams can keep track of the data.
 - lvi. **MOTION by John Paige and seconded by Lou Gabranski to set temporary rates per the attached schedule to be readjusted when we have input on actual costs and have Josh Adams come in with the facts before readjusting the rates at the next annual meeting. Motion passed unanimously.**
 - lvii. Herb Van Guilder said that another item coming up is that people are putting up monuments with 2 urns and then possibly putting 2 in the ground. This is an issue they need to consider. They need a policy for this and should discuss it at the next meeting.

B. Discuss Employee Benefits

- i. John Paige said that temporary employees do not receive benefits.
- ii. Herb Van Guilder said he was referring to pay rates. He advised that the town is giving union employees a 3% cost of living increase and that the Select Board has not set increases yet for non-union employees.
- iii. John Paige said he would prefer to wait until the town sets the non-union rates.
- iv. Herb Van Guilder said that the increases would be retroactive until July 1, 2013.
- v. Lou Gabranski asked what the lowest salary is.
- vi. Herb Van Guilder said \$10/hour. He said that one employee should get more than 3% because he was moved up to groundskeeper and is getting \$11.05. The sexton is getting \$15.97 per hour.

C. Fiscal Information

- i. Herbert VanGuilder said that they may have carryover from last years' budget of about \$24,000, it is not set yet as there may still be invoices to pay. Income is way up, from \$5900m to \$18,645 and the balance in the budget is \$11,177. He added that the trustees of public funds recouped our funds and gave us \$10,000. He said

this came from the over \$200,000 invested and we can also anticipate about the same for next year. We can lower the budget for next year. Everything done this year was within budget.

D. Commissioners Information

- i. Herb Van Guilder asked commissioners that if anyone of them hears of or has any concerns, please come to the sexton or the chair of the commission and not to spread it around.
- ii. Nataile Gruber said the sexton went to Ulla Cook recently and she called Nataile Gruber and Lou Gabranski.
- iii. Herb Van Guilder said the chair should have been called and a special meeting could have been called.

E. Chairs and Tents

- i. Lou Gabranski said that tents look cheap. He said they should look at the one that Cavendish has. It is really nice and sturdy. They also had 4 chairs under the tent that had covers and looked nice, were comfortable and metal. He would like the chairman to look at these.
- ii. Herb Van Guilder said our tents were inexpensive and he got a discount. They are not labor intensive to put up or take down. The chairs have wide feet so they don't sink the way the way the metal ones do.
- iii. John Paige asked why they got chairs.
- iv. Herb Van Guilder said people can't take the heat and can't stand for long periods of time. Chairs and tents were purchased for the comfort of the people.
- v. Lou Gabranski said the tents are a great idea.

6. **Set Date for Next Meeting**

- A. The next meeting will be on August 21, 2013.

7. **Adjourn**

- A. **MOTION by Nataile Gruber and seconded by John Paige to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 7:42 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

John Paige

Lou Gabranski

Brett Sanderson

Nataile Gruber



Town of Ludlow, VT
Cemetery Department

Pleasant View South Hill Smithville

Main Office 43 High Street
Ludlow, Vermont 05149

Hours of Operation
Monday-Friday 7:00am-3:30pm
(802)228-2852 (802)228-3232

INTERMENT CHARGES

Full Burials

This service includes gravesite work, tents, chairs, and traffic control for funeral.

<u>Weekdays (Mon-Fri) 7am-3pm</u>	<u>Weekends/Holidays/After hours</u>
Cemetery charges \$400.00	Cemetery charges \$575.00

Cremations

This service includes gravesite work, tents, chairs, table, and traffic control for funeral.

<u>Weekdays (Mon-Fri) 7am-3pm</u>	<u>Weekends/Holidays/After hours</u>
Cemetery charges \$250.00	Cemetery charges \$350.00
Double Interment charge \$300.00	Double Interment charge \$400.00

Services Only / No Interment

This service includes tents, chairs, table, and traffic control.

<u>Weekdays (Mon-Fri) 7am-3pm</u>	<u>Weekends/Holidays/After hours</u>
Cemetery charges \$200.00	Cemetery charges \$300.00

No service or work shall be done in the cemetery without prior consent of Cemetery Commission and scheduled supervision by cemetery staff.

Ludlow Cemetery Commission

Herbert VanGuilder, Chairman
John Paige, Vice/Flower Chair
Ludwig Gabranski, Clerk
Brett Sanderson
Nataile Gruber

Cemetery Sexton-Joshua Adams