

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, July 18, 2018

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Brett Sanderson

Staff Present:

Scott Murphy

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:02 p.m. All members present.

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

- A. Scott Murphy said that no changes were necessary:

3. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from June 20, 2018.
B. Motion by Marty Nitka and seconded by Dave Harlow to accept the minutes from June 20, 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 asked who owns 69 High Street.
C. Herb Van Guilder said it used to be Snow, but not sure now.
D. Scott Murphy said Doug Sheehan tried to contact them.
E. Herb Van Guilder said we are not taking care of the fences. We aren't removing the leaves up against the fences and that deteriorates them. We need to get someone to clean them out. He said there is a tree down in the new section and it broke the fence. He said there are 3 to 4 more, on the neighbor's property and they look like they are going to come down. We should notify the neighbor and ask them to remove the trees before they come down and bust the fence. It may be Okemo's property. He said that the foundations for the flag poles are in and that is putting the horse before the cart. We don't know what flags we are putting up, but 2 additional poles are not enough.

- F. Marty Nitka said this was already discussed.
- G. Herb Van Guilder said this does not make him happy.

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, regarding the Wall and Tomb, he didn't realize that we had authorized work on the tomb for \$1,600. There is a bill from Cody in the orders.
- B. Scott Murphy said it is part of a job the board approved in March or April. There are cracks in the retaining wall on High Street. The contractor said it would probably last another few years, but then would need to be fixed.
- C. Lou Gabranski said we did talk about it.
- D. Herb Van Guilder asked about the flag station work.
- E. Scott Murphy said we poured the foundation and let it cure. We realized that the poles that were ordered are too short. He said that tomorrow Ron Tarbell will try to move the existing poles to make it more symmetrical. It is too late to return the poles.
- F. Marty Nitka said the board did decide on the set up.
- G. Scott Murphy said yes, 5 poles with the center being the tallest and 2 on each side tapering down in height.
- H. Herb Van Guilder said we need 8 flag poles.
- I. Marty Nitka said no, we didn't decide on 8, just 5.
- J. Herb Van Guilder said the Springfield VFW suggested 8.
- K. Marty Nitka said no, we decided on 5.
- L. Scott Murphy said regardless, we had 3 and got 2 more. You gave us the design for the flags.
- M. Herb Van Guilder said we need a flag for each branch of the service: Army, Navy, Coast Guard, Marines and Air Force. We don't know what flags we are putting on the poles.
- N. Scott Murphy said that Kevin MacPherson has the copy of the design you gave us. He said that Frank Heald may have made a mistake on the heights of the poles ordered. We can always get more flags. He said let's get the poles up first.
- O. Marty Nitka said the June 26, 2017 minutes show the votes.
- P. Herb Van Guilder said we have the American, Vermont, Fire Department flags and the POW flag on the same pole as the American flag.
- Q. Brett Sanderson said it is okay to put 2 military flags on a pole.
- R. Herb Van Guilder said he doesn't want to screw this up and wants it done properly. If we put up a flag for one branch of the service, we have to put up all. We need to represent the veterans. He asked what we paid for the poles.
- S. Scott Murphy said he would have that for the next meeting.
- T. Herb Van Guilder said we need to add 5 poles, not 2. There is only one way to do it. We need to buy poles for each service. That is what they have in Springfield and Chester.
- U. Marty Nitka said we don't need to do what Chester and Springfield did.
- V. Herb Van Guilder said what we voted on was not the way to go.
- W. Marty Nitka said make a motion.
- X. Herb Van Guilder said we need to get the cost for the poles and expert information.
- Y. Marty Nitka said to put it on the agenda for next month.
- Z. Scott Murphy said he will tell the crew to stop work. He added that they had already spaced the poles in the foundation and wasn't sure if there would be room for more.

7. **Update on Cemetery Drainage Pipe**

- A. Scott Murphy said that at the last meeting, the board was dissatisfied with the pipe burst solution and wanted to consider digging a trench. He said that he contacted M&M and Adams and asked them to look at the situation. They met with Ron Tarbell and Chuck Craig. Both contractors suggested running a trench and putting in a new pipe along the left side of the driveway. The space is already paved with a funnel. They will re-open the line and tie into the village line. Doing it this way will remove any further responsibility from the Cemetery. It will also fix some of the village's problems at that location. Adams was the low bidder with \$24,800. He said that the board asked him to go to the Village Trustees. The Trustees agreed to contribute 1/8 of the \$24,800 – or \$3,100.00 because it will help benefit the drainage on High Street. He said that Herb Van Guilder brought him another quote, today that is a lot lower. He has not vetted the contractor or matched the bids. This quote doesn't contain flowable fill and some of the paving. The quote is \$11,315.00
- B. Marty Nitka asked if we had bid this out.
- C. Scott Murphy said no, we had approached M&M and Adams.
- D. Marty Nitka asked if this other contractor is reputable.
- E. Herb Van Guilder said it is J.J. Johnson and has been in business quite a few years. He said that he had worked on jobs with Johnson.
- F. Marty Nitka asked if there is any urgency.
- G. Scott Murphy said that the woman is calling him all the time, asking if they had made any decisions.
- H. Marty Nitka asked Scott Murphy to review the two quotes and to go with whichever one he is more comfortable with.
- I. Herb Van Guilder said that he had talked to Chuck Craig about the water main and it is one of the oldest in the community and the original water line feeding the cemetery. Herb Van Guilder suggested putting in a new line, 1 ¼ inch, and 200# water line from the main to the trench and put in a pressure treated post with spigot.
- J. Marty Nitka said this board makes decisions, votes and changes direction the next month. He is not comfortable with just adding the water line.
- K. Herb Van Guilder said hindsight is better. In 10 years and the line goes, we'll said we should have done it. Why not tap in and add the water line up there for an extra \$2,440.
- L. Brett Sanderson said they would need to be careful not to get too close to the storm drain.
- M. Scott Murphy said that Chuck Craig agreed that we would need to space it further from the storm drain to keep it from freezing.
- N. Marty Nitka asked Herb Van Guilder if the contractor was aware of that.
- O. Herb Van Guilder said we insulate them. He said the contractor is in construction and should know. We need to talk to him and now's the time to do this.
- P. Brett Sanderson agrees that now is the time. He said that this board can't keep making changes after we vote on something. We need to get something done.
- Q. Herb Van Guilder said we are not changing direction; this is just a small addition.
- R. Marty Nitka said to make a motion or move on.
- S. Herb Van Guilder asked if there is money in the budget.
- T. Scott Murphy said there is \$39,000 in the Capital Account.
- U. **MOTION by Dave Harlow and seconded by Herb Van Guilder to allow the Municipal Manager to proceed with this project not to exceed \$25,000.**
- V. Marty Nitka said, so, he can hire the contractor and do or not do the water line.
- W. Scott Murphy said it would be \$25,000 for the cemetery contribution to the project costs.
- X. Dave Harlow agreed.
- Y. Herb Van Guilder agreed.

Z. **Motion passed unanimously.**

8. **New Business**

- A. Scott Murphy said that Kevin MacPherson suggested that the board consider replacing one of the mowers. It is still working but he would like to turn over equipment and would get a good trade-in now. End of season costs for a new one would be about \$2,000.
- B. Herb Van Guilder said the commission did have a program in place to replace one of the mowers every year. He said there used to be a Tool List (inventory) and it should be kept up. He noticed that we just bought a trimmer. He said that tools had gone missing in the past.
- C. Scott Murphy said he will have an updated Tool List for the next meeting.

9. **Other Business**

- A. Policy & Procedures Manual
 - i. Marty Nitka asked when the board is going to complete work on the manual. He said that it was mentioned in the Sexton's Report. He said that he had copied the original manual and added any changes the board had taken, by motions.
 - ii. Brett Sanderson suggested that Marty Nitka print out what Marty Nitka has. MOTION by Brett Sanderson to work with what we have with additions. There was no second.
 - iii. Herb Van Guilder said that his opinion is that this is not needed now. We have a lot of other things to do.
 - iv. Marty Nitka said that at some point we have to do it.
 - v. Herb Van Guilder said we haven't reviewed it.
 - vi. Marty Nitka said we should put it on the agenda for a meeting in the near future.
 - vii. Herb Van Guilder asked Marty Nitka to get it together.
 - viii. Lou Gabranski asked if the board should schedule a special meeting.
 - ix. Marty Nitka said he would get it together and get it to board members 2 weeks in advance of a regular meeting so they could review it. They can vote on it at a regular meeting.
 - x. Herb Van Guilder said they need to update the verbiage.
 - xi. Marty Nitka said it has already been done.

10. **Set Date for Next Meeting**

- A. Wednesday, August 15, 2018 at 4:00 p.m.

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

- A. None

12. **Sign Warrant Orders**

- A. The warrant orders have been signed.

13. **Possible Executive Session - Personnel Issues**

- A. **MOTION by Marty Nitka and seconded by Brett Sanderson to enter into Executive Session to discuss personnel matters. Motion passed unanimously.**
- B. Board entered into Executive Session at 4:52 p.m.
- C. **MOTION by Brett Sanderson and seconded by Dave Harlow to exit Executive Session. Motion passed unanimously.**
- D. Executive session ended at 5:22 p.m.
- E. **MOTION by Brett Sanderson and seconded by Dave Harlow to set the Cemetery pay scales as proposed by the Municipal Manager. Motion passed unanimously.**

14. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Marty Nitka to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow