

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday July 19, 2017

Board Members Present:

Herb Van Guilder Marty Nitka
Dave Harlow (arr. at 4:30 p.m.) Marty Nitka

Board Members Absent:

Brett Sanderson

Staff Present:

Frank Heald

1. Consideration of any Changes, Additions or Removals to the Agenda

- A. Herb Van Guilder said he would like to reconsider the motion (Minutes of 6/27/17, page 5, Item 9T.) This will be added at the end of the agenda.

2. Call to Order

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:01 p.m. All members present, except Brett Sanderson and Dave Harlow (arr. At 4:30 p.m.).

3. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from June 27, 2017.
B. Lou Gabranski pointed out that on, page 6, Item 11B, it should read, and “Marty Nitka said Dave Creaser did not want anyone next to him.”
C. **Motion by Marty Nitka and seconded by Marty Nitka to approve the minutes of June 27, 2017 as corrected. Motion passed unanimously.**

4. Comments from Citizens

- A. There were none.

5. Report of the Sexton (Interim)

- A. Herb Van Guilder asked Frank Heald to please have reports included in the packets when mailed out to the commissioners.
B. Frank Heald advised that there will be 2 additional funerals not included in the report, Joan Sanderson this Friday at 2:00 p.m. and Ed Zienowicz and July 29th.
C. Herb Van Guilder asked about the item in the report that said that there are people buried in the cemetery with no available records.

- D. Frank Heald said there are some with no records in the office. They are very old. He added that Doug Sheehan is just about done with updating the computer records.
- E. Report accepted by the chair.

6. **Report of the Grounds Supervisor (Interim)**

- A. Not available.

7. **Cemetery Survey Update**

- A. Frank Heald advised that there are two parts to. This is located on both sides of the entrance. The line on the left side is where we thought it would be. The line on the right side splays out to the house side of the driveway to the house.
 - i. The line is paved over, but we put a nail with feathers in the driveway where the line is. We have to make sure where the storm line comes down the system on his property. It would be nice to give the driveway back to him, but we first need to find out where the line is.
 - ii. There are 4 different pieces to the survey. Steve Mungeon will put it all on one plat or the land records for \$1,000. This is not a bad idea. We have to pay for a layout to the entrance and verified the lines down the adjacency to the Gill property. The commission has paid him, piece meal for the two Okemo acquisitions already.
- B. Herb Van Guilder said if we do this, then we will have one Mylar with the boundaries. He said the storm drain runs down that neighbor's driveway.
- C. Marty Nitka said the neighbor has been using that property as his own and may be adverse possession.
- D. Frank Heald said he would like to clean this up, re-do the line and find out where the drain is underneath his driveway.
- E. Marty Nitka asked if the property owner knows about this.
- F. Frank Heald said there was an insurance claim when it flooded. He will meet with the property owner.
- G. Marty Nitka said we should adjust the line and they can keep their driveway.
- H. **MOTION by Lou Gabranski and seconded by Marty Nitka to authorize Frank Heald to proceed with the survey of the entrance and single Mylar with Steve Mungeon for \$1,000. Motion passed unanimously.**

8. **Adopt Resolution Regarding Land North of Existing Plots on Section "A" (maps attached)**

- A. Frank Heald said this is regarding the space near the Creaser lots and we will need to record our intent. He drafted the following for the board's review:

RESOLUTION

July 19, 2017

Commissioners' Intent: The area north of the existing plots in Section A should be maintained as open space to facilitate access to the steep bank along the edge of the Ludlow Cemetery property. The area to be preserved is shown on the attached maps and should be so indicated on all future maps.

Therefore:

Be it resolved by the action of the Ludlow Cemetery Commissioners on this 19th day of July 2017 there shall be no further sale of plots north of those currently existing in Section A of the Pleasant View Cemetery

- B. **MOTION by Marty Nitka and seconded by Lou Gabranski to adopt the resolution as presented. Motion passed unanimously.**
- C. Herb Van Guilder noted that there are pump stations on the drawings and there aren't any there, it is gravity fed.
- D. Lou Gabranski asked if we should send a letter to Dave Creaser.
- E. Frank Heald said he would meet with him.

9. **Confirm Small Tractor Purchase**

- A. Herb Van Guilder said the price is reasonable for the equipment and the trade in for the 2006 is good. The net price for the tractor, loader and backhoe is \$13,564.83. He asked if the price includes a roll bar.
- B. Frank Heald said it's included. He said you can no longer sell a tractor without a roll bar.
- C. Marty Nitka asked if other people who are familiar with this equipment had commented.
- D. Frank Heald said that he had sent it to Brett Sanderson and he had not made any comments.
- E. Herb Van Guilder said they would actually be able to use this one, unlike the old one that was too big.
- F. Frank Heald said they will dig most of the graves with the highway department backhoe, if it can fit in. If not, we will use this one because it will fit
- G. Lou Gabranski asked if this equipment will be shared with other departments.
- H. Frank Heald said generally, no, but if there is a situation where we need a smaller piece of equipment, yes. He added that the town recently bought a small excavator. The town will not be using the Cemetery one very often.
- I. **MOTION by Marty Nitka and seconded by Lou Gabranski, based on the recommendation of the Town Manager, to purchase the John Deere as per the quote dated June 9, 2017. Motion passed unanimously.**

10. **New Business**

- A. There was none.

11. **Other Business**

- A. Lou Gabranski said that he went to the Cemetery and it looks very nice, but that he thinks they could have done a better job on the top over the Memorial Day and July 4th weekends.
- B. Frank Heald said we are mowing and trimming on schedule and fit in other work as best we can.
- C. Herb Van Guilder said he is happy to see women working there. He said they are good workers.

12. **Addition to the Agenda**

- A. Herb Van Guilder said that he would like to board to reconsider its vote to put in grass on the right hand side of the upper bank. He said that various groups and individuals have donated flowers, planted by the flag station and they look good. He would like to put in flowers and

shrubs by the upper bank, with mulch. He said there are flowers around the office that need to be thinned out and they could be used on the bank. It would also mean less maintenance. He encouraged the commissioners to go up and look at the bank that has flowers on it.

- B. Marty Nitka said he thought the suggestion had been to put in rip rap or grass or a wall with stones.
- C. Herb Van Guilder said the only cost would be labor if we transplanted some of the flowers.
- D. Marty Nitka said he would like to table this until next month so that he can have the chance to go up and look at the area.
- E. Frank Heald said that they should consider the plan from Tim Calabrese who suggested Rosa Rugosa plants and other small shrubs. They should be planting in August or September. He added that the other bank with lilies looks good.

13. **Sign Warrant Orders**

- A. Herb Van Guilder reminded commissioners to sign the warrants and minutes.

14. **Possible Executive Session/Personnel/Contracts/Legal**

- A. An Executive session was not needed

15. **Set Date for Next Meeting**

- A. Next regular meeting will be on August 16, 2017 at 4:00 p.m.

16. **Adjourn**

- A. **Motion by Dave Harlow and seconded by Marty Nitka to adjourn. Motion passed unanimously.**
- B. Meeting was adjourned at 4:36 p.m.

Respectfully submitted,
Lisha Klaiber

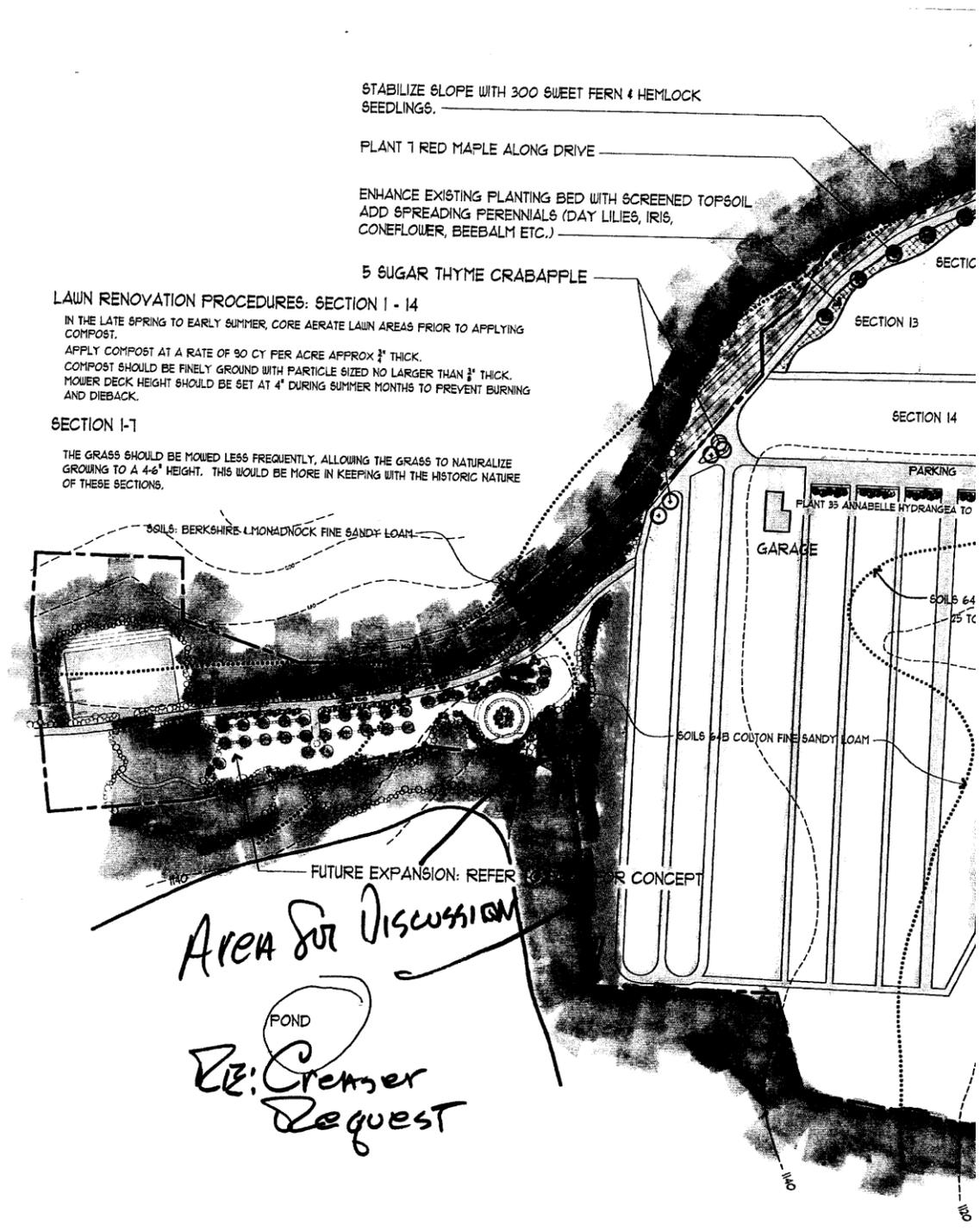
Herbert VanGuilder, Chairman

Marty Nitka

Marty Nitka

Brett Sanderson

Dave Harlow



STABILIZE SLOPE WITH 300 SWEET FERN & HEMLOCK SEEDLINGS.

PLANT 7 RED MAPLE ALONG DRIVE

ENHANCE EXISTING PLANTING BED WITH SCREENED TOPSOIL. ADD SPREADING PERENNIALS (DAY LILIES, IRIS, CONEFLOWER, BEEBALM ETC.)

5 SUGAR THYME CRABAPPLE

LAWN RENOVATION PROCEDURES: SECTION 1 - 14

IN THE LATE SPRING TO EARLY SUMMER, CORE AERATE LAWN AREAS PRIOR TO APPLYING COMPOST.
APPLY COMPOST AT A RATE OF 90 CY PER ACRE APPROX 3/4" THICK.
COMPOST SHOULD BE FINELY GROUND WITH PARTICLE SIZED NO LARGER THAN 3/8" THICK.
MOWER DECK HEIGHT SHOULD BE SET AT 4" DURING SUMMER MONTHS TO PREVENT BURNING AND DIEBACK.

SECTION 1-7

THE GRASS SHOULD BE MOWED LESS FREQUENTLY, ALLOWING THE GRASS TO NATURALIZE GROWING TO A 4-6" HEIGHT. THIS WOULD BE MORE IN KEEPING WITH THE HISTORIC NATURE OF THESE SECTIONS.

SOILS: BERKSHIRE-MONADNOCK FINE SANDY LOAM

SECTION 14

PARKING

PLANT 35 ANNABELLE HYDRANGEA TO

GARAGE

SOILS 64
25 TC

SOILS 64B COLTON FINE SANDY LOAM

FUTURE EXPANSION: REFER TO CONCEPT

Area for Discussion

POND

RE: Creaser Request

