

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, July 24, 2019

Board Members Present:

Brett Sanderson, Chair	Lou Gabranski	Herb Van Guilder
Bob Brandt (by phone)	Bruce Schmidt	

Staff Present:

Scott Murphy	Doug Sheehan
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1. Call to Order

A. Meeting was called to order by Chairman, Brett Sanderson at 5:00 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. Brett Sanderson said that the minutes to be reviewed are from June 19, 2019.

B. Lou Gabranski noted that on page 5, item 12A, it should read Lapre and not priests.

C. The following are comments that were made regarding the content of the minutes, not to change the minutes.

- i. Herb Van Guilder said that he wonders if the members know the cemetery. He noted that the office does have a door, so that they can make the bathroom ADA accessible. He said that he does not think that the upper bathroom would have to be ADA and he has called the state plumbing inspector about it. In regard to changing the exit, he said that there is a good area to put a new exit that would go to Thompson Road. They would have to talk to Okemo about buying the land.
- ii. Brett Sanderson responded to changing the exit onto Thompson Road and said that the people who live on that street may not like it.
- iii. Herb Van Guilder said that they have programs that are not being done. They have a list dated 4/22/15 of approved projects and that the new list is different from the already approved list.
- iv. Scott Murphy said that Herb Van Guilder was at the meeting when the board discussed the list of goals for this year. At the last meeting, the board discussed other projects.
- v. Herb Van Guilder said he hasn't seen much work getting done.
- vi. Brett Sanderson said the crew started on 3 projects. When they are completed, we will decide on other projects.
- vii. Lou Gabranski said they did not resolve the bathroom issue.
- viii. Scott Murphy reported that for the other two projects, the flag poles are in and the sluiceway is done except for the cover.
- ix. Herb Van Guilder said that he checks the bills and hasn't seen anything.

- x. Brett Sanderson said the work was done in house.
- xi. Scott Murphy said that this board approved a new list.
- xii. Herb Van Guilder said that is overriding what the board voted on.
- xiii. Scott Murphy said this board set new goals for things to work on. They defined 3 major projects at the last meeting and work has been started. They will be looking at other projects when these are done. There is about \$70,000 in the budget.
- xiv. Herb Van Guilder asked how much of that is left from last year, because he thinks they spent a lot last year.
- xv. Bruce Schmidt said that they should drop this discussion and move on. He said that it seems to him that there is a lot of ridicule and accusations against the new members. He said that he is working hard, just like you. He said this board is getting nothing done by constantly going over things. He said that he does not care about a list from April 2015. He said that the commissioners have done a great job and when he goes up to the cemetery, he thinks it looks great. He said that Herb Van Guilder and Lou Gabranski have put in a tremendous amount of time and the respects what they have done. But, we need to move forward. We need to work together as a team.
- xvi. Herb Van Guilder agreed, but said that he doesn't see it. He suggested the board go to the cemetery for site visit.
- xvii. Bruce Schmidt said he is open to doing that before a meeting, but tonight, we need to move forward. He doesn't think we need to spend money on a new exit; he would rather spend it on something like monuments.

D. Motion by Bruce Schmidt and seconded by Lou Gabranski to accept the minutes from June 19, 2019 as presented. Motion passed unanimously.

4. Comments from Citizens

- A. There were none.

5. Sexton's Report

- A. Bruce Schmidt referred to the report and said that it seems like Doug Sheehan feels that we do not need a bathroom up there. There is a port-a-pot.
- B. Doug Sheehan said very rarely does anyone ask for a bathroom up there.
- C. Lou Gabranski said he disagrees. It is a waste of time for the workers to have to go all the way down to the lower one.
- D. Doug Sheehan said that they use the one in the garage or the port-a-pot.
- E. Lou Gabranski said he doesn't like port-a-pots. He said he doesn't think the upper bathroom would have to be ADA.
- F. Doug Sheehan said that none of the other cemeteries around have bathrooms.
- G. Herb Van Guilder said there is a bathroom up there. He asked how the port-a-pot got up there, where is the money coming from and it looks like "H." The plumbing inspector will let us know what we need. Tapper offered to help. It looks deplorable.
- H. **MOTION by Herb Van Guilder and seconded by Lou Gabranski to accept the Sexton's Report. Motion passed unanimously.**

6. **Building & Grounds Report**

- A. The Buildings and Ground's report was submitted and accepted.
- B. **MOTION by Bruce Schmidt and seconded by Herb Van Guilder to accept the Buildings and Grounds Report.**
- C. Herb Van Guilder said that we have a Master Plan and survey. He turned it over to the office. We need to review it as a board.
- D. Doug Sheehan said that, per Steve Mongeon, the survey is not complete.
- E. Herb Van Guilder said the Okemo section is done and we need to re-do the lot layouts.
- F. **Motion passed unanimously.**

7. **Possible Tree Removals**

- A. Scott Murphy advised that Ralph Pace looked at the tree (near the exit) and it is dead. There is also a dead one at South Hill cemetery.
- B. Herb Van Guilder asked if we are going to get bids.
- C. Scott Murphy said we can.
- D. Lou Gabranski said that there was also a white birch down over the road. He moved it off the road.
- E. Doug Sheehan said Glen Ayer took it away.
- F. **MOTION by Bob Brandt to get bids to have the dead trees removed.**
- G. Scott Murphy asked if the board wants him to get prices and bring them back here for their next meeting, or do they want him to go with the lowest bidder.
- H. **Bruce Schmidt suggested that the board give Scott Murphy authorization for a NOT TO EXCEED cost of \$2,500. He asked Bob Brandt to amend his motion.**
- I. **Bob Brandt said that was okay.**
- J. **Herb Van Guilder suggested raising the amount to \$3,000.**
- K. **Bob Brandt amended the motion to NOT TO EXCEED \$3,000.**
- L. Bruce Schmidt clarified that this board is giving Scott Murphy authorization to go ahead with the project and not bring bids here. If the bids exceed \$3,000, he will bring it back.
- M. Herb Van Guilder asked what amount is included in the line item on the budget for tree removal.
- N. Bruce Schmidt said the town manager and Buildings and Grounds foreman are aware of the budget. He added that removal of the dead trees is also a safety issue.
- O. Herb Van Guilder said he needs the line item amount.
- P. Scott Murphy said if it exceeds the line item amount, then this board will decide from which other line item to take the additional money. The budget is a guideline.
- Q. **Motion passed unanimously.**

8. **Review Cemetery Lot Rates**

- A. Scott Murphy said that Doug Sheehan prepared a list of rates from a dozen local towns. He added that some have bigger breakdowns.
- B. Bruce Schmidt asked the dimensions of a normal sized lot.
- C. Doug Sheehan said 5' x 10'.
- D. Bruce Schmidt asked if there were multiple plots, would they all be the same size.
- E. Doug Sheehan said yes, a double would be 10 x 10.

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- F. Bruce Schmidt asked if the lot size for cremations is the same.
 - G. Doug Sheehan said yes, but that people do ask about a separate section for cremations.
 - H. Herb Van Guilder said that when they originally made up the rates, they analyzed their costs for a year and divided by the number done. Some other towns are not as efficient. We need to keep track of our costs in order to set the rates.
 - I. Bruce Schmidt noted that our lot price is \$555 plus \$250. He asked about the \$250.
 - J. Doug Sheehan said it is a one-time fee for perpetual care (mowing, cleaning up.)
 - K. Bruce Schmidt asked Doug Sheehan if the rates should be increased.
 - L. Doug Sheehan said we put in cornerstones and the recording fees have increased.
 - M. Bruce Schmidt asked how many of our lots are used.
 - N. Doug Sheehan said about 7,000, and added that there are also some unrecorded burials.
 - O. Herb Van Guilder asked if we should charge more for overtime.
 - P. Doug Sheehan said that he tries to discourage going into overtime. He tells people that they may stay after 3:00 p.m., but that they need to have the casket in the ground by 3:00 or he may have to charge them overtime.
 - Q. Bruce Schmidt suggested they continue with their current pricing.
 - R. Brett Sanderson said we can continue to monitor it.
 - S. Lou Gabranski asked if they have sold any lots in the new section.
 - T. Doug Sheehan said none, but there are only 3 single lots left in the older section.
 - U. Herb Van Guilder asked if we should meet with Steve Mongeon.
 - V. Doug Sheehan said he already went over the new section with him.
 - W. Herb Van Guilder said he wants the whole survey done before we sell lots. We need to get the lots on the map.
 - X. Doug Sheehan said they changed the first section from 11 lots to 8 lots because the road was in the wrong place. They can't really go more than 8 in a row.
 - Y. Herb Van Guilder said they need to talk to the surveyor and get the master plan done.

9. Review ADA Bathroom Project

- A. Herb Van Guilder suggested they table this until they can meet with the state inspection for a professional opinion.
- B. Lou Gabranski asked who will be responsible to do that.
- C. Herb Van Guilder said he has already spoken to the state inspector. The inspector is supposed to call back.
- D. Scott Murphy asked Herb Van Guilder to let him know when he hears from the inspector. Scott Murphy said if the town office gets the call, he will let Herb Van Guilder know.

10. Flags for New Flag Poles

- A. Herb Van Guilder said they need to install adequate poles to accommodate each branch of the service. They need to have 7 or 8 poles. One for each, Army, Navy, Marines, Air Force and Coast Guard. They have 5 poles now and are using 3.
- B. Bob Brandt said they have enough poles. He suggested they let the American Legion decide how to display the flags on the poles.
- C. Herb Van Guilder said we only have 2 more poles, what flags do we put on them.
- D. Bob Brandt reiterated, let the American Legion decide.
- E. Herb Van Guilder said the Legion already donated for a pole and the Fire Department also donated for a pole. The POW flag in under the American flag.

- F. Brett Sanderson suggested a couple of flags on each pole.
- G. Scott Murphy said he has a write up on how to display the flags and he will bring it to the next meeting.
- H. Herb Van Guilder said they have to do one for each branch of the military.
- I. Bruce Schmidt said that even if they putt in 2 additional poles, it would not handle all 5 branches.
- J. Brett Sanderson said they will wait until they see the information from Scott Murphy at their next meeting.

11. New Business

- A. New Bucket
 - i. Scott Murphy advised the Kevin McPherson would like to purchase a 9” bucket for the backhoe. The one we have is too big for digging the graves. It would cost \$550. It would help save time.
 - ii. **MOTION by Herb Van Guilder and seconded by Lou Gabranski to approve the purchase of the smaller bucket. Motion passed unanimously.**
- B. Gendron Mausoleum Request
 - i. Brett Sanderson advised the Gendrons would like to construct mausoleum for about 15 spots up at the top of the cemetery.
 - ii. Doug Sheehan said they own 16 lots (40’ x 20’), so it would fit. It would need a huge foundation.
 - iii. **MOTION by Herb Van Guilder not to accept the request. NO SECOND**
 - iv. Brett Sanderson said there are already 2 mausoleums in the cemetery. The size would be 15’ x 8’.
 - v. Lou Gabranski said it would stick out like a sore thumb. He said that one is already there and it doesn’t look the greatest.
 - vi. Bruce Schmidt said he does not like making rash decisions. There is nothing in the policies that says they are not allowed. We do have different sized monuments. This should be a policy decision. We already have 2 others and we need to be cautious. Do we tell them it would be too big or too high? We should try to work with them.
 - vii. Herb Van Guilder said that other cemeteries have procedures for what is and what is not allowed. It is up to the commissioners to make those policies.
 - viii. Lou Gabranski said we have to make the decision.
 - ix. Scott Murphy said that last month, this board approved new policies and procedures. He asked if it addresses this situation.
 - x. Brett Sanderson said no.
 - xi. Bob Brandt said this is something that should have been discussed before a situation came up. We should have had it in the policies before now.
 - xii. Bruce Schmidt asked if the objection is the height or width. Are the two existing ones 2-level?
 - xiii. Herb Van Guilder said the width is reasonable.
 - xiv. Brett Sanderson said the dimensions would be 15’ x 8’ x 6’.
 - xv. Doug Sheehan said the existing ones are about 4’ high.
 - xvi. Bob Brandt said we already have limits on burials per site.
 - xvii. Brett Sanderson said this would be 15 burials on 16 sites.
 - xviii. Bob Brandt said we can’t refuse if it is 3 levels.
 - xix. Lou Gabranski said we can refuse it.

- xx. Brett Sanderson said that this has already been brought to us. We have no policy for it and it could end up in a suit.
- xxi. Herb Van Guilder suggested tabling this.
- xxii. Brett Sanderson has a picture of the design and will send it to Bob Brandt.

12. Other Business

- A. Upper Cemetery Weeds
 - i. Lou Gabranski said that weeds are growing and need to be cleared.
 - ii. Scott Murphy said that he will have Kevin McPherson look into it next week – he’s on vacation this week.
- B. Sluiceway
 - i. Lou Gabranski asked about the sluiceway.
 - ii. Scott Murphy said it is not done yet, the cover is on order.
 - iii. Lou Gabranski asked about the opening where the water goes into the pipe.
 - iv. Scott Murphy said this will take care of it.
 - v. Brett Sanderson said there will be a grate.
 - vi. Herb Van Guilder suggested having the Water-Sewer department camera that line to see it there’s an obstruction.
 - vii. Scott Murphy said that is on the list for the summer.
- C. Back 40
 - i. Herb Van Guilder said the Back 40 was supposed to be for cremations. He said that we just dumped a load of rocks there.
 - ii. Doug Sheehan said they were stones and the town is going to take them away and crush them. We are not pushing things over the banks.
- D. Plant Pots
 - i. Lou Gabranski asked if the plant recently purchased plant pots are still there. He said he saw one by town hall.
 - ii. Scott Murphy said they are still there and that’s where the idea came from.
- E. White Truck by “Proctor Store”
 - i. Lou Gabranski said that he saw a white truck, like the cemetery truck, by the old Proctor Store.
 - ii. Scott Murphy said he will check on it.
 - iii. Herb Van Guilder said he reads the work sheets and he thinks that Kevin McPherson is swapping labor back and forth and equipment.
 - iv. Scott Murphy said usually, it is outside help coming into the cemetery, not the other way around. We keep the billing separate.
- F. Opening and Closing of Cemetery
 - i. Lou Gabranski asked if the police are opening and closing the cemetery.
 - ii. Doug Sheehan said that John Grassi opens it 5 days per week. The police do the weekends.
 - iii. Lou Gabranski said he didn’t know who to call when the tree was down on the Sunday.
 - iv. Scott Murphy said you call always call Kevin McPherson or the police.
- G. New Mower
 - i. Scott Murphy said that the new mower was purchased and is in operation. This was in the budget. We got a good trade-in for the old one.
 - ii. Herb Van Guilder said they did a good job and saved the cemetery money.

13. **Set Date for Next Meeting**

- A. Wednesday, August 21, 2019 at 5:00 p.m.

14. **Sign Warrant Orders**

- A. The warrant orders have been signed.

15. **Possible Executive Session/Personnel/Contracts/Legal Issues**

- A. Scott Murphy said none is needed.

16. **Adjourn**

- A. **MOTION by Herb Van Guilder and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:11 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski