

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Thursday, June 16, 2016**

**Board Members Present:**

Herb VanGuilder  
Lou Gabranski

Dave Harlow

Brett Sanderson

**Board Members Absent:**

Marty Nitka

**1. Call to Order**

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:00 p.m. All members present, except Marty Nitka. He said that Doug Sheehan and Dan Cavoto also had to do other things.

**2. Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from May 26, 2016.
- B. Brett Sanderson noted that on page 1, he is listed as both present and absent. He was absent.
- C. Herb Van Guilder noted that on page 2, Item #5Biii should read "...Mr. Calabrese can design the wall ..."
- D. Herb Van Guilder noted that on page 4 Item #9F, should read that the "...Police Department is no longer available ..."
- E. **Motion by Dave Harlow and seconded by Brett Sanderson to accept the minutes from May 26, 2016 as corrected. Motion passed unanimously.**

**3. Comments from Citizens**

- A. There were none.

**4. Cemetery Staff Reports**

- A. Inside Operations
  - i. Herb VanGuilder noted that the report had been received. He said as there were no comments the report is accepted as submitted.
- B. Outside Operations
  - i. Herb Van Guilder said that the Outside Operations Manager's report has been submitted. He said as there were no comments the report is accepted as submitted.

**5. Old Business**

- A. Review Cemetery Policies

- i. Herb Van Guilder said that he had sent existing policies and policies from other towns' cemeteries to Marty Nitka. He had hoped to review it today, but Mr. Nitka is out of town. We may have to have a special meeting to complete this.

## 6. New Business

### A. Staff Policies – possible Executive Session

- i. Herb Van Guilder said they need to discuss Staff Policies (specifically sick leave and compensation.) July 1<sup>st</sup> starts the new fiscal year. We may have to have a special meeting.

### B. Updates by Chairman

- i. Herb Van Guilder advised that he had sent letters of appreciation to Howard Barton (Electric Department), Ron Tarbell (Town of Ludlow Highway Department) for help they give the commission and the Ludlow Garden Club (for giving the commission a great deal on flowers.)
- ii. Herb Van Guilder advised that Tim Calabrese recommended that they not mow the lawns less than 4 inches. Herb Van Guilder said that some people were not happy that the cemetery lawns do not look like a golf course, but he explained that they are shorthanded. The people understood. He said that they are not mowing the banks and parts of the new section and both have wild flowers growing.

## 7. Other Business

### A. New Cemetery Item

- i. Herb Van Guilder advised that a new issue has arisen. A lady passed away and was cremated. The family wants to have a service on July 23rd at 11:00 a.m. There will not be any staff involvement. When the husband passed, the family purchased a monument that holds two urns. The urns are sealed in the monument. We do not have any policies to address this. We should charge for Doug's time to make arrangements. A person from the monument company will seal the urn in. He said the people first called him.
- ii. Dave Harlow said that for future situations such as this, we should have the Inside Operations Manager available and have a fee to cover it.
- iii. Herb Van Guilder said the family has asked him to perform a service. As JP he has done this before. He will do it at no charge to the family.
- iv. **Motion by Brett Sanderson and seconded by Lou Gabranski to approve the service at no fee to the family. Motion passed unanimously.**

### B. Possible New State Law

- i. Lou Gabranski advised that he had heard that the state now allows 3 internments over a full burial.
- ii. Herb Van Guilder said he does not know if it is state statute or an ordinance from another town. He said that he will try to get an answer for the next meeting.

### C. Okemo Land Transfer

- i. Herb Van Guilder advised that he had met with Frank Heald and was told that the attorneys are all in agreement and the paperwork is complete. The commission needs to get a check to the town for \$5,400 for the price of the land. The money can be taken from the Capital Reserves, Equipment or Building Funds.
- ii. Lou Gabranski asked if that was more than we thought it was going to be.
- iii. Herb Van Guilder said yes, but more acreage is being transferred.
- iv. **Motion by Dave Harlow and seconded by Brett Sanderson to authorize Herb Van Guilder to process the check for payment of the land. Motion passed unanimously.**

v. Herb Van Guilder advised that we will be billed for the attorney's fees in the future.

8. **Set Date for Next Meeting**

- A. The next regular meeting will be held on Thursday, July 21, 2016 at 4:00 p.m.
- B. Herb Van Guilder advised that there may also be a special meeting.

9. **Adjourn**

- A. **Motion by Brett Sanderson and seconded by Dave Harlow to adjourn. Motion passed unanimously.**
- B. Meeting was adjourned at 4:24 p.m.

Respectfully submitted,

Lisha Klaiber

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Herbert VanGuilder, Chairman

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Marty Nitka

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Lou Gabranski

\_\_\_\_\_  
Brett Sanderson

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Dave Harlow