

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, June 19, 2019

Board Members Present:

Brett Sanderson, Chair	Lou Gabranski
Bob Brandt	Bruce Schmidt

Board Members Absent:

Herb Van Guilder

Staff Present:

Scott Murphy

1. Call to Order

- A. Meeting was called to order by Chairman, Brett Sanderson at 5:00 p.m. All members present, except Herb Van Guilder.

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 May 22, 2019.
B. Motion by Bruce Schmidt and seconded by Lou Gabranski to accept the minutes from May 22, 2019 as presented. Motion passed unanimously.

4. Comments from Citizens

- A. There were none.

5. Sexton's Report

- A. Scott Murphy advised that there was a funeral today, and there will be a cremation on July 8th.
B. The sexton's report was submitted and accepted.

6. Building & Grounds Report

- A. The Buildings and Ground's report was submitted and accepted.

7. Open, Review & Possibly Award ADA Bathroom Projects Bids

- A. Scott Murphy advised that there were no bids submitted. He said that two of the contractors did respond, saying they were too busy. He said that Wright Construction had given them a rough estimate in March or April.
- B. Lou Gabranski asked if it has to be ADA. He asked about West Hill.
- C. Brett Sanderson said yes, any renovations of existing or new construction must meet the ADA standards.
- D. Bruce Schmidt said that West Hill may meet some of the standards, but it is grandfathered. We should have ADA bathrooms.
- E. Bob Brandt said that the bathroom in the lower building could be ADA with the addition of rails and a higher toilet. He added that there is a minor step to get in, but they could do a ramp. It would be more cost effective to upgrade that one and keep an ADA port-a-pot up top. The lower bathroom is nice and spacious.
- F. Lou Gabranski said that the one below is locked on weekends and should be open. They need a door to the lower one.
- G. Bob Brandt said that the entrance to the lower one is through the office.
- H. Brett Sanderson said there is not enough room at the top.
- I. Bruce Schmidt asked if we have the option to put a door in from the side of the lower building.
- J. Bob Brandt said possibly.
- K. Bruce Schmidt said that the police department goes up and unlocks the cemetery. He said that we could possibly put cameras outside. He asked if the port-a-pot will get through the summer. He asked about cleaning.
- L. Scott Murphy said that we pay \$75/month to have it cleaned. They come about once a week. He said that they missed out on getting an ADA one this year, we waited too long. We can look for a long-term ADA one for the top next year. He said he would check it out for next month's meeting.
- M. Bruce Schmidt said we can look into having it cleaned twice a week if needed and pay the extra amount. We need to make sure it stays clean, noting that there are funerals on the weekends. We should look into adding access to the lower one.
- N. Lou Gabranski said that we should still continue looking into putting a bathroom up top. He said he doesn't like port-a-pots. He added that we can possibly knock out a wall to the garage.
- O. Scott Murphy said he will look into outside access for the lower one. We can pursue Wright Construction for a price for the upper bathroom for the fall or spring.
- P. Lou Gabranski asked if Scott Murphy negotiates price.
- Q. Scott Murphy said that Wright had given us a rough estimate. He will contact them.
- R. Brett Sanderson said that we need design drawings for bids.
- S. Bruce Schmidt said we should look for someone to draw up designs.
- T. Scott Murphy said he will get prices from people to draw up designs.
- U. Bruce Schmidt said let's get the prices for next month.

8. Discuss & Update Summer Projects

- A. Scott Murphy said that he would like to update the board first. At the last meeting the board listed 3 priority projects: the upper bathroom, the flag poles and the sluiceway. We already discussed the bathroom.
- B. FLAG POLES

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- i. Scott Murphy advised that today, the crew, including help from Bob Brandt, was able to pull the one pole and reset it. They now have the 3 poles set, with tallest pole in the center, flanked on either side by the 2 shorter poles. We have two other poles and the bases for them are already in the ground.
 - ii. Lou Gabranski said that would make 5 poles.
 - iii. **MOTION by Bruce Schmidt and seconded by Bob Brandt to add the two remaining shorter poles to the three standing poles, setting the 2 shorter poles on the two ends. Motion passed unanimously.**
 - iv. Lou Gabranski suggested lights on the poles.
 - v. Brett Sanderson suggested solar lights and asked Scott Murphy to look into solar lights.
 - vi. Scott Murphy said he would.
- C. SLUICEWAY
- i. Scott Murphy said they removed the upper grate and put in a stone-lined pool to catch the water. We need another grate, with anchoring. It will cost about \$530.
 - ii. Lou Gabranski asked who was digging up there.
 - iii. Scott Murphy said the town was. We needed to clear some for access, in case there is ever a problem.
 - iv. Lou Gabranski asked if they put a camera down that pipe.
 - v. Scott Murphy said not, but the water is flowing.
 - vi. Brett Sanderson asked about the main to the street.
 - vii. Bob Brandt said it fills with sticks and leaves.
 - viii. Scott Murphy said he would have staff check that line and report back next month.
- D. BOB BRANDT Suggestions
- E. Improve, strengthen and repair old monuments
- i. Bob Brandt said that money should be set aside yearly to work on monuments. We should also raise cornerstones and grade.
 - ii.
- F. INFRASTRUCTURE
- i. Bob Brandt said that the tiles on the roof of the old tomb are missing and the door is in bad shape. He said the tiles are asbestos.
 - ii. Bruce Schmidt asked if the asbestos can be covered by another roof.
 - iii. Scott Murphy said that someone looked at the tomb last winter and gave a rough price of about \$6,000. However, the person wasn't sure about covering asbestos and said he would have to find out.
 - iv. Brett Sanderson said we could put it out to bid.
- G. FILL AND LEVEL LOTS
- i. Bob Brandt said we need to maintain the appearance of the cemetery.
- H. FIGURE OUT AND LABEL SECTIONS
- i. Bob Brandt said we should make a list of who is buried where and in which sections.
 - ii. Bruce Schmidt asked if we have a map of the lots.
 - iii. Scott Murphy said not at the present time, but Doug Sheehan is working on it.
 - iv. Lou Gabranski said that the Claremont Cemetery has the sections labeled.
 - v. Bruce Schmidt suggested a big board, with the sections, fences and names of persons in the sections.
 - vi. Scott Murphy said that would be a good project.
 - vii. Bruce Schmidt suggested CAD drawings for the map and then put in the names.

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- viii. Scott Murphy said that Doug Sheehan is computerizing all of the files.
- I. FUTURE DESIGN AND LAYOUT AND SURVEY
- i. Bob Brandt suggested combining these two.
 - ii. Lou Gabranski said that Herb Van Guilder was working with someone on that.
 - iii. Brett Sanderson said it was Steve Mongeon.
- J. Scott Murphy said he would like the board to identify 3 projects that they would like staff to work on this summer.
- K. EXIT WALL AND WALL TO THE RIGHT OF THE TOMB
- i. Bob Brandt said they should think about the exit wall, digging it out and fixing the drain.
 - ii. Scott Murphy said they got an estimate last year of about \$2,300, but that didn't include the drain.
 - iii. Lou Gabranski said that is a dangerous exit and the gate is too narrow.
 - iv. Bruce Schmidt said there isn't much we can do about it.
 - v. Lou Gabranski said he would like to see another exit from the upper lot.
- L. Scott Murphy repeated that he would like the board to decide on 2 to 3 projects for this summer.
- M. Brett Sanderson said monument restoration.
- N. Scott Murphy said he will get a price for that. He asked about the exit wall.
- O. Lou Gabranski said he wants to change the exit.
- P. Scott Murphy said that a new exit is a long way off.
- Q. Bruce Schmidt suggested that they concentrate on monuments, the tomb, raising corner posts and updating section signs.
- R. Lou Gabranski said we can't raise the corner posts too much, because of the mowers.
9. **Review & Possibly Approve Policy Changes to "Cemetery Rules & Procedures"**
- A. Scott Murphy said that policy draft #2 that was included in their packets is the most recent.
 - B. Bob Brandt said that is still refers to "Inside Manager" and "Outside Manager." He said that the board decided to use "Sexton."
 - C. The board agreed that references to the "Inside Manager" should be changed to Sexton and references to Outside Manager should remain the same.
 - D. Bob Brandt said that Item 1e on page 1 was discussed in past minutes. Lou Gabranski had suggested removing "immediate family and grandchildren."
 - E. There was consensus among board members to remove that.
 - F. No other board members had any other changes.
 - G. Brett Sanderson said he would like to approve this draft. He said that if they need to make changes, they will be able to do it.
 - H. **MOTION by Bruce Schmidt and seconded by Bob Brandt to approve the revisions to the Pleasant View Cemetery, South Hill and Smithville Cemetery Rules and Regulations as per draft #2 and as amended per above. Motion passed unanimously.**
10. **Review Cemetery Lot Rates**
- A. Brett Sanderson asked for input about rates
 - B. Bob Brandt asked if anyone has done a cost analysis.
 - C. Bruce Schmidt said the sexton is responsible for making sure that we are competitive.

- D. Brett Sanderson suggested asking Doug Sheehan to review our rates to make sure we are not too far off from other towns.
- E. Bruce Schmidt suggested tabling this for tonight.
- F. Scott Murphy said that he will ask Doug Sheehan to review our rates and check around for rates at other towns' cemeteries for the next meeting.

11. New Business

- A. Bruce Schmidt asked if we could encourage Doug Sheehan to attend meetings.
- B. Scott Murphy said he will ask him. He said he used to come.
- C. Bruce Schmidt asked if it is possible for Kevin Mc Pherson to come. Can we work out his hours to offset his time? Maybe we could have him come to the first part of the meeting. We have lots of questions on projects that he would be able to answer.
- D. Lou Gabranski said that in the past, they wanted to be paid for attending the meetings.
- E. Bruce Schmidt said he agrees that they should be paid, but we can offset their time and not pay overtime.
- F. Scott Murphy said he will talk to Doug Sheehan and Kevin Mc Pherson.

12. Other Business

- A. Cemetery for Priests
 - i. Lou Gabranski said that recently, a person wanted to know where the cemetery for priests was located. He didn't know, so he tried to reach out to Doug Sheehan, but was not able to contact him. We need to have that type of information readily available.

13. Set Date for Next Meeting

- A. Wednesday, July 17, 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 Bruce Schmidt and seconded by Lou Gabranski to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:58 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski