

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Wednesday, May 16, 2018**

**Board Members Present:**

Herb VanGuilder  
Lou Gabranski

Dave Harlow  
Marty Nitka

Brett Sanderson

**Board Members Absent:**

**Staff Present:**

Scott Murphy

Chuck Craig

**1. Call to Order**

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:00 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. Herb Van Guilder said that the minutes to be reviewed are from April 18, 2018.

- i. **Motion by Marty Nitka and seconded by Brett Sanderson to accept the minutes from April 18, 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.  
B. Marty Nitka asked who GCB is.  
C. Scott Murphy said that is the contractor working on the monuments. He distributed pictures of some of them.  
D. Herb Van Guilder said he hasn't seen the workers.  
E. Scott Murphy said they should all be done tomorrow.  
F. Herb Van Guilder asked what hours the contractor is working because he has been at the cemetery and not seen them.

- G. Scott Murphy said they have been there, usually starting about 9:00 AM.

## 6. **Buildings & Grounds Foreman's Report**

- A. Herb Van Guilder said the ground foreman's report has been submitted. There were no comments. Report accepted as submitted.
- B. Scott Murphy said it is a compilation of stuff gathered over the last 4 – 5 years and anything that appeared in the records. He added that references to Inside Operations have been changed, according to statute, to Sexton or his/her designee. This person should be in charge of daily operations.
- C. Marty Nitka said that he tried to locate the draft that he had put together but was not able to find it. He took one of the old books and combined that with motions from minutes to come up with his draft. He said there are things in this draft that were not in his. He added that the formatting is different.

## 7. **Discuss Osmond Driveway/Drainage Pipe**

- A. Scott Murphy said that the contractor, who was low bidder, is not available until November. The other bidder, as of a few weeks ago would be available soon.
- B. Marty Nitka asked if there are other contractors.
- C. Chuck Craig said there are only 2 in the area.
- D. Scott Murphy said that he has spoken to the woman's daughter and she is anxious. She has a tenant coming in June 1<sup>st</sup>. Ron Tarbell put more gravel on the driveway, so they can drive on it. We will re-pave the driveway when the work is done. We will keep the daughter informed. The question is, do we want to spend the additional money and have it done sooner. The low bidder total is \$26,300 and the other bidder was \$38,100.
- E. Marty Nitka asked if we can wait until November. If the property owner is willing to go along with November.
- F. Herb Van Guilder said the pipeline from the catch basin was camera-ed and there were bad spots in the pipe.
- G. Chuck Craig said this is just above the granite entrance to the High Street catch basin.
- H. Herb Van Guilder asked why not just dig a ditch.
- I. Chuck Craig said there would not be a problem if the catch basins didn't get plugged. When they get plugged, there is a surcharge through the clay tiles. The pipe may go under the granite.
- J. Herb Van Guilder said that he and Brett Sanderson had walked the area and couldn't find where the overflow was. He is not sure it's the Cemetery's problem.
- K. Scott Murphy said that Frank Heald deeded some of the land to the Osmond family. The catch basin is in the middle of the driveway. We have to fix the pipe. We will pipe burst, shoving the new pipe into the old and bursting away the old pipe. The new pipe will not have the clay seals.
- L. Herb Van Guilder said he can't justify that enough water is coming out of the pipe to keep flooding the house. He is not sure this will fix the problem. He said that Loran Greenslet flagged the pipes for him years ago. He added that we maintain the right to dig in the driveway. He suggested just doing an open ditch. He wants to see an alternative.
- M. Marty Nitka asked how we got to this point. There is nothing the commission can decide. He suggested getting an engineer in to look the whole thing over again.
- N. Scott Murphy asked if they want to do the work now or wait until November.

- O. Brett Sanderson said they did camera the pipe. It goes under the granite peer. He advised that there is another company, New England Pipe in Avon, Massachusetts. He added that every clay pipe is deteriorating.
- P. Chuck Craig said that every joint leaks because they never allowed the seals to dry. The pipe goes on in 2 feet sections.
- Q. Herb Van Guilder asked how far to his basement.
- R. Chuck Craig said 6 – 8 feet. The existing pipe is 10 inch in diameter and clay. The failure of the catch basin, due to clogging, caused the flood.
- S. Herb Van Guilder said we should look into it further and get an engineer.
- T. Scott Murphy said he would find out about an engineer and look into the contractor Brett Sanderson suggested and search out other contractors. He will have the information for the next meeting.
- U. Board consensus to reconsider the problem and get an engineer. No action taken.

**8. Review Upper Cemetery Wall**

- A. Herb Van Guilder said this is the same type of situation and we need more consideration. We need to review the bid.
- B. Scott Murphy advised that the work has already begun. The board approved the bid and the contractor should be done in about 2 to 3 weeks. They hope to be out by Memorial Day weekend and will maintain one-way traffic at all times during construction.
- C. Herb Van Guilder said it should be like the wall at Hemingway Hill and not cobblestones. The cobblestones will come out.
- D. Scott Murphy said the contractor does good work.

**9. Discuss Keys for Commissioners**

- A. Herb Van Guilder said he put this on the agenda because the chair has always had keys to the cemetery. The locks were changed and I did not get a key. Someone decided not to give keys to the commissioners. The chair should have keys.
- B. Marty Nitka asked who made that decision.
- C. Scott Murphy said that he did. He asked why the commissioners should have keys. The cemetery is open 7 days a week from the first thing in the morning to dusk.
- D. Herb Van Guilder said he goes to the cemetery 3 to 5 times a week. He wants to make sure that the office is clean and the garage is in order. He added that the back gate has not been unlocked, yet. They (staff) are locking the gates and buildings. When the Police do not open or close the gates, people call me. We are responsible and need keys.
- E. Scott Murphy said that the cemetery signed a contract with the town. The town manager will run the day to day operations of the cemetery. Kevin McPherson oversees the operations for the town manager. The commissioners will be responsible to for policies and procedures. If the gate is locked, call me. We open the gates and leave the buildings open during the day. There is no need for the commissioners to have keys. We are in the middle of the contract term. Let's see how it goes and it needed, can change it at the end of the season.
- F. Lou Gabranski said that at the end of the season, last year, people wanted to get in, but the gate when the cemetery was closed. That's wrong. It should always be open when the snow is gone.
- G. Scott Murphy said the cemetery had closed for the season.

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- H. Brett Sanderson said we can adjust the hours and dates of operation. We just have to tell the Police Department. We open once the snow is gone.
  - I. Scott Murphy said it was late this year because of the snow.
  - J. Marty Nitka said that every commissioner shouldn't have the keys.
  - K. Lou Gabranski said just the chairman.
  - L. Herb Van Guilder said the employees start the second week of May. The gates should be open the 2<sup>nd</sup> week of April if the snow is gone. He said he would open the gates. We have a strong obligation that when the snow is gone, the cemetery should be open.
  - M. Marty Nitka said he agrees with that but cannot jump from there to every commissioner having the keys.
  - N. Scott Murphy said that we have already started this contract year.
  - O. Lou Gabranski said it should be open when the snow is cleared and you can drive up.
  - P. Herb Van Guilder said that Frank Heald got confused between when we open the cemetery and when staff starts. We have to specify that in the policy.
  - Q. **MOTION by Herb Van Guilder that any commissioner who wants the keys should be provided with the keys.**
  - R. Herb Van Guilder asked for a second.
  - S. Lou Gabranski said the chair only.
  - T. Herb Van Guilder asked for a second.
  - U. **Dave Harlow seconded the motion.**
  - V. Scott Murphy said that according to the minutes, the Town operates the cemetery's day to day operations and the commissioners make decisions, but not manage the operations. Keys come under day to day operations. He added that there are 3 sources for keys; town staff, police department and Kevin McPherson. We are in the middle of a contract and can change it at the end of the season.
  - W. Herb Van Guilder said he does not agree that keys are part of the day to day operations.
  - X. Scott Murphy said that the contract also includes a 30 day right to cancel for either party. If you want keys, you can cancel the contract and we will pull out.
  - Y. Brett Sanderson said that the board voted to enter into a contract with the town for the operations.
  - Z. **Herb Van Guilder withdrew his motion.** He said keys have nothing to do with day to day operations and this is ridiculous.

#### 10. Review Cemetery Rules & Regulations

- A. Marty Nitka said at the last meeting, Frank Heald gave them a draft dated 9/14/16 and Marty Nitka said he does not know where that draft came from. He said that he prepared a draft that contained everything in the "green" book, with changes (notated in bold) that we adopted and new policies. He said he also re-formatted the text to make better sense. We should work off that draft.
- B. Herb Van Guilder showed Marty Nitka a "yellow" book and asked if Marty Nitka was referring to that book.
- C. Marty Nitka repeated that it was the "green" book dated 5/26/10.
- D. Herb Van Guilder said he will make an appointment with the town manager to go up to the office at the cemetery and look for copies of the books.
- E. Marty Nitka said that would be a place to start. He asked when we are going to work on them again.
- F. Brett Sanderson said we can adopt the ones we have compiled and change them later.

**11. Review Employee Wages**

- A. Herb Van Guilder asked how much time the board has in order to coordinate wages with the town.
- B. Scott Murphy said one month – at next month’s meeting.
- C. Herb Van Guilder said he is worried about discrepancies in wages between the ladies and the men. He asked if this should be done in Executive Session.
- D. Scott Murphy said if you are talking about specific people, then yes. If you are talking about wages in general, then no.
- E. Marty Nitka asked how wages are set.
- F. Brett Sanderson said the cemetery commission had those wages before the contract with the town.
- G. Herb Van Guilder said the commission set the scale. Now we share employees with the town and use the town rate for those employees.
- H. Brett Sanderson said some are part time, cemetery only and some are already employed by the town.
- I. Scott Murphy said he thinks the superintendent gets a stipend.
- J. Brett Sanderson said that some employees (on town staff) put in the time to the town and the costs associated with work done at the cemetery are transferred to the cemetery.
- K. Marty Nitka asked if the part time employees are strictly cemetery.
- L. Lou Gabranski asked about benefits.
- M. Scott Murphy said one person gets benefits. He will get more information for the next meeting and they can set an Executive Session.
- N. Herb Van Guilder said that one employee is not sure they are getting paid commensurate with their experience and responsibilities. He added that the ladies should be paid fairly.
- O. Scott Murphy said no doubt.

**12. New Business**

- A. There was none.

**13. Other Business**

- A. Ekomats
  - i. Herb Van Guilder said that someone had given him information about Ekوماتs. Currently, we are using plywood over graves to prevent damage when equipment drives on or staff to work. The Ekوماتs serve that purpose, but last longer and are not slippery.
  - ii. Brett Sanderson said that he has 4 of them and recommends them.
  - iii. Scott Murphy asked if they have handles.
  - iv. Brett Sanderson said yes.
  - v. Marty Nitka suggested they should be discussed during the budget process. The papers say they are about \$235 each.
  - vi. Herb Van Guilder said that any purchase over \$2500 has to be approved by the commissioners. He thanked Chuck Craig for coming to the meeting.

**14. Set Date for Next Meeting**

A. Wednesday, June 20, 2018 at 4:00 p.m.

15. **Sign Warrant Orders**

B. The warrant orders have been signed.

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

A. Scott Murphy said none is needed.

17. **Adjourn**

A. **MOTION by Dave Harlow and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**

B. Meeting adjourned at 4:42 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

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Brett Sanderson

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Dave Harlow