

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

REGULAR MEETING MINUTES

**Wednesday, November 17, 2010
6:00 PM**

Board Members Present:

Herbert VanGuilder
Brett Sanderson
Nataile Gruber
Ludwig Gabranski
John Paige

Call to Order:

Meeting was called to order at 6:00 pm by Chairperson, Herbert VanGuilder.

Comments from Citizens:

None present.

Approve Meeting Minutes:

- a. Motion by Nataile Gruber and seconded by John Paige to accept the minutes of October 20, 2010 as presented. So voted.

New Business:

- a. Chairman Herb VanGuilder presented the job descriptions for Sexton and Assistant Sexton.
- b. Louie Gabranski questioned the prep work schedule two weeks in advance.
- c. Herb VanGuilder explained the two week advance work schedule.
- d. Brett Sanderson also commented on how that works.
- e. After further discussion the job descriptions were accepted as printed by the Commissioners.
- f. Discussion on the FY 2012 budget was discussed as presented.
- g. Chairman Herb VanGuilder noted he had met with the Municipal Manager who was a great help with information regarding the pay schedule. Municipal staff Pam and Diane have also been helpful to Chairman Herb VanGuilder in obtaining the necessary information regarding employment.
- h. Herb VanGuilder explained that along with the job description, a maximum pay plan has been developed and was presented to the Commission. These figures have been included in the proposed budget for 2012. After much discussion and further explanation, the Commissioners agreed with the proposal for two full-time and two part-time employees, all under the direction of the chain of commands. The maximum benefit package as explained for the two full-time and part time employees was accepted by the Commissioners. The numbers to be worked out for the benefits

of the Commissioners paying a maximum of 50% when the two full time, part-time employees are not on payroll.

- i. Herb VanGuilder noted that the advertisement will appear in next week's Vermont Journal on the two jobs.
- j. Herb VanGuilder also noted figures on the computer for the cemetery haven't been worked out, and the operation plan is being worked on.

Old Business:

- a. Herb VanGuilder noted he called Josh Adams to assist with a cremation interment, which was successfully completed.
- b. Herb VanGuilder noted that the work by various companies was also completed.
- c. Herb VanGuilder noted that the gates to the Cemetery are not being opened and closed so the Commission may have to consider hiring someone to do this task when we do not have staff working.
- d. Herb VanGuilder noted the tree company completed their work. Green Mountain Tree Work will complete the removal of the trees on the upper side of the road for \$4,800, which is a savings of \$400, before the cost of moving their skidder.
- e. Brett Sanderson and Herb VanGuilder noted as of 11/12/10 the budget reflects we still have \$6,121.24 in this account.
- f. Motion by John Paige and seconded by Brett Sanderson to approve the proposal for this tree work. So voted.
- g. Herb VanGuilder noted that the lower building is finally nearing completion.
- h. A discussion to review candidates for the future jobs was noted for Herb VanGuilder to set up and call a meeting when needed.
- i. Brett Sanderson noted the Select Board will be meeting on December 6th to review all budget proposals.

Adjourn:

- a. Motion by Nataile Gruber and seconded by Louie Gabranski to adjourn. So voted.
- b. Meeting adjourned at 7:14 pm.

Respectfully submitted,

Ludwig Gabranski
Clerk

Herbert VanGuilder, Chairman

Nataile Gruber, Vice Chair & Flowers Chair

Ludwig Gabranski, Clerk

John Paige

Brett Sanderson