

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

REGULAR MEETING MINUTES

**Wednesday, April 21, 2010
6:00 PM**

Board Members Present:

Herbert VanGuilder, Chair
Nataile Gruber, Vice Chair
Ludwig Gabranski, Clerk
John Paige, Commissioner

Staff Present:

James Farquhar, Sexton
Eugene Dean, Assistant Sexton

Call to Order:

Meeting was called to order at 6:00 pm by Chairman Herbert VanGuilder

Reorganization of the Board:

Motion by Nataile Gruber, second by Ludwig Gabranski, to elect Herbert VanGuilder as Chairman. So voted.

Motion by Ludwig Gabranski, second by John Paige, to elect Nataile Gruber as Vice Chair. So voted.

Motion by Ludwig Gabranski, second by John Paige, to elect Chairman Herbert VanGuilder as Signer of Deeds. So voted.

Motion by Ludwig Gabranski, second by John Paige, to elect Nataile Gruber as Flower Chairperson. So voted.

Motion by Nataile Gruber, second by John Paige to elect Ludwig Gabranski as Clerk. So voted.

Motion by Nataile Gruber, second by Ludwig Gabranski, to appoint James Farquhar as Sexton and Eugene Dean as Assistant Sexton. So voted.

Motion by Nataile Gruber, second by Ludwig Gabranski, that the Cemetery Commissioner Meetings be held the 3rd Wednesday of every month at 6:00 p.m. and other meetings as advertised and called by the Chairman. So voted.

Motion by Nataile Gruber, second by Ludwig Gabranski that all meetings be conducted by the Robert Rules of Order. So voted.

Comments from Citizens:

Nataile Gruber, on behalf of the Colburn Family, who raised the question if their family monument had been installed in the proper location as originally noted by their mother. The Colburn family also questioned why they could not have four burials on one lot. After discussion, it was noted for Sexton James Farquhar to review the request and report back to the Commissioners at next month's meeting.

Approve Meeting Minutes:

Motion by Nataile Gruber, second by Ludwig Gabranski, to approve the minutes of November 18, 2009 as read. So Voted.

Old Business:

No old business to discuss.

New Business:

Herbert VanGuilder, Chairman, noted that on April 15, 2010 he attended the Cemeterian Meeting held at the Barber and Lanier Funeral Home. He also noted that there was good information given by several speakers with regards to insurance, computers and record keeping. Legislative updates were presented and discussed as follows:

- Record keeping on cremations- Foundation Requirements: both Veteran's Foundations as well as Historical Sections of Crematories.

Herbert VanGuilder, Chairman, noted that he plans to attend the next meeting, which is going to be held at The Vermont Old Cemetery Association in Springfield, VT on May 1, 2010.

2008-09' and 2009-10' budgets were reviewed. The Commission noted, that by an article and vote of the people, left over monies from one budget year to the next budget year are to be carried over to the Cemetery Budget and should not be carried over into the General Fund. This will allow the commission to accumulate the funds necessary to complete projects (i.e. Lower Building, Paving, Restoration Work and many other projects).

Existing bid proposals for equipment replacement, paving, tree stump removal were reviewed and approved by the Commission for the Chairman and staff to proceed with the executing of these proposals.

Discussion of the lower building, with anticipating the completion of the new structure this year.

Motion by Nataile Gruber, second by Ludwig Gabranski, that the Chairman, Herbert VanGuilder, be appointed Clerks of the Works with the Commission's full approval to complete the necessary projects. So voted.

Motion by John Paige, second by Ludwig Gabranski, to pay \$18.00/hr for the Clerks of the Works services. So voted. Chairman, Herbert VanGuilder abstained.

Other Business:

Sexton, James Farquhar, noted that the Cemetery was up and running. The Police Dept. has been notified to close the Cemetery each day at dusk and open it as early as possible in the morning on weekends. James Farquhar stated that they are still very busy with cleaning up from all of the heavy snow damage caused during this past winter season.

Chairman, Herbert VanGuilder, noted that he is working on the following:

- Updating the booklet
- Proposals on various needed projects

- Lower Building
- Community Service Help
- Monument Restoration

Herbert VanGuilder noted that, after several calls, he ended up calling Washington to obtain the necessary forms to work on replacing old time Veteran's monuments. Herbert VanGuilder has also had conversations with the local Legion on Veterans.

Adjourn:

Nataile Gruber made a motion to adjourn. Second by John Paige. So voted.

Meeting Adjourned at 6:58 P.M.

Please note that at 7:06 p.m. on 4/22/2010, Chairman Herbert VanGuilder met with Luigi Valente in regards to the damaged shrubs on the Valente lot. Luigi Valente is to respond to either Herbert VanGuilder or James Farquhar by Friday, April 23, 2010.

Respectfully submitted,

Herbert VanGuilder
Clerk (Acting)

Herbert VanGuilder, Chairman

Nataile Gruber, Vice Chair & Flowers Chair

Ludwig Gabranski, Clerk

John Paige

Brett Sanderson