

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS
REGULAR MEETING
HOWARD BARTON, JR. CONFERENCE ROOM**

Wednesday, November 15, 2023

Board Members Present:

Bob Brandt	Bruce Schmidt
Lou Gabranski	Shannon Stark

Board Members Absent:

Herb Van Guilder

Staff Present:

Brendan McNamara	Doug Sheehan
------------------	--------------

1. Call to Order

A. Bob Brandt called the meeting at 5:00.

2. Consideration of Changes, Additions or Removal to the Agenda

A. Brendan McNamara said that no changes are necessary.

3. Comments from Citizens

A. There were none.

4. Approve Minutes of Previous Meeting

A. Minutes from October 18, 2023

B. Motion by Lou Gabranski and seconded by Shannon Stark to accept the minutes from October 18, 2024 as submitted. Motion passed unanimously.

5. Sexton's Report

A. Motion by Lou Gabranski and seconded by Shannon Stark to accept sextons reports as submitted. Motion passed unanimously.

6. Buildings & Grounds Report

A. Motion by Lou Gabranski and seconded by Shannon Stark to accept Buildings and Grounds report as submitted. Motion passed unanimously.

7. **Discuss FY2025 Budget:**

- A. Brendan McNamara said with an increase labor of around 50% of the budget is spent. The labor is higher because of the flood work. In the line items on the budget report, add \$9,000 for fence repairs. The spillway will be covered by FEMA. The cemetery is \$34,200 not a capital fund revenue. That is a guess, about \$11,300
- B. Bruce Schmidt asked what is tractor funding? Is it separate from mower fund?
- C. Brendan McNamara - \$34,000 is a fund balance received every year from the town.
- D. Bruce Schmidt asked if the cemetery was town? Consider lower impact or increase and use money from fun balance. Is cemetery capital a revenue?
- E. Brendan McNamara said yes, I will get you one.
- F. Bruce Schmidt asked if pricing should be only budgeted at \$1,600. We must look at costs going up.
- G. Brendan McNamara said \$4,000 in foundations, \$3,800 in burials, \$3,000 lots could be increased in corners.
- H. Bob Brandt said we would like to keep it better than 9%
- I. Bruce Schmidt – We get \$1,500 every year
- J. Brendan McNamara- Ulla said the money must be spent. Try to spend some of that balance on cemetery improvements
- K. Bob Brandt- What if we use that for fence and siding?
- L. Bruce Schmidt – What have we spent on improvement projects?
- M. Brendan McNamara – Nothing yet
- N. Bruce Schmidt – Does cleaning of stones count? \$5,000 spent this year, but there is nothing in the report. Do we want to give Brendan permission to take from the fun fund balance instead of budgeting?
- O. Brendan McNamara – We can move the money to the budget add a different line item with that balance.
- P. Bruce Schmidt- We need to raise \$90,000 in taxes. Insurance is going up every year. An easy way to do this would be to take out mower/ tractor as capital expenses.
- Q. Brendan McNamara- Add \$5,000 for monument, take out the mower, this brings a 3% from fun balance.
- R. Bruce Schmidt- In spring, figure out how to spend \$34,050.00 Maybe even \$10,000 per year for paving
- S. Brendan McNamara – Will work on a capital plan for money to get it down to 3% or less and will send it out to board members.
- T. Bruce Schmidt – To preserve cemetery commission we should come up with our number. Either get together again or approve it tonight. Not a town dept. with town manager doing these expenses and revenue.
- U. Brendan McNamara - \$129,500 Expenses/ \$44,050 revenue
- V. **Motion by Bruce Schmidt to approve as written, seconded by Shannon Stark. Motion Approved.**
- W. Shannon Stark – With these changes, are we at 3%?

X. Brendan McNamara – 50% budget spent replaced by FEMA attorney funds will be moved back. Improvement projects \$6,000 was taken care of from FEMA so that money will come back in the spring.

8. **Sign Warrant Orders**

A. The warrant orders have been signed.

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

A. Brendan McNamara said an Executive Session is not needed.

10. **Adjourn**

A. **MOTION by Bruce Schmidt and seconded by Shannon Stark to adjourn. Motion passed unanimously.**

B. Meeting adjourned at 5:50 p.m.

Respectfully submitted,
Shannon Stark

Bob Brandt, Chairman

Bruce Schmidt

Louie Gabranski

Shannon Stark