

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING  
HOWARD BARTON, JR. CONFERENCE ROOM**

**Wednesday, September 21, 2022**

**Board Members Present:**

Brett Sanderson  
Bob Brandt

Lou Gabranski  
Bruce Schmidt

Herb Van Guilder

**Staff Present:**

Scott Murphy

Doug Sheehan

**1. Call to Order**

A. Brett Sanderson called the meeting at 5:01.

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

A. Scott Murphy said none are necessary.

**3. Comments from Citizens**

A. There were none.

**4. Approve Minutes of Previous Meeting**

A. Brett Sanderson said that the minutes to be reviewed are from July 20, 2022.

**B. Motion by Herb Van Guilder and seconded by Bob Brandt to accept the minutes from July 20, 2022 as presented.**

**5. Sexton's Reports**

A. **MOTION by Herb Van Guilder and seconded by Bob Brandt to approve the Sexton's Reports covering July and August as presented. Motion passed unanimously.**

**6. Buildings & Grounds Reports**

A. Herb Van Guilder said that he is concerned about the brush cutting, they are falling behind. They need to cut by the fence or it will be ruined. The upper cemetery is up to 3 to 4 feet. He said it will take 2 – 3 days to get it back down.

B. Louie Gabranski said that the back gate was open over the weekend.

- C. Herb Van Guilder said there's a trail down there.
- D. **MOTION by Herb Van Guilder and seconded by Bob Brandt to accept the report from Buildings and Grounds. Motion passed unanimously**

7. **Discuss & Possibly Approve Paid Holidays for Part-Time Employees**

- A. Herb Van Guilder said that had suggested this. We have dedicated employees and should pay them for 5 holidays per season.
- B. Scott Murphy said that it was 4 but they added Juneteenth. He said that both the Select Board and Trustees have approved this. The cost will be about \$4,300.00, including the Sexton.
- C. Herb Van Guilder said that the Cemetery Commission is a separate board and could approve this without the town.
- D. Louie Gabranski asked if the person doesn't work the full day, will they still get 8 hours.
- E. Scott Murphy said if they work on a holiday, they will get paid time and a half. If they don't work, they will get straight pay.
- F. Bruce Schmidt said explained that they will receive time and a half for the number of hours they actually work and straight pay for the balance.
- G. **MOTION by Herb Van Guilder and seconded by Bob Brandt to approve paid holidays for part-time employees as present. Motion passed unanimously**

8. **Directory Mapping for Pleasant View Cemetery Presentation**

➤ <https://legacymark.maps.arcgis.com/apps/webappviewer/index.html?id=d8cd91bff2fe4ec3b2f0792b6c187a99>

- A. Scott Murphy said the program has been out there for about one month. They have received many positive responses. He said the system can be accessed from the town website.
- B. Doug Sheehan gave a demonstration of the system. He said that he updates it as changes come in. The vendor does an update once a month.
- C. Scott Murphy said the next step will be to be to get a sign up at the cemetery that has the link on it and eventually add a QR code. He said that we are one of the only towns in the Northeast that has the system and the only one in Vermont.
- D. Bruce Schmidt said we should also install WAY FINDING signs and think about adding South Hill and East Hill cemeteries.
- E. Doug Sheehan said they would probably have to be on a separate program. He said that he has all of the information to do it. He said that South Hill has about 40 graves and Smithville about 4.
- F. Bruce Schmidt said it would be nice to do and asked that Scott Murphy get a cost.
- G. Doug Sheehan said we pay \$600/year for what monthly maintenance now. He said it is easy to look up lots.
- H. Herb Van Guilder asked what if we have to replace Doug Sheehan. Who will do the upkeep of the system?
- I. Scott Murphy said we will have in-house staff do it until we get a new Sexton.
- J. Doug Sheehan said he updates the system every time something goes on up there.
- K. Bruce Schmidt said the records have all been kept on paper. He said we will always have a Sexton and if not the Town Manager or board members can keep it up.

- L. Herb Van Guilder said that at some point, maybe the Cemetery will not use the Municipal Manager.
- M. Doug Sheehan said he has paper, NEMRC and this system.

**9. New Business**

- A. Flags
  - i. Louie Gabranski asked why on 9/11 all flags were not at ½ staff.
  - ii. Bob Brandt said they were.
  - iii. Doug Sheehan said that one of our flag poles is broken and in order to keep the American flag above the others, they couldn't be at full ½ staff.

**10. Other Business**

- A. Roof Work on the Lower Tomb
  - i. Scott Murphy advised that he had received a note from Kevin MacPherson advising that Tyrell is having staffing issues and can't do standing seam. They can so shingles. Should we switch to shingles?
  - ii. Herb Van Guilder said standing seam is better and we should check with another roofer.
  - iii. Scott Murphy said possibly Tyrell will find help.
  - iv. There was consensus to contact Tyrell and discuss it.
  - v. Bruce Schmidt said that possibly we can do it in the winter. It is close to the road and won't take long to do.
  - vi. Scott Murphy said he will contact Tyrell and get back to the board.

**11. Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, October 19, 2022 at 5:00 p.m.

**12. Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Scott Murphy said an Executive Session is not needed.

**14. Adjourn**

- A. Meeting adjourned at 5:28 p.m.

Respectfully submitted,

Lisha Klaiber

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Brett Sanderson, Chairman

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Bruce Schmidt

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Bob Brandt

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Herb Van Guilder

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Lou Gabranski