

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

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

WEDNESDAY, NOVEMBER 16, 2022

Board Members Present:

Brett Sanderson
Bob Brandt

Lou Gabranski
Bruce Schmidt

Herb VanGuilder

Staff Present:

Scott Murphy

Doug Sheehan

Others Present:

Justin Hyjek

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 October 19, 2022.

B. **Motion by Herb VanGuilder and seconded by Bob Brandt to accept the minutes from October 19, 2022 as presented.**

5. Sexton's Reports

A. Herb VanGuilder commented about items from Sexton's Report at the October meeting – parking on the grass. He reiterated that he doesn't see a problem with it.

B. Brett Sanderson said that was not included in this month's Sexton's report.

C. **MOTION by Bob Brandt and seconded by Louis Gabranski to approve the Sexton's Reports for October as presented. Motion passed unanimously.**

6. **Buildings & Grounds Reports**

- A. **MOTION by Bob Brandt and seconded by Bruce Schmidt to accept the report from Buildings and Grounds. Motion passed unanimously.**

7. **Review & Possibly Approve Surveyors Cost Estimate**

- A. Scott Murphy said that a proposal from Rose Land Surveying was included in their packets.
- B. Scope of Services:
- i. Search the Ludlow Land Records to obtain relevant information regarding boundaries, right-of-ways and easements from which a survey abstract will be prepared. This abstract will include both the subject property and abutting properties.
 - ii. Field reconnaissance to recover all physical evidence of existing monumentation (pipes, fences, walls, etc.) of boundary corners and lines as described by deed and/or available survey maps.
 - iii. Perform a Total Station Field Survey of the exterior perimeter boundary of the parcel locating the physical evidence relative to these lines. Existing improvements to the subject t property such as buildings, drives, visible above grade utilities will be located.
 - iv. We will perform computer drafting to generate a survey plat which will depict the location of the above grade utilities, improvements and existing property lines relative to the subject parcel suitable for recording in the Ludlow Land Records. Deliverable will be 5 hard copies of the boundary survey, a Mylar copy for recording in the land records and an electronic PDF copy.
 - v. Perpetuate the boundary by monumenting missing boundary corners.
Estimated Fee: \$3,700.00
- C. Scott Murphy said the work would be done in the spring.
- D. Herb VanGuilder said they have had so many piece meal surveys. The last survey was not completed. He hopes that Rose will complete all of the property.
- E. Scott Murphy said that the scope is included – exterior perimeter boundaries.
- F. Herb VanGuilder asked if this survey will be complete and when Doug Sheehan sells a plot, will it be correct.
- G. Scott Murphy said the scope of work is in front of you.
- H. **MOTION by Bob Brandt and seconded by Louis Gabranski to the survey proposal as provided by Rose Land Surveys for \$3,700.00.**
- I. Bruce Schmidt noted that David Rose was not part of prior surveys.
- J. Scott Murphy said he would be starting from scratch and not building off Mongeon’s survey.
- K. Bruce Schmidt said there is nothing mentioned about the layout of plots.
- L. Scott Murphy said that is correct.
- M. Herb VanGuilder said we need to make sure that the plot lines are correct, including the new areas.
- N. Bruce Schmidt asked how this worked in the past, did we bring in a survey company to do the layouts of the lots or do employees measure them.
- O. Doug Sheehan said that staff has been measuring them out. We put in the corner stones. He said that Steve Mongeon drew lines, but that was wrong. He put 11 graves across and we put 8 graves across.
- P. Herb VanGuilder said Steve Mongeon gave us plot plans.

- Q. Bruce Schmidt said that Mr. Rose will not do that for \$3,700. If we want to do that, we need to put out a new RFP.
- R. Brett Sanderson said we need to get the outside perimeter done first.
- S. Herb VanGuilder suggested asking David Rose what he can do to get a complete – once and for all survey, so that we don't sell plots that have already been sold.
- T. Bruce Schmidt said we won't get that for \$3,700.00.
- U. Herb VanGuilder said we shouldn't accept this proposal until we ask for more.
- V. Doug Sheehan said we have never done that before.
- W. Bruce Schmidt called the question.
- X. **Motion passed, 4 to one (Herb VanGuilder dissenting.)**

8. **Finalize FY2024 Budget:**

- A. Scott Murphy said that he had made the adjustments discussed at their last meeting. There are still 2 areas they may wish to change. Labor – he said that they had added a person and the total labor costs are less than \$50,000, currently the costs are \$30,500. The Sexton's number went from \$9,990 to \$18,000.
- B. Herb VanGuilder said we should add money to get the survey done to include plots.
- C. Scott Murphy said that labor costs are coming out of capital.
- D. Bob Brandt asked if we have ever double sold a lot.
- E. Doug Sheehan said no.
- F. Herb VanGuilder said we are in good shape with labor.
- G. Scott Murphy said we need to be at \$50,000. We have under budgeted to lower Capital. This year we lowered Capital and the balance is \$83,000.
- H. Herb VanGuilder we have kept that for emergency use or for programs that haven't been completed.
- I. Bruce Schmidt asked about taking the mower costs out of capital.
- J. Scott Murphy said it has a line item, but it can be taken out of capital.
- K. Bruce Schmidt said that other departments in the town sometimes take larger items out of capital.
- L. Scott Murphy said he will "0" it out and move it to capital.
- M. Bruce Schmidt asked about the labor costs for the Sexton, noting that this year we had the big project with implementing the software. Should we consider possibly 16 to 20 hours per week.
- N. Doug Sheehan said that is about right, except for funerals.
- O. Bruce Schmidt asked if we should consider this year as an anomaly with the software project. There is a significant increase from \$9,990 to \$18,000.
- P. Doug Sheehan said the \$9,990 was for ½ year only, because prior to that, his time had been included in with regular labor.
- Q. Bruce Schmidt said Actual FY 2022 was \$49,000.
- R. Scott Murphy said that included the Sexton's labor. Last year we put in \$9,990 and now have a full year number. He added that we could possibly add the other two cemeteries to the mapping project. He said, also that we made the 2023 budget number intentionally low to draw down the capital balance. We under budgeted.
- S. Bob Brandt said \$18,000 was included in Labor, and then \$30,000 should be ok.
- T. Scott Murphy said we also added a person last year.
- U. Bruce Schmidt asked what the actual is now. He said that the numbers show: \$56,511 – actual, \$50,540 budget 2023, \$58,200 budget 2024, that's only \$2,000 more than 2022.

- V. Scott Murphy said we had a bigger number last month. Currently, \$27,000 for FY2023, - \$33,500 April through July and \$49,500, excluding Doug Sheehan.
- W. Bruce Schmidt said that would be about \$67,000 plus Kevin MacPherson at \$1,500, that's close to \$70,000, including the Sexton.
- X. Scott Murphy said that's the on-track number.
- Y. Bruce Schmidt asked what the real number is.
- Z. Doug Sheehan said that 2 years ago it was \$14,000.
- AA. Herb Van Guilder said that in the past, Doug Sheehan has also put in time that he was not paid for. The Sexton is the type of position that you can't just find someone off the street to take.
- BB. Bruce Schmidt said this is not about Doug Sheehan. He has not received a significant increase in pay and should be paid for the hours he works, but we shouldn't put in numbers that aren't real.
- CC. Scott Murphy said that \$49,700 for labor and \$18,000 for the Sexton is realistic and we can move the mower to capital. That would give us a solid, realistic budget.
- DD. Bruce Schmidt said he told us \$49,000, not \$30,000. We should change it back.
- EE. Doug Sheehan asked about moving Monument Restoration to capital.
- FF. Scott Murphy said we have a line item for that to show what we have done.
- GG. Bruce Schmidt asked if Improvement Project was to the grounds.
- HH. Scott Murphy said yes. We did lots of tree work last year.
- II. Bruce Schmidt said we need to do our due diligence and look at all of the numbers. This budget includes a 20% increase. The numbers need to be real.
- JJ. Scott Murphy said that he agrees with making this year's number real. Last year's numbers weren't real either, in a comparable ratio - \$28,250 is on track for \$40,000 and the \$10,000 is not real.
- KK. Bruce Schmidt said the Sexton had more hours.
- LL. Scott Murphy said and we added a person.
- MM. Bruce Schmidt said we need to monitor the hours and Doug Sheehan needs to be paid for the hours he works.
- NN. Doug Sheehan said that isn't necessary.
- OO. Bruce Schmidt said he should be paid and should not work for free.
- PP. Herb VanGuilder said we are fortunate to have the staff that we have and they love the cemetery and get things done.
- QQ. **MOTION by Bob Brandt and seconded by Bruce Schmidt to adjust Labor to \$49,700 and to move the Mower costs of \$8,000 to Capital. Motion passed unanimously.**

9. Other Business

- A. Signs/Skate Boarding
 - i. Scott Murphy advised that we have plans to have new signs made over the winter. Our current signs do not say, No skateboarding or no motorized vehicles. He said he thinks we should add this to the new signs.
 - ii. Herb VanGuilder said that we used to have vandalism in the cemetery, but now encourage people to come to the cemetery and don't have damage. He encourages people to come, walk, run their dogs. He is against having a lot of regulations.
 - iii. Louis Gabranski said there was a sign that said: Closed on Veterans' Day.
 - iv. Scott Murphy said the weather was still good and we kept it open.
 - v. Doug Sheehan said the employees stop working after Veterans' Day.

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- vi. Justin Hyjek said it is great to see people visiting. He said that he has an electric skateboard and it is not noisy. He said the Sexton lodged a complaint about no skateboard and dogs must be leashed. He said that his wife is scared to go there because she does not feel safe. Doug Sheehan drove behind her, honking his horn. He said that Doug Sheehan said they should make skateboards illegal. He said he likes to skateboard and walk his dog in the cemetery. He said the cemetery regulations say that all pets must be under the control of the owner, it does not say they have to be leashed.
 - vii. Brett Sanderson said there is a leash law in the Village.
 - viii. Justin Hyjek said his dog is under his control and there is nothing in the regulations about skateboarding. He said the regulations say that the Sexton is allowed to ask people to leave, but he was not being loud. Skateboarding is a sport for me and silent.
 - ix. Herb Van Guilder said the Cemetery Commission does not have rules against skateboarding. He said that Dorsey Park does not allow dogs, but you can ride a horse. He said he doesn't feel they should discriminate against people with dogs. We can ask people to clean up after their animals.
 - x. Justin Hyjek said he does not see a lot of dog waste in the cemetery. It is a great, green space with great views.
 - xi. Louis Gabranski asked about snowmobiles and motorcycles.
 - xii. Herb Van Guilder said that they are causing problems. There is a trail from the back 40, then ½ way up the hill to Mary Davis.
 - xiii. Louis Gabranski asked if someone gets hurt, who is liable.
 - xiv. Scott Murphy said there are not supposed to be motorcycles in the cemetery.
 - xv. Bruce Schmidt said that Sexton wants to make rules, and we just dismiss what he says. He asked the Town Manager and the Sexton to get together and revamp the rules and bring them back for the April meeting. We don't want to create problems where there aren't any. We need to talk to the abutting neighbors. We need to listen to the Sexton, but also take into consideration others.
 - xvi. Doug Sheehan said he never blew his horn at Justin Hyjek's wife, but did tell her to have her dog on a leash.
 - xvii. Bruce Schmidt said the Sexton wrote us a report for the last meeting and we did nothing about it. He laid out his comments and brought his concerns to us.
 - xviii. Scott Murphy said he will get together with Doug Sheehan, over the winter and come back with suggestions for the April meeting.
 - xix. Louis Gabranski asked about liability.
 - xx. Scott Murphy said if the cemetery is closed, we are not liable, but he will check on it.

10. **Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, April 19, 2023 at 5:00 p.m.
- B. Scott Murphy advised that the town Holiday Party will be held on Thursday, December 15th at DJs.

11. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

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

13. **Adjourn**

- A. MOTION by Bruce Schmidt and seconded by Louis Gabranski to adjourn. Motion passed unanimously.
- B. Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski