

**TOWN OF LUDLOW**  
**BOARD OF CEMETERY COMMISSIONERS**  
**REGULAR MEETING**  
**WEDNESDAY, MAY 17, 2023**  
**HOWARD BARTON, JR. CONFERENCE ROOM**  
**5:00 PM**

**AGENDA**

1. Call to Order:
  
2. Consideration of Changes, Additions or Removal to the Agenda:
  
3. Comments from Citizens:
  
4. Approve Minutes of Previous Meeting(s):
  - a. April 19, 2023
  
5. Sexton's Report:
  
6. Building & Grounds Report:
  
7. Seasonal Goals:
  
8. Directory Update:
  
9. New Business:
  
10. Other Business:

11. Set Date for Next Meeting (June 21, 2023):

12. Sign Warrant Orders:

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

14. Adjourn:

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

**Wednesday, April 19, 2023**

**Board Members Present:**

Bob Brandt

Shannon Barton

Lou Gabranski

Bruce Schmidt

Herb Van Guilder

**Board Members Absent:**

Herb Van Guilder

**Staff Present:**

Brendan McNamara

Doug Sheehan

**1. Call to Order**

- A. Brendan McNamara called the meeting at 5:04.

**2. Annual Board Re-Organization**

- A. Elect Chair of the Board - Motion by Bruce Schmidt and seconded by Louie Gabranski to elect Bob Brandt as Chair of the Board. Motion passed unanimously.
- B. Elect Vice Chair of the Board – Motion by Bob Brandt and seconded by Shannon Stark to elect Bruce Schmidt as Vice Chair of the Board. Motion passed unanimously.
- C. Elect Clerk of the Board – Motion by Bruce Schmidt and seconded by Louie Gabranski to elect Shannon Stark as Clerk of the Board. Motion passed unanimously.
- D. Elect Signer of Deeds – Motion by Bruce Schmidt and seconded by Shannon Stark to elect Bob Brandt as signer of deeds. Motion passed unanimously.
- E. Appoint Lisha Klaiber as Recording Clerk. Bob Brandt appointed Lisha Klaiber as Recording Clerk.
- F. Set Day and Time of Regular Meetings and Alternate Meetings. Consensus of the board to continue with Regular meetings at 5:00 p.m. on the Third Wednesday of the month as alternate meetings to be scheduled as needed.
- G. Designate Newspaper of General Circulation
- i. Consensus of the board to retain THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as backup.
- H. Adopt Roberts Rules Order
- i. Motion by Bruce Schmidt and seconded by Louie Gabranski to continue using Roberts Rules of Order. Motion passed unanimously.

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

- A. Brendan McNamara said that no changes are necessary.

4. **Comments from Citizens**

- A. There were none.

5. **Approve Minutes of Previous Meeting**

- A. Bob Brandt said that the minutes to be reviewed are from November 16, 2022.  
B. **Motion by Bruce Schmidt and seconded by Louie Gabranski to accept the minutes from November 16, 2022 as presented.**  
i. Doug Sheehan noted that on page 5, item #9(vi), Justin Hyjek said “he cemetery regulations say that all pets must be under the control of the owner, it does not say they have to be leashed.” Doug Sheehan said that this is not true and the signs say the dogs must be leashed.

6. **Sexton’s Report**

- A. Shannon Stark asked about the duties of the sexton.  
B. Bruce Schmidt said that the sexton is like the “manager” of the cemetery. He said the sexton schedules burials and attends funerals.  
C. Shannon Stark asked about any steps taken to remediate “dog poop.”  
D. Bob Brandt said that trash cans with poop bags are put out when the cemetery is open.  
E. The sexton’s report was submitted and accepted.

7. **Buildings & Grounds Report**

- A. Bob Brandt said that in his report, Kevin MacPherson said the cemetery was scheduled to open on April 17<sup>th</sup>, but opened last Friday, April 15<sup>th</sup>.

8. **Opening for the Season**

- A. Louie Gabranski asked why the cemetery was not open for Easter.  
B. Bob Brandt said there was still snow on the ground and the cemetery opened last Friday, April 15<sup>th</sup>. He added that the sluiceway was flooded and they had to get a backhoe in there to clear it.  
C. Louie Gabranski said that should have been done before Easter.  
D. Bruce Schmidt said that the board talks about this every year and we always have reasons why it did not open. We have a new Town Manager and we need to make every effort to open earlier and still be safe. Next year, Easter will be on March 31<sup>st</sup>. If we need to work on the sluiceway, we should wait until after that weekend.

9. **Seasonal Goals**

- A. Bob Brandt suggested the following goals:  
i. Minor fencing project – the white split rain fence at the top is rotting and suggested that we put in new fencing or pull the old. He said there is a big drop in the back.  
ii. Lower Section – he said that where the pine trees had been removed, possibly we should get good posts to make the line straight.  
iii. Cut out the broken pavement where the cold patch is now.

- a) Cut and pave it and we will keep from losing the road at the intersection. He added there is also a trench at the top.
  - b) Louie Gabranski said they could put in a bigger pipe across the road.
  - c) Bob Brandt said there is a pipe under the road and they could dig up the intersection.
  - d) Bruce Schmidt suggested that they ask Brendan McNamara to get together with Kevin Mac Pherson and come up with some ideas and costs. He added that there is a brush pile at the top.
  - e) Bob Brandt said that most of the brush pile has been burned.
  - f) Louie Gabranski asked if the town could do the repairs to the road.
  - g) Brendan McNamara said the highway department is down 2 staff members, but he will talk to Ron Tarbell and Kevin MacPherson.
- iv. Survey –
- a) He said that David Rose still has to finish coming out the main entrance. He said that a couple of pins are still needed out back, but there are “pink flags” back there. He said that David Rose will provide a map when the work is done. Bob Brandt said it goes back much further past the stump-dump that he has expected.
- B. Brendan McNamara said that he has spoken to Kevin Mac Pherson about some ideas.

## 10. Directory Update

- A. Bob Brandt said that it is working well, but many people still do not know about it.
- B. Bruce Schmidt said they should ask Brendan McNamara how they can make more people aware of the directory. He asked about a QR code.
- C. Brendan McNamara said they are talking about an overhaul of the town website and possibly putting the directory on the website. We can promote it on the website.
- D. Doug Sheehan said he recently made some corrections through the vendor. He said the corrections were things they would have to do. He said they have other larger clients, and he does keep calling them. He said he goes to the cemetery every day, but he needs to use the computer in the town hall.
- E. Louie Gabranski asked if Doug Sheehan has specific hours.
- F. Doug Sheehan said he goes every morning for 1 to 2 hours and as needed. He meets people whenever they need to be there and he does give out his home phone number (for scheduling burials, foundations, lot sales, grave layouts.) He said that he tries to make himself available when needed. He added that he doesn't always charge for his hours.

## 11. New Business

- A. Town Manager Updates
  - i. Brendan McNamara said he went to visit the cemetery on Monday and was stunned at how beautiful and expansive it is. We are fortunate and get lots of accolades.
  - ii. LES 5<sup>th</sup> Grade Class
    - a) Brendan McNamara said he has spoken with Lisa Marks (5<sup>th</sup> grade teacher) and she and her class will be working with Kevin MacPherson to help clean up cemetery grounds. He said it will help give the students a sense of community. They may do things like rake and pick up sticks. It will be a help to get the cemetery open. They may start at South Hill Cemetery this year and possibly both next year.
  - iii. Brendan McNamara said that Josh is also working for the Highway Department and the part time position is open. Highway is also short staffed.

12. **Other Business**

- A. Memorial Day Flags
  - i. Louie Gabranski asked who puts out the flags for Memorial Day.
  - ii. Doug Sheehan said the American Legion. He said that the Legion also leaves the town some extra flags.

13. **Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, May 17, 2023 at 5:00 p.m.

14. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Brendan McNamara said an Executive Session is needed.
- B. **MOTION by Bruce Schmidt and seconded by Shannon Stark to enter into Executive Session and to invite Brendan McNamara. Motion passed unanimously.**
- C. Board entered into Executive Session at 5:38 p.m.
- D. Board exited Executive Session at 5:49 p.m. No action taken.

16. **Adjourn**

- A. **MOTION by Bruce Schmidt and seconded by Louie Gabranski to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:50 p.m.

Respectfully submitted,  
Lisha Klaiber

\_\_\_\_\_  
Bob Brandt, Chairman

\_\_\_\_\_  
Bruce Schmidt

\_\_\_\_\_  
Louie Gabranski

\_\_\_\_\_  
Herb VanGuilder

\_\_\_\_\_  
Shannon Stark

Sexton report for May 17, 2023

We are getting busy at the Cemetery, the Cemetery is looking good.

We have already done one full burial and two cremations and by the time of this meeting we will have done three more full burials and two more cremations.

We have several more burials schedules for this month and next month including one more full burial and one more cremation this month.

I have orders for nine foundations already

I have already sold four two grave lots this season and have three more families making up their minds on how many lots to buy.

I am planning on having more monuments cleaned and there are some that need to be repaired and straightened and reset. I have talked to the company about cleaning monuments and will show him the ones I want cleaned when he comes down

Also have about twenty more cremations that need to be scheduled just waiting on the families to set the date.

The survey of the Cemetery has been completed by David Rose.

Respectfully Submitted

Doug Sheehan, Cemetery Sexton

## CEMETERY GROUNDS REPORT

MAY 2023

- Prepping this week and next for more cremations and full burials
- Brush & debris have been cleaned up again from another overflow in spillway
- Laying lots of mulch and clean-up of the grounds continues
- Have already done full burial and cremations
- Have many foundations lining up to do
- Mowing has already been on the way
- Thank you to the Ludlow Electric Dept. for doing electrical work in our upper building
- Readyng the grounds for the Memorial Day Celebration
- Thank you also to Pam Todt for her flower donations that have been planted
- Tomieka and April also have repainted inside lower office
- Hope to turn water on next week

Burial Update:

Doug has A lot of burials to do on the list besides the ones we have already done

### **Equipment & Supplies:**

- Equipment has been prepped and is ready to go

Respectfully submitted,

Kevin MacPherson  
Building & Grounds Foreman

