

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

Wednesday, July 20, 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 May 18, 2022 and June 15, 2022.

B. Scott Murphy advised that there wasn't a quorum for the meeting on June 15th and no actions were taken.

C. Herb Van Guilder commented that on the minutes from June 15, there was reference to renting a sifter for the rocks. He said that most of that stuff was brought in by the town and we can't use it for burials. He thought we were going to fill in the bank. We don't need it.

D. Brett Sanderson said it was a screen for sifting the top soil.

E. Scott Murphy said it was only a question if we wanted to do it.

F. **Motion by Herb Van Guilder and seconded by Bob Brandt to accept the minutes from May 18, 2022 and June 15, 2022 as presented.**

5. Sexton's Report

A. There were none.

6. **Buildings & Grounds Report**

- A. Herb Van Guilder said that the crew been busy with burials and keeping up with needed work. They are doing a great job.
- B. **MOTION by Bob Brandt and seconded by Lou Gabranski to accept the report from Buildings and Grounds. Motion passed unanimously**
- C. Lou Gabranski asked if Gedron has paid their bill.

7. **Directory Update**

- A. Scott Murphy said that he and Doug Sheehan had a conference call with the vendor 2 weeks ago and we have received the data for conversion. Doug Sheehan is making the edits on the layouts. We expect to do the final roll out on August 12th. We want to avoid putting it out there with lots listed as lots listed as empty that aren't actually available. We will link it to the town website. There will be a sign with layout and history. Things are going well.
- B. Bob Brandt asked if Doug Sheehan is finding a lot of stuff.
- C. Doug Sheehan there were some – all in the same area. He will be working on it a few more days.

8. **New Business**

- A. **Brush and Maintenance**
 - i. Herb Van Guilder said that they need to cut a lot of brush on the bank between the upper and lower and also the bank on the lower. He said that the grass is coming up between the cracks on the center road. We need to cut it and seal the cracks.
- B. **Budget/Financial**
 - i. Bruce Schmidt noted the Cemetery had a \$30,000 overage on expenses. He said that Scott Murphy had said there would be a carry-over. How much is in the Capital Account.
 - ii. Scott Murphy said there are 2 factors:
 - a) There has been a continued carry-over each year. We never fully spend the regular budget and the Capital Account keeps building
 - b) The Cemetery Commission wanted an extra person, so we hired an additional person. He said that the idea is to overspend and draw down that Capital Account.
 - c) Brett Sanderson said we started the carry-over because of paving, and having a rolling budget to repave every 3 years.
 - d) Herb Van Guilder said that the Cemetery Commission is an executive board and not part of the Select Board or Trustees. Years ago we did not raise enough money. We put an article in the budget that any Cemetery funds not spent would not go to the Select Board, but stay in the Cemetery budget. The money is supposed to go to special projects. This was approved by the tax payers.
 - e) Bruce Schmidt said to take \$29,000 out this year.
 - f) Scott Murphy said the Capital Account is now \$70,000.
 - g) Bruce Schmidt said we need to spend it. We are not doing our fiscal responsibility to the tax payers.
 - h) Herb Van Guilder that the boards that he has been on have never had a deficit. When we took over, there were \$50,000 of unpaid bills and the town was on COD. He said that he is proud to have a carry-over and not a deficit. There are plenty of projects to do.

- i) Bruce Schmidt asked Scott Murphy to put together a program of projects.
- j) Scott Murphy said he is doing it. He added that if they do want to pave, they should set up a separate account for paving and put money into it every year.
- k) Herb Van Guilder asked what do we need to pave. We don't need to pave the secondary roads. The center road is cracking and in the past, would seal and cold patch it.
- l) Lou Gabranski said the bathroom is in bad shape. If we don't fix it, we should get a cart to take people to the lower bathroom/
- m) Bruce Schmidt said they could look at it. He said that a significant part of the \$70,000 needs to be used on something. That is a lot of extra surplus. Or, give it back to the taxpayers.
- n) Herb Van Guilder said that we should decide what projects to do.
- o) Bruce Schmidt said that the Select Board gave \$150,000 back to the tax payers because there was too much surplus. We can manage to operate without a large sum.
- p) Bob Brandt said we still have the roof project, straightening the grave stones.
- q) Scott Murphy said that is a budget line item.
- r) Bob Brandt added cleaning the stones.
- s) Doug Sheehan said that is on hold because the person who was doing the work got hurt.
- t) Herb Van Guilder said that we initiated several programs, but nothing was done: brush, fertilizer
- u) Lou Gabranski repeated, the bathroom

9. Other Business

- A. Discuss Paid Holidays for Cemetery Staff as Seasonal Workers
 - i. Scott Murphy advised that Herb Van Guilder wanted this added to the agenda.
 - ii. Herb Van Guilder said that you can see the job done at the cemetery. Staff is concerned about keeping the cemetery looking nice. We don't pay them for holidays, because they are part-time. They should get paid for holidays – or even half. We need to keep staff happy.
 - iii. Lou Gabranski asked if they get paid for sick time.
 - iv. Scott Murphy said that part-time employees accrue sick time by law. There are 5 holidays.
 - v. Bob Brandt asked if we pay any part-time employees for holidays.
 - vi. Scott Murphy said no.
 - vii. Herb Van Guilder said that the Cemetery Commission is an independent board. We make our own policies. We are totally separate. We can pay our employees for holidays.
 - viii. Scott Murphy said that the minimal cost would be about \$860.00 – full day pay. He said they do work hard. He said this does not include Kevin MacPherson. It does include the sexton and workers.
 - ix. Bruce Schmidt asked how they are paid.
 - x. Scott Murphy said they have to adhere to town policies.
 - xi. Bruce Schmidt asked about Workers' Compensation.
 - xii. Scott Murphy said it is a line item of the Cemetery budget.
 - xiii. Bruce Schmidt said he is not in favor of going down the rabbit hole. He added that we can't vote on anything under "Other Business."
 - xiv. MOTION by Herb Van Guilder and seconded by Bob Brandt to put pay for holidays for cemetery employees on the agenda for next month.
 - xv. Bruce Schmidt repeated that he does not believe that you can make a motion under "Other Business." He said we can put it on the agenda for next month, but can't make a motion under "Other Business."
 - xvi. Herb Van Guilder said he can call the Secretary of State.

xvii. Scott Murphy said he will put it on the agenda for next month.

10. **Set Date for Next Meeting**

A. Next regular meeting - Wednesday, August 17, 2022 at 5:00 p.m.

11. **Sign Warrant Orders**

A. The warrant orders have been signed.

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

- A. Scott Murphy said is needed for discussion of evaluation of employees 1 VSA 313 (a) (3).
- B. **MOTION by Bruce Schmidt and seconded by Bob Brandt to enter into Executive Session for discussion of evaluation of employees 1 VSA 313 (a) (3). Motion passed unanimously.**
- C. Board exited Executive Session at 5:30 p.m.
- D. MOTION by Bruce Schmidt and seconded by Herb Van Guilder to approve the wage changes recommended by the Municipal Manager. Motion passed unanimously.

13. **Adjourn**

A. Meeting adjourned at 5:34 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski