

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

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

Wednesday, March 19, 2024

[Cemetery commissioners Meeting – Zoom Link](#)

Meeting ID: 437 305 4865

Password: 255344

Board Members Present:

Bob Brandt

Shannon Barton

Bruce Schmidt

Scott Baitz

Board Members Absent:

Lou Gabranski

Staff Present:

Brendan McNamara

Doug Sheehan

Others Present:

Richard Salem

1. Call to Order

- A. Brendan McNamara called the meeting at 5:01.

2. Annual Board Re-Organization

- A. Elect Chair of the Board - **Motion by Bruce Schmidt and seconded by Shannon Stark to elect Bob Brandt as Chair of the Board. Motion passed unanimously.**
- B. Elect Vice Chair of the Board – **Motion by Shannon Stark and seconded by Scott Baitz 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 Scott Baitz 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 the Chairman as signer of deeds. Motion passed unanimously.**
- E. Appoint Lisha Klaiber as Recording Clerk. **Motion by Bruce Schmidt and seconded by Scott Baitz to appoint Lisha Klaiber as Recording Clerk. Motion passed unanimously.**
- F. Set Day and Time of Regular Meetings and Alternate Meetings.
- i. **MOTION by Shannon Stark and seconded by Scott Baitz to hold regular meetings at 5:00 p.m. on the Third Wednesday of the month, alternating months year-round with other meetings as needed at the discretion of the board. MOTION passed unanimously.**
- G. **Designate Newspaper of General Circulation**
- i. **MOTION by Bruce Schmidt and seconded by Scott Baitz to retain THE VERMONT JOURNAL as the newspaper of general circulation with THE RUTLAND HERALD as backup. Motion passed unanimously.**
- H. **Adopt Roberts Rules Order**
- i. **There was consensus among board members to adopt Roberts Rules of Order**

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

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

4. Comments from Citizens

- A. Richard Salem thanked the board for having the fence repaired. He said it looks good.
- B. Bob Brandt said he is glad that Mr. Salem came to the board.
- C. Brendan McNamara said that Kevin MacPherson was able to find the same caps. They were able to push the fence back up and stabilize it. It looks very good.

5. Sexton's Report

- A. Doug Sheehan said that he has sold 3 lots. There is one full burial and 12 cremations waiting to be scheduled when the cemetery reopens. He said the road to the top is still icy.
- B. Brendan McNamara said that Memorial Day Weekend there is a wedding of a town crew member and staff will not be at the cemetery.
- C. Shannon Stark asked about the number of burials per lot.
- D. Doug Sheehan said one full and one cremation or 2 cremations.

6. Buildings & Grounds Report

- A. Brendan McNamara said that Kevin MacPherson did not have a report.
- B. Bob Brandt said that the sluiceway worked during the last runoff.
- C. Brendan McNamara said the pipe exiting the cemetery may be undersized, but that is the responsibility of the Town. He said the fix to grind down the pavement worked.

7. Opening for the Season

- A. Brendan McNamara said the cemetery will open as soon as humanly possible. The snow is going away and the crew is making headway clearing it.
- B. Doug Sheehan said we usually open in April, but it is still all ice at the top
- C. Brendan McNamara said the weather today probably did wonders in clearing the ice
- D. Doug Sheehan said there is still some snow in the lower cemetery.

8. Seasonal Goals

- A. Brendan McNamara said they are continuing with the presentation. The cemetery is nice, well-kept and we continue to improve where possible. We should look at Rules and Regulations. Do we want green burials? He said the rules are not much different from other cemeteries. We may need just a few minor changes. Do we want a separate mausoleum section?
- B. Doug Sheehan asked about doing away with the vaults
- C. Brendan McNamara said we can look into it.

9. **New Business**

- A. Bruce Schmidt said if there is a consensus, we can bring this back for the May meeting. We are looking at more cremations and how we can make it easier and use the land to the best of our ability. Possibly breaking up plots and selling smaller plots for just cremations - less space, less price. Also, we need to spend time learning from Doug Sheehan - his knowledge, how he sells the plots. If needed, we should have a backup if Doug Sheehan is not here. We are fortunate to have a sexton who attends all of the funerals and does so much. How do we learn what we would need to learn?
- B. Doug Sheehan said he has spoken to Brendan McNamara about this
- C. Shannon Stark asked about hiring an apprentice or assistant.
- D. Bruce Schmidt said we are fortunate that Doug Sheehan does his job as if it is a full-time job. Maybe have someone in town all sell the plots.
- E. Doug Sheehan said he was not appointed, he was hired. When he started, he went through the cemetery and wrote down each plot and who was buried there and then put it all on the computer
- F. Brendan McNamara said the signs, rules and QR code are ready and will be installed as soon as the ground is ready. We will move the existing sign to the exit with the dog bags.
- G. Hillside - Kevin MacPherson and Chief Whalen talked about this and will do a safe, controlled burn during the day.
- H. Shannon Stark said it would also serve as training for the crews.

10. **Other Business**

- A. Scott Baitz asked if we are promoting dog walking and dog bags.
- B. Shannon Stark said it has been a problem
- C. Bob Brandt said the cemetery is heavily used for dog walking in town. Kevin MacPherson kept a swatch open so he could get around.
- D. Scott Baitz said there are dog bags everywhere.
- E. Brendan McNamara said it is very difficult to police dogs and by putting the bags out; we are encouraging people to pick up after their dogs.
- F. Shannon Stark asked if there are more garbage cans.
- G. Doug Sheehan said there are lots of cans.
- H. Bob Brandt said there was more snow this year and we can't tell. He added that dogs are running off leash.
- I. Doug Sheehan said most cemeteries do not allow dogs. He said that Herb VanGuilder changed that rule.
- J. Bruce Schmidt said that if we have containers for the bags, fine, if not, don't buy anymore.
- K. Bob Brandt said there is a spot at the top of the hill where the pavement is breaking up and is all rutted. Should we look into having it paved
- L. Brendan McNamara said he will ask Ron Tarbell or Kevin MacPherson to get a price
- M. Bruce Schmidt asked what is the plan for spending for the season. What is the budget to be used for, what are the needs?
- N. Brendan McNamara said fencing, and the wall at the entrance. He will ask Doug Sheehan, Ron Tarbell and Kevin MacPherson to send a list prioritizing task.
- O. Brendan McNamara said he is working on the verbiage for the plaque for Herb VanGuilder's memorial for the Flag station. He will send board members a draft. He will get together with Bob Brandt. We have the design and we will plan the dedication.

11. **Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, May 21, 2025 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. Brendan McNamara said an Executive Session is not needed.

14. **Adjourn**

- A. **MOTION to by Scott Baitz and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:31 p.m.

Respectfully submitted,

Lisha Klaiber

Bob Brandt, Chairman

Bruce Schmidt

Scott Baitz

Shannon Stark

Louie Gabranski