

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

Wednesday, July 10, 2024

Board Members Present:

Bob Brandt	Shannon Barton	Bruce Schmidt
Scott Baitz	Lou Gabranski	

Staff Present:

Brendan McNamara	Doug Sheehan
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Others Present:

Richard Salem

1. Call to Order

- A. Bob Brandt called the meeting at 5:01.

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

- A. Brendan McNamara said they will add item 7A to the agenda.
B. **MOTION by Bruce Schmidt and seconded by Shannon Barton to add item 7A – “Fence Project Repair and Possible Action” to the agenda. Motion passed unanimously.**

3. Approve Minutes from Previous Meeting

- A. Lisha Klaiber advised that the minutes included in their packets are from the meetings of May 15, 2024, although the cover page says April 24th. The minutes of April 24th were not reviewed at their May meeting but make note of an incorrect name.
B. **MOTION by Bruce Schmidt ad seconded by Shannon Barton to approve the minutes from May 15, 2024 as corrected. Motion passed unanimously.**
C. Review of minutes from the April 24th meeting will be tabled until the September meeting.

4. Comments from Citizens

- A. **See Agenda Item 7A – Fence Project Repair and Possible Action**

5. Sexton’s Report

- A. Bob Brandt said that there has not been a huge request for Green Burials, but we should offer them.
B. Scott Baitz asked what was meant in the comments regarding Green Burials by “most people don’t seem to be ready for them yet...”
C. Doug Sheehan said that people don’t want them. He added that it would be hard to do them year-round. They would have a hard time in the winter.

6. Buildings & Grounds Report

- A. Bob Brandt mentioned the pump cut out.
- B. Louie Gabranski asked who decided on the locations of the manholes.
- C. Bob Brandt said they are cutouts for the road drain, not manholes.
- D. Louie Gabranski asked why the one by Odd Fellows is not bigger.
- E. Brendan McNamara said it is not on our property - we did adjacent to drain out and spillway. We did as best as we could. He said that about $\frac{3}{4}$ is not on our property. It has been handling water very well. But, if there is a major flood, it won't be able to handle the water. On a regular daily basis, it functions well.
- F. Bob Brandt said it is as big as the pipe that is in there. There is another drain and paved swale up higher.
- G. Bruce Schmidt asked if we can try to get an easement to cover the legal aspect and to gain more room.
- H. Bob Brandt said it all goes into one drain. He said he has traced it up – it is an 18- inch pipe, same as on High Street.
- I. Brendan McNamara said we can investigate re-engineering it.
- J. Louie Gabranski said the water will flow right down to the office.
- K. Bruce Schmidt said they could look at re-engineering. Maybe there are ways to slow down the water, rocks. We should look at the cost of an easement and would it be worth it.
- L. Brendan McNamara said he will check into it.
- M. Shannon Barton asked about the dam behind the cemetery.
- N. Brendan McNamara said it is on private property.
- O. Shannon Barton asked if the pond has been inspected.
- P. Brendan McNamara said that Okemo takes care of that, it is checked as part of the Emergency Management plan, but is outside of the purview of the town.

7. Projects Update

- A. Regulations
 - i. Brendan McNamara said that they have been researching other town cemeteries' regulations and they are pretty uniform. Three big items are: burials/cremations per lot, Green Burials and Vehicles.
 - a) Doug Sheehan said we currently allow one full burial and one cremation or 2 cremations per lot.
 - b) Brendan McNamara said that Green Burials are evolving. We could allow them with limitations. We can't do them in the winter. We could specify month and locations. If we did May to October. We would need a guide.
 - c) Vehicles – ATVs – would need strict verbiage.
 - d) Scott Baitz said we don't plow in the winter.
 - e) Brendan McNamara said that he and Doug Sheehan will draft up updated regulations for the next meeting.
 - f) Scott Baitz asked, if there would be a downside to allowing 3 cremations per lot.
 - g) Doug Sheehan said no.
 - h) Shannon Barton asked about 4 cremations per lot.
 - i) Doug Sheehan said that is pushing it with regards to space.
 - j) Bruce Schmidt said we have to balance our maintenance costs. Having a lot is a rite of passage. We need to continue to maintain the cemetery. We allow 2 cremations now. He said the Cemetery earns money on selling lots.

- k) Doug Sheehan said lot sales are picking up and there are a lot of lots available. There is that whole field and the Back 40.
- l) Brendan McNamara said he will have draft regulations for their next meeting.
- B. Brendan McNamara said the hump in the back still has to be done.
- C. Brendan McNamara said Memorial Day went very well.
- D. Brendan McNamara said things are going well overall.
- E. Signs
 - i. Bob Brandt asked about the signs with the QR codes.
 - ii. Brendan McNamara said he expects them to be up by early August.

7A. Fence Project Repair and Possible Action

- A. Richard Salem said that he lives at 69 High Street on the western border of the cemetery. About 10 years ago, the cemetery staff had to take down a large tree on cemetery property, but to access it; they had to go through his property and removed a portion of his fence. They only replaced the fence with a temporary one. He would like to have the cemetery restore his fence to its original design and condition. (It was noted that at a later date, he also cut down a tree on his property and had stumps removed 3-4 years ago.) His oriental fence had nice posts in concrete and they were replaced by the cemetery staff with metal stakes.
- B. Doug Sheehan said they had lost the stakes and couldn't find ones to match.
- C. Bob Brandt said this has been discussed and we talked about doing the whole back or just the 90 feet.
- D. Richard Salem said it has been quite a while and he hopes it gets done.
- E. Brendan McNamara said that he and Kevin MacPherson had looked at this.
- F. Bruce Schmidt said this commission has always wanted to be fair to abutting property owners. He would like to see a plan for taking care of this at the next meeting.
- G. Brendan McNamara said that Kevin MacPherson does have quotes. We talked about chain link for the whole thing.
- H. Bruce Schmidt said that Mr. Salem's fence has a different motif and design.
- I. Richard Salem said it is a nice, intricate design and not chain link.
- J. Bruce Schmidt asked what has been holding this up.
- K. Brendan McNamara said Kevin MacPherson has quotes, but it was never decided. He said he would have options for the next meeting.
- L. Bruce Schmidt said this commission needs to know what needs to be done and know that it gets implemented. He would like the goal to be to have this done before the winter.
- M. Doug Sheehan said the fence company has a long waiting list.
- N. Brendan McNamara said they will be working in town.
- O. Richard Salem asked how he would be able to get updates.
- P. Brendan McNamara said to come by or call him at his office.
- Q. Scott Baitz said we are not meeting until September.
- R. Bruce Schmidt said we can give the town manager a "Not to Exceed" amount for his approval.
- S. Brendan McNamara said he estimates about \$17,500 and maybe some leeway.
- T. Bruce Schmidt noted that since this was not on the agenda, he is not sure if they can vote on items discussed in Comments from Citizens.
- U. Doug Sheehan asked if it would be just that section or whole.
- V. Brendan McNamara said as much as possible.
- W. **MOTION by Scott Baitz and seconded by Shannon Barton to authorize the town manager to approve expenditure, NOT TO EXCEED \$20,000.00 for repair of this fence following all required bid procedures. Motion passed unanimously.**

8. **New Business**

- A. None

9. **Other Business**

- A. Recognition of Herb Van Guilder

- i. Brendan McNamara said that he and Doug Sheehan have talked about this and thought about dedicating the Flag Station to Herb Van Guilder with a plaque. The plaque to be located below so that people looking up at the flag station would see the plaque. The flag station was one of Herb Van Guilder's passions. The plaque would be nice to see and not tucked away.
- ii. Scott Baitz said this is not a lot of options.
- iii. Bruce Schmidt suggested possibly to name a road, name the building up there or seats somewhere with his name. He said he likes the idea of the plaque, but said it would have to be readable from a vehicle.
- iv. Brendan McNamara said a nice size.
- v. Shannon Barton asked if it would be in stone or metal. She likes the idea of the flag station.
- vi. Louie Gabranski said that there was a memorial for Palotta up there.
- vii. Doug Sheehan said it is underneath one of the flags. It is a slanted stone.
- viii. Louie Gabranski said that Herb Van Guilder's wife should be consulted and agree.
- ix. Bruce Schmidt said we can give this more thought.
- x. Brendan McNamara said he will bring back a few proposals for their next meeting and will talk to Mrs. Van Guilder.

10. **Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, September 18, 2024 at 5:00 p.m.
B. Bruce Schmidt said he will be away.

11. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Brendan McNamara said an Executive Session is not needed.

13. **Adjourn**

- A. **MOTION by Shannon Stark and seconded Scott Baitz to adjourn. Motion passed unanimously.**
B. Meeting adjourned at 5:46 p.m.

Respectfully submitted,

Lisha Klaiber

Bob Brandt, Chairman

Bruce Schmidt

Scott Baitz

Shannon Stark

Louie Gabranski