

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, April 18, 2018

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Brett Sanderson

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:00 p.m. All members present.

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

- A. Frank Heald said that no changes were necessary:

3. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from April 4, 2018.
- i. Correction to page 3, item 4Cxii, should read, “The quote is for \$26,400 to redo the wall and fix what is there. He asked who is doing the bull dozing.”
 - ii. Correction to page 4, item 6Di, should read “...Another option is to open up the driveway, 20 feet and push a new sleeve up to where...”
 - iii. Correction to page 4, item 6Diii, should read “...they can pipe burst it...”
 - iv. Correction to page 5, item 8Aii, should read “Frank Heald said...”
 - v. **Motion by Brett Sanderson and seconded by Dave Harlow to accept the minutes from April 4, 2018 as corrected. Motion passed unanimously.**

4. Comments from Citizens

- A. There were none.

5. Continue Cemetery Rules & Regulations Discussion

- A. Marty Nitka asked where the draft came from.
- B. Frank Heald said it is a compilation of stuff gathered over the last 4 – 5 years and anything that appeared in the records. He added that references to Inside Operations have been changed, according to statute, to Sexton or his/her designee. This person should be in charge of daily operations.

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- C. Marty Nitka said that he tried to locate the draft that he had put together, but was not able to find it. He took one of the old books, and combined that with motions from minutes to come up with his draft. He said there are things in this draft that were not in his. He added that the formatting is different.
 - D. Herb Van Guilder said he thinks he has a copy of the draft prepared by Marty Nitka.
 - E. Brett Sanderson suggested this discussion be tabled until the May meeting.
 - F. Marty Nitka suggested that they give Doug Sheehan a copy to review and comment on.
 - G. Herb Van Guilder said he likes the draft as it high lights things the board has discussed. He liked the change of Inside and Outside Operations Managers to Sexton.
 - H. Marty Nitka referred to page 2 and said that he does not recall the paragraph that discusses errors made by the Cemetery staff.
 - I. Herb Van Guilder said it says the Cemetery commission is not held liable for mistakes made in burials.
 - J. Marty Nitka said he would try to find his draft.
 - K. Frank Heald said that the only change he made was to the references to Sexton.
 - L. Marty Nitka said that this draft is not the latest revision and he will find it and get it to board members and Frank Heald.
 - M. Herb Van Guilder noted that he has copies of both the green and yellow booklets and of previous drafts. He will compare them.
 - N. Lou Gabranski said that in paragraph #5 under Cemetery Lots, it restricts the lot to immediate family and grandchildren. He thinks this does not fit today's relationships and should be changed.
 - O. Marty Nitka agreed and said that he doesn't remember seeing that phrase in previous drafts.
 - P. Herb Van Guilder mentioned that there should be some state legislation that allows lots that have been empty for several years to revert back to the cemetery.

6. New Business

- A. Staffing
 - i. Frank Heald said that they have started looking for the full time person they will hire for the season. He suggested the title Groundskeeper and distributed a job description.
 - ii. Herb Van Guilder said that he does not like the title because the person would need to do other things, like monuments.
 - iii. Frank Heald said that would be considered part of the grounds. He said the person would take directions from the Sexton. He said that the person would work for the season, starting mid-May through when the cemetery closes for the season. He added that the part time women have started cleaning up.
- B. Hours of Operation
 - i. Herb Van Guilder said the cemetery should always be open, but there should be defined hours when staff is there, mid-May through mid-October.
 - ii. Marty Nitka asked when does the cemetery close.
 - iii. Herb Van Guilder said when the snow comes. The gate is left open, with a cable across at that time. During the season, it is open from dawn until dusk and the police open and close the gate.
- C. Flag Poles
 - i. Frank Heald noted that the contractor promised that we would have some numbers today, but we did not receive them. He promised the poles would be up by Memorial Day.

D. Dead Pines

- i. Frank Heald noted that there are 4 dead pines going up around the corner and they have to be removed. The electric company is contracting with G&M and the cost, to the Cemetery, for removal will be \$600.

E. Perimeter Survey

- i. Frank Heald said that he had distributed copies of the perimeter survey to board members and he will check it with the ground and will verify it with Doug Sheehan.

F. Monuments

- i. Frank Heald noted that the contractor from Barre will do the work on the 18 largest monuments and start after the snow is gone. He advised the board that Doug Sheehan designated which those monuments are. The costs will be about \$9,500.

G. Wall

- i. Frank Heald said that would start in July.

H. Finances

- i. Frank Heald said that as of April 1st, they have used only 57% of their budget for labor.
- ii. Herb Van Guilder asked the carryover from last year.
- iii. Frank Heald said he did not know, but it will go into the Capital Budget (which is the combination of 3 previous line items.)

I. New Town Manager

- i. Frank Heald advised that the new Town Manager is Scott Murphy. He was town manager in Wilmington and was there after Irene. He worked in Bennington before that in Planning and Economic Development. Frank Heald said Mr. Murphy is a nice person and has the skills needed for the position. Frank Heald will work with MR. Murphy during the transition period. He will be commuting from Bennington where he lives.
- ii. Herb Van Guilder said, when he met Mr. Murphy, he was impressed with him.
- iii. Frank Heald said he thinks the boards made a good decision.

7. **Other Business**

A. Purchases

- i. Herb Van Guilder said he is concerned about purchases without purchase orders. He has not seen any purchase orders and thought that the maximum expenditure without a PO was \$100. He is concerned because about 2 to 3 years ago, tools went missing and there was no record of them in the files.
- ii. Frank Heald said he does not think they have made any large purchases and he looks at every purchase order to make sure they are in order.
- iii. Herb Van Guilder said he is talking about a bolt cutter.
- iv. Marty Nitka said he does not recall seeing a purchase order for a bolt cutter.
- v. Frank Heald said that was several years ago. He added that he encourages board members that if they see something out of line on a purchase order, please let the town manager know when it happens. We can't correct what we don't know.
- vi. Herb Van Guilder said it is an important procedure to have.

8. **Set Date for Next Meeting**

- A. Wednesday, May 16, 2018 at 4:00 p.m.

9. **Sign Warrant Orders**

- B. The warrant orders have been signed.

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

- A. Frank Heald said none is needed.

11. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Dave Harlow to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow