

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Thursday, April 21, 2016

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. Annual Board Re-Organization

- A. Elect Chair of the Board
i. **Motion by Dave Harlow and seconded by Lou Gabranski to elect Herb Van Guilder Chair of the board. Motion passed unanimously.**
- B. **Motion by Marty Nitka and seconded by Dave Harlow to re-elect the same people to fill the following positions: Motion passed unanimously.**
i. **Elect Vice Chair - Brett Sanderson**
ii. **Elect Clerk of the Board - Lou Gabranski**
iii. **Elect Signer of Deeds - Herb Van Guilder**
- C. Appoint Recording Secretary
i. Herb VanGuilder advised that Lisha Klaiber is currently the Recording Secretary.
ii. **Motion by Marty Nitka and seconded by Dave Harlow to appoint Lisha Klaiber as secretary at same salary as in past. Motion passed unanimously.**
- D. Set Day and Time of Regular Meetings – Alternate Meetings
i. Herb VanGuilder advised that the board has been meeting at 6:00 p.m. on the third Wednesday of the month. He said he would like to move that to 4:00 p.m. on the third Thursday of each month. Alternate meetings will be scheduled by the chairman.
ii. Marty Nitka said that is not a good day for him, but said that he would make it.
iii. **Motion by Dave Harlow and seconded by Lou Gabranski to set Thursdays at 4:00 p.m. as day and time for regular meetings. Motion passed unanimously.**
iv. The board agreed to leave it to the Chair to call additional meetings if needed.
- E. Designate Newspaper of General Circulation
i. Herb Van Guilder said that THE VERMONT JOURNAL has been the paper of record.
ii. **Motion by Brett Sanderson and seconded by Lou Gabranski to designate THE VERMONT JOURNAL as newspaper of record. Motion passed unanimously.**
- F. Adopt Roberts Rules of Order
i. Herb Van Guilder advised that the Board has used Roberts Rules of Order for the meetings.
ii. **Motion by Brett Sanderson and seconded by Lou Gabranski to continue following Roberts Rules of Order at meetings. Motion passed unanimously.**

3. **Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from November 23, 2015.
- B. **Motion by Brett Sanderson and seconded by Dave Harlow to accept the minutes from November 23, 2015 as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Cemetery Staff Discussion – Hire Cemetery Staff – Set Wages/Hours/Rehire Dates**

- A. Dave Harlow asked if they were satisfied with last year's staff.
- B. Herb VanGuilder said he thinks so.
- C. **MOTION by Dave Harlow and seconded by Brett Sanderson to rehire Doug Sheehan as Inside Operations Manager and Dan Cavoto as Outside Operations Manager and to rehire same remaining staff as last year. Motion passed unanimously.**
- D. Herb Van Guilder said he would contact staff.
- E. Brett Sanderson said that you cannot set new wages at this time. It should be discussed at the next meeting for effective date of July 1st.
- F. Herb Van Guilder said that we will rehire them at prevailing wages.
- G. **Motion by Brett Sanderson and seconded by Lou Gabranski to rehire staff at the same wages as last year and to continue discussions for July 1st. Motion passed unanimously.**
- H. Herb Van Guilder advised board members that, at this time, there is not enough money in the Labor line item to pay the staff. They exceeded last year's budgeted amount. There is a balance of \$3,370.75 in the labor account and there are 8 weeks until the next fiscal year starts. The weekly labor amount is \$2,152.13. He added that last year, the board had said there would be no overtime and there was overtime paid. Last year, we opened early and paid staff to open and close the gates. There was a funeral after the cemetery closed for the season and we had to pay someone to come in when the tree work was done. He said that the labor budget was set before we hired Dan Cavoto and his rate also includes insurance, vacation time and workman's comp. He is the only one who receives these benefits. The other employees are seasonal. When we set next year's budget, we included additional money for this.
- I. Brett Sanderson noted that they also exceeded the land site work by \$5,000.00
- J. Dave Harlow asked if there is a fund that Ulla Cook discussed, that they can tap into.
- K. Herb Van Guilder suggested that they not start the employees until May 9th, giving them 3 weeks to clean up the cemetery before Memorial Day.
- L. Lou Gabranski said the cemetery is in good shape now.
- M. Herb Van Guilder suggested that they start Doug Sheehan at 10 hours per week, Dan Cavoto at 40 hours per week and the other 2 employees at 30 hours per week and no overtime. He said that he spoke to Ulla Cook and we can use the \$3930 from unused Legal Fees and \$3,500 from Stump/Brush removal. That will get us partially there.
- N. Lou Gabranski asked the staff hours.
- O. Herb Van Guilder said 7:30 a.m. to 3:00 p.m. and they don't take lunch. We need to set policies about that. He said that based on the hours listed above, they would need \$17,224 for the 8 weeks until July 1st. He said that Ulla Cook has also told him that they can get an advance of \$10,000 from the Trustees of Public Fund Account. The new budget will start on July 1st.
- P. Marty Nitka asked that if that is the budget approved at town meeting.
- Q. Herb Van Guilder said yes. He said that staff will have to understand that there will not be any additional spending, no overtime, no flowers or plants.
- R. Marty Nitka asked about the Trustees of Public Funds Account.

- S. Herb Van Guilder said there is about \$200,000 in the cemetery fund and we can only use the interest.
- T. Lou Gabranski said that he has heard several complaints that the cemetery is not open yet.
- U. Herb Van Guilder said he has heard them also.
- V. Marty Nitka asked for clarification of open. Does that mean having the gate open or open for funerals?
- W. Herb Van Guilder said just to have the gate open. He said one of the staff members gets paid for opening and closing the gate. The cemetery is not officially open. We do need to have it cleaned up by Memorial Day. He said that normally, we do not have burials until after Memorial Day, but that a family wants to have a service this Saturday. The funeral home put it in the paper without checking with us. There will only be a service, no interment. Doug Sheehan may do it.
- X. Lou Gabranski said there will be more complaints if it isn't open now. It should have been open for Easter with the weather we have been having. It should be open now.
- Y. Herb Van Guilder said we have to pay staff. Hopefully, it will be better next year. We can't do April to November with full staff.
- Z. **MOTION by Marty Nitka and seconded by Brett Sanderson to hire staff effective May 9, 2016. Motion passed unanimously.**
- AA. **MOTION by Dave Harlow and seconded by Brett Sanderson to allot \$10,000 from the Trustees of Public Funds account, \$3,930 from the unused Legal Fees line item, \$3,500 from the unused Stump/Brush line item and the remaining \$3,370.75 to pay staff through June 30, 2016. Motion passed unanimously.**
- BB. Herb Van Guilder said he thinks that should be enough using the 10/40/30 hours per week schedule.

6. **Set Date to Open Cemetery**

- A. Herb Van Guilder said they pay a staff member to open and close the gates.
- B. **MOTION by Lou Gabranski and seconded by Brett Sanderson to open the gates starting April 23, 2016 and to pay the staff member, at current rates, to open and close the gates. Motion passed unanimously.**
- C. Herb Van Guilder said that if the staff member is not available, he will open and close the gates until the staff member is available.

7. **Review Business for Upcoming Cemetery Schedule**

- A. Herb Van Guilder said there are some items that should be addressed
 - i. Gate and Padlock
 - a) Herb Van Guilder said that someone broke into the cemetery and damaged the gate and the padlock is missing. This has to be repaired.
 - ii. Stone Bank
 - a) Herb Van Guilder said this is part of the Master Plan they approved last year and that Tim Calabrese is working on it
 - iii. New Section Flooded
 - a) Herb Van Guilder advised that the new section flooded two streets. He is getting prices from contractors who suggested that they should put in a berm.
 - iv. Policy Manual
 - a) Herb Van Guilder said that they started working on this last year and it should be completed and sent out to funeral homes soon.

8. **Review Cemetery Budget**

- A. Herb VanGuilder said that this was already done under Agenda Item #5.
- B. Lou Gabranski asked if the employees are part time employees.
- C. Herb Van Guilder said we don't give them benefits.
- D. Brett Sanderson said they are seasonal employees.
- E. Herb Van Guilder said only Dan Cavoto is full time.
- F. Lou Gabranski asked how we limit Doug Sheehan to 15 hours.
- G. Herb Van Guilder said that he has already discussed this with Doug Sheehan. He added that when he calls staff to return to work, he will make the terms and schedules clear to them, including no overtime.
- H. Lou Gabranski asked if they collect unemployment.
- I. Herb Van Guilder said he does not think so.

9. **Other Business**

- A. Herb Van Guilder said that he will call the staff and give them schedules, hours and wages (that will be in effect through June 30th).

10. **Set Date for Next Meeting**

- A. The next regular meeting will be held on Thursday, May 19, 2016 at 4:00 p.m.

11. **Adjourn**

- A. **MOTION by Dave Harlow and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 4:56 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow