

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

REGULAR MEETING

Wednesday April 22, 2015

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Brett Sanderson

Others Present:

Doug Sheehan

1. CALL TO ORDER

- A. Meeting was called to order by Chairman Herb Van Guilder at 6:00 p.m. All present.

2. APPROVE MINUTES

- A. Herb Van Guilder advised that the minutes to be approved were from March 18, 2015. He noted that on page 3, Item 6A, should say the cemetery usually opens the first week of May.
- B. **MOTION by Dave Harlow and seconded by Lou Gabranski to approve the minutes of March 18, 2015 as amended. Motion passed unanimously.**

3. COMMENTS FROM CITIZENS

- A. There were none.

4. DISCUSS OPENING DATE OF CEMETERY TO PUBLIC

- A. Herb Van Guilder noted that last year they opened around May 1st and closed in November.
- B. Marty Nitka asked what they meant by opening.
- C. Herb Van Guilder said to the public. People will be able to drive in and the gates would be open. He said that he was up there 2 days ago and the snow is gone and the roads are passable.
- D. Marty Nitka asked if there is any reason we can't open now.
- E. **MOTION by Marty Nitka to open the cemetery to the public on April 23, 2015.**
- i. Herb Van Guilder said there are no employees, yet.
 - ii. Brett Sanderson said we need someone to open the gate.
 - iii. Herb Van Guilder said the chair has done it in the past.
- F. **Motion passed unanimously.**

NOTE: ITEM #5 AND PARTS OF ITEM #6 WILL BE DISCUSSED IN EXECUTIVE SESSION

5. DISCUSS SUMMER STAFF

- A. Start Dates
- B. Number of Staff
- C. Wages and Hours Per Staff

6. DISCUSS LEADERSHIP RE: CHECKS AND BALANCE SYSTEM

7. DISCUSS CHAIN OF COMMANDS

- A. Herb Van Guilder advised that last year, one of the commissioners had questions about the chain of command and copy was attached to the minutes of the March 2015 meeting.
- B. Marty Nitka asked if we are discussing Item 6 or 7 as Herb Van Guilder started this conversation before addressing Leadership.
- C. Brett Sanderson said that Item 6 is included in Item 7.
- D. Herb Van Guilder noted that the Chain of Commands was first adopted about 5 to 6 years ago and has been readopted each year since.
- E. Marty Nitka asked if any changes are needed.
- F. Herb Van Guilder said no.
- G. MOTION by Marty Nitka and seconded by Lou Gabranski to readopt the Chain of Commands as presented. Motion passed unanimously.

8. REVIEW PROJECT LISTING (*SEE ATTACHED LIST FOR COMMENTS*)

- A. Herb Van Guilder said that he mailed a Project List to commissioners and we have been working on some of the items for several years, about ½ of the list for about 5 to 7 years. He said that a couple is almost ready to complete.
- B. Marty Nitka, with regard to the sign item, asked what they would look like.
- C. Herb Van Guilder said similar to the town street signs, mounted on pressure treated wood.
- D. Marty Nitka asked how many they need.
- E. Herb Van Guilder said they would need to draw up a plan and figure out how many.
- F. Marty Nitka asked if they need to survey the entire cemetery and why.
- G. Herb Van Guilder said yes and added that there is another property line that is of concern to the commissioners.
- H. Marty Nitka asked who does the survey work.
- I. Herb Van Guilder said Steve Mungeon and that his price is good.
- J. Marty Nitka asked if there is money in the budget for survey work.
- K. Herb Van Guilder said it is on the project list and there is money for that. He added that they did not start the ADA bathroom last year.
- L. Lou Gabranski asked if it is an OSHA requirement.
- M. Herb Van Guilder said no, but there are many elderly people who attend funerals and we need a bathroom for them. There should be an ADA bathroom that at some point. He added that the Van Guilder family and Tapper Plumbing had, at one time offered to do this at no charge.
- N. Marty Nitka asked if they need to decide if they are going to do an ADA bathroom.
- O. Herb Van Guilder said that the board approved some of the items on the list, but was split on whether to complete some of them.
- P. Marty Nitka said it is on the list.
- Q. Dave Harlow asked if the sewer line ran up there.
- R. Brett Sanderson said there is a septic system. He added there is an existing bathroom.
- S. Herb Van Guilder explained that the 5 -8 acres are at the end down toward Dug Road and it would be good to get this for future expansion.
- T. Lou Gabranski asked if it could also be treated as an exit. He said that now, if the main road is blocked up with cars, there is no access for EMS vehicles.
- U. Herb Van Guilder said there is a usable log road up there and it would be a great emergency exit.

- V. Lou Gabranski said their current exit is dangerous. He added that they are not getting much done on the project list.
- W. Herb Van Guilder said they need leadership. He said that they had started last year without a sexton.
- X. Lou Gabranski asked if there is enough money in the budget to complete all of the items on the list.
- Y. Herb Van Guilder said no. He said if you go to the taxpayers at town meeting, put in an article and explain why you need additional money, they usually would approve it. He said, in the last 6 or 7 years, most articles have passed. He added that, unlike in the past, for the last few years, any money left in the Cemetery budget at the end of the year, remains with the cemetery for its use. Before that, any money that was left over from the cemetery budget went into the town general fund. He said that they have accumulated some money for projects. He said that we do have money to do some of the projects. He said that they started monument restoration 4 or 5 years ago and last year, only did 3 or 4. Prior to that, they had completed about 100.
- Z. Dave Harlow said they have to set priorities.
- AA. Herb Van Guilder said this commission needs to prioritize and get onto a program and stay on it. He said they had set up a program for equipment and it is working and we need to do the same with projects. He asked commissioners to review the list for the next meeting and they will discuss it then.
- BB. Lou Gabranski said it should be discussed every month.

9. NEW BUSINESS

- A. There was none.

10. SET DATE FOR NEXT MEETING

- A. Herb Van Guilder advised that the next regular meeting will be on May 20, 2015 at 5:30 p.m. He said that the chair changed the time of tonight's meeting to accommodate two commissioners who had medical appointments.
- B. Brett Sanderson said that May 20th is his birthday.
- C. Marty Nitka said that he may not be able to make the meeting on the 20th.

11. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

- A. Herb Van Guilder advised that per VSA 313, he would like to go into Executive Session for personnel matters. (This would encompass Item 5 and parts of Item 6.)
- B. Marty Nitka asked the purpose.
- C. Brett Sanderson said to discuss wages and hours.
- D. **MOTION by Dave Harlow and seconded by Lou Gabranski to enter into Executive Session for Personnel matters. Motion passed unanimously.**
- E. Commissioners entered into Executive Session at 6:40 p.m.
- F. Commissioners came out of Executive Session at 7:10 p.m.
- G. General discussion regarding having some town employees work at the cemetery during the summer. Apparently the town manager had indicated to the chairman that this might be a possibility.
- H. **Motion by Brett Sanderson and seconded by Louie Gabranski that the chairman discuss with the town manager cemetery concerns.**
- I. General discussion as to making the motion more specific to make reference to using town employees.
- J. **Motion was passed- all in favor except Marty Nitka who opposed.**

- K. **Motion made by Brett Sanderson and seconded by Louie Gabranski to hire Doug Sheehan for administrative work and Rob Olney and John Grassi for outside labor, all at their current wages. Motion passed unanimously.**

12. **ADJOURN**

- A. **MOTION by Marty Nitka and seconded by Brett Sanderson to adjourn this meeting. Motion passed unanimously.**
B. Meeting adjourned at 7:40 p.m.

Respectfully submitted,
Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow

ITEMS FOR CONSIDERATION – FUTURE PROJECTS

CEMETERY PROJECT	NOTES
Completion of future Cemetery design & layout	Surveyor is almost done
Completion of Flag Station	Hope to complete landscaping this year
Improvement of roadway entrance (cave in)	Done
Tree Work Program	There were 2 maples, one down, other needs to go. Also need work on other trees
Proper section signs	Discussed 3-4 years ago, none of the sections have signs
Complete survey of Cemetery property	Steve Mungeon started this. Hope to complete this year
Complete ADA bath in the upper building	No work done.
Fill and level lots	Project is way behind. Many need to be done
Start loam & fertilization program	Discussed last year. Marty Nitka brought in someone to look and give price
Straighten or replace post in the Lower Cemetery	Not done
Back lot cleanup & cover fencing	Have made some changes. Need to re-look at this
Update and/or repairs signs	Signs need to be painted and need work
Create & pave proper ditch to prevent flooding	Catch basin floods over. Needs engineering work
Continue updating information to the computer	Doug Sheehan started this last year, still more to do
*Many of the small projects	Not on list
Upper building roof	Need to finish
Finish work with Mr. Ted Reeves (Okemo Mountain) on hopefully acquiring the property in question	CNL did not get paperwork from town to complete transfer. Frank Heald contacted town agent and will have paperwork drawn up
An addition 5-8 A for future Cemetery use that Okemo owns.	CNL is looking to sell holdings. This additional property would add area down to Dug Road. Would make
Raise sunken corner stones & grass markers	Needs to be completed. Started some last year
Update policy booklet	Marty Nitka will work on this. Put on agenda for future meetings
Improve Veteran's plaques	Need attention
Improve, strengthen & repair old monuments	Many old and need repair, leaning, some need new foundations
Finish main road improvements	Upper center and left roads near new parking lot need work
Roof old tomb & door	Need work
Landscape program	Ongoing