

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, April 4, 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. Annual Board Re-Organization

- A. Elect Chair of the Board
i. **Motion by Marty Nitka and seconded by Dave Harlow to elect Herb Van Guilder Chair of the board. Motion passed unanimously.**
- B. Elect Vice Chair of the Board
i. **Motion by Dave Harlow and seconded by Lou Gabranski to elect Brett Sanderson Vice Chair of the board. Motion passed unanimously.**
- C. Elect Clerk of the Board
i. **Motion by Brett Sanderson and seconded by Lou Gabranski to elect Marty Nitka Clerk of the Board. Motion passed unanimously.**
- D. Elect Signer of Deeds - Herb Van Guilder
i. **Motion by Brett Sanderson and seconded by Dave Harlow to elect Herb Van Guilder Signer of deeds.**
ii. Marty Nitka said that should specify Cemetery Lot Deeds.
iii. **Motion passed unanimously.**
iv. Frank Heald said that last year, there was a period when the chair was unavailable to sign deeds. He suggested that the board may authorize the Vice Chair to sign cemetery lot deeds if the chair is not available.
v. **Motion by Marty Nitka and seconded by Dave Harlow to authorize the Vice Chair to sign Cemetery Lot Deeds in the event that the Chair is unavailable to sign them. Motion passed unanimously.**
- E. Appoint Recording Secretary
i. **Motion by Lou Gabranski and seconded by Brett Sanderson to appoint Lisha Klaiber as secretary at same salary as in past. Motion passed unanimously.**
- F. Set Day and Time of Regular Meetings – Alternate Meetings
i. Frank Heald advised that the board has been meeting at 4:00 p.m. on the third Thursday of each month.
ii. Marty Nitka said that Thursdays are not good for him.

- iii. Marty Nitka said that is not a good day for him, but said that he would make it.
- iv. **Motion by Marty Nitka and seconded by Brett Sanderson to set Wednesdays at 4:00 p.m. as day and time for regular meetings. Motion passed unanimously.**
- v. Herb Van Guilder said that alternate meetings will be scheduled by the chairman.
- vi. Alternate meetings will be scheduled by the chairman.
- vii. The board agreed to leave it to the Chair to call additional meetings if needed.

G. Designate Newspaper of General Circulation

- i. **Motion by Brett Sanderson and seconded by Dave Harlow to designate THE VERMONT JOURNAL as newspaper of record. Motion passed unanimously.**

H. Adopt Roberts Rules of Order

- i. **Motion by Brett Sanderson and seconded by Dave Harlow to continue following Roberts Rules of Order at meetings. Motion passed unanimously.**

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

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

4. **Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from September 20, 2017 and the notes from the working meetings November 1, 2017 and November 29, 2017.

B. September 20, 2017

- i. Lou Gabranski asked if the tractor was being replaced. He said he had read it somewhere.
- ii. Frank Heald said it was not being replaced. He said that things discussed at this year's town meeting were about items that happened by June 30, 2017.
- iii. Herb Van Guilder said there was also something about the cemetery being open from April through November.
- iv. Frank Heald said that was about the cemetery contact phone numbers, only.
- v. Lou Gabranski pointed out that item 8A should read under not until.
- vi. Lou Gabranski asked about item 10D and asked if there were copies of the Rules of Procedure.
- vii. Herb Van Guilder said they were in a packet last season.
- viii. Marty Nitka asked if they included the changes that were in his draft.
- ix. Frank Heald said they were issued in September and did include items from Marty Nitka's draft. They will be re-issued and available at the next meeting on April 18th.
- x. **Motion by Brett Sanderson and seconded by Lou Gabranski to accept the minutes from September 20, 2017 as corrected. Motion passed unanimously.**

C. November 1, 2017

- i. Lou Gabranski asked if the Quit Claim Deed mentioned in item C1 was done.
- ii. Frank Heald said yes.
- iii. Herb Van Guilder said that item 2A says the cemetery closes November 11th. He said the personnel leave in October, but the cemetery is open until the snow comes.

- iv. Frank Heald said if it were left to the town, they would do what is necessary. The cemetery should be available as long as weather permits. The flags are picked up after Veterans' Day.
- v. Herb Van Guilder said they never took the gate down before, now they take the gate down and put up a cable. People can't get up there for wreaths.
- vi. Brett Sanderson said the dates were always as weather permits.
- vii. Herb Van Guilder said that staff should start a few days before Memorial Day.
- viii. Frank Heald said they start earlier get the cemetery cleaned up and ready
- ix. Brett Sanderson said a few days is not enough time to get it ready.
- x. Marty Nitka said the cemetery should be open until at least Veterans' Day and thereafter as weather permits.
- xi. Lou Gabranski said it should be open until the first snow storm.
- xii. Lou Gabranski asked about item E1. It should read that Jeb Porter had previously done some work up on Okemo Heights and board members could go and look at it. The quote is for \$26,400 to redo the wall and fix what is there. He asked who was doing the work.
- xiii. Frank Heald said staff did it. He added that after the snow is gone, staff will take the Harley Rake and smooth the area and then seed it.
- xiv. **Motion by Dave Harlow and seconded by Lou Gabranski to accept the notes as amended. Motion passed unanimously.**

D. November 29, 2017

- i. Lou Gabranski asked about item 2B and the \$40000.
- ii. Frank Heald said it should be \$4,000.00
- iii. Lou Gabranski said that item 2C should read planting, not planning.
- iv. Lou Gabranski asked how much longer Doug Sheehan would be working on recording the lots.
- v. Frank Heald said 6 to 12 months.
- vi. Herb Van Guilder said Doug Sheehan is doing a good job.
- vii. Lou Gabranski asked about item 3K.
- viii. Frank Heald explained that there was a very large committal and cars going in multiple directions.
- ix. Lou Gabranski said they should think about doing something about that, because the exit is dangerous.
- x. Marty Nitka suggested possibly making that the entrance.
- xi. Frank Heald said the office is poorly located. They can do some work with the signs. There is room for 2-way traffic up the main drag.
- xii. Herb Van Guilder said they could consider putting an exit up at the new section in the future.
- xiii. **Motion by Lou Gabranski and seconded by Herb Van Guilder to accept the notes as amended. Motion passed unanimously.**

5. **Comments from Citizens**

- A. There were none.

6. **Review Summer Projects**

A. Monuments

- i. Frank Heald said that a company from the Montpelier/Barre area would be working on 12 of the larger monuments as soon as the snow is gone. The estimate is \$8,000 to \$10,000.

B. Flag Poles

- i. Frank Heald said they are expecting a quote shortly and want to have the work done before Memorial Day. One hole is already dug. They had considered moving the other hole, but it is too firmly in the ground and can't be moved.

C. The Wall

- i. Frank Heald said that Porter is scheduled for July. Traffic will be maintained. Frank Heald said they will move traffic carefully, such as they do at the town level.

D. New "Twist to Projects"

- i. Frank Heald advised that about a week ago, after the last rainstorm, the drain from the other side of the entrance to the structure on High Street filled and surcharged. The old pipe expanded and filled the neighbor's basement with water, including his heating equipment. The insurance covered the repairs, less deductible of \$1,000. Then, all fines pipe to the cellar caused a sink hole in their driveway. He is looking into pricing. One part could be to put a new structure at High Street and staff from Village Sewer will do the work. Another option is to open the driveway, 20 feet and push a new sleeve plastic up the where the water comes to the wall. Then the driveway will have to be repaved.
- ii. Herb Van Guilder said that he has always been concerned about the pipe under the driveway to the upper bank.
- iii. Frank Heald said that they can pip burst it, not dig it up.
- iv. Herb Van Guilder said it floods over.
- v. Frank Heald said he cleaned it out during a rainstorm; it was filled with debris from the top. He said they can camera it this summer. If it has to be repaired, they can pipe burst up and down.

7. **New Business**

- A. Frank Heald said that he would like an affirmation from all board members that they want the town staff to manage the day to day operations of the cemetery. A new town manager will be starting and Frank Heald said he would like this decided by their next meeting. He said that daily operations will be supervised by Kevin McPherson, from Buildings and Grounds. He said that Cemetery Commissioners should contact the town manager with any issues they have and there should not be incidental daily meddling. The commissioners should operate as a board and not as individual members. This is by statute.
- B. Herb Van Guilder said he agrees with Frank Heald. He hopes to have a good relationship with the new town manager and that Kevin McPherson has been doing a good job.
- C. Lou Gabranski asked Frank Heald if there have been any complaints from any of the board.
- D. Frank Heald said no. He said the town staff is getting the job done and they also manage the entire town and sewer department. He said this board needs to operate as the policy board for the cemetery.

- E. Lou Gabranski said that he does bring up a lot of things at the board level.
- F. 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.

8. Other Business

A. Doug Sheehan

- i. Frank Heald said that Doug Sheehan anticipates spending at least 6 months on the basic project. He needs to be in this building 2 to 3 hours per day. The town computer system cannot be accessed from outside of the building and to do the job, Doug Sheehan has to use the system. The phone calls to the cemetery office will also ring here, so Doug can get the calls.
- ii. Lou Gabranski asked how many hours will Doug be at the cemetery.
- iii. Frank Heald sad from time to time, pinning graves. Staff will dig the graves. Doug will also go up there when he needs to meet with people to make arrangements and will be there for full burials and cremations. He will basically be the sexton.
- iv. Herb Van Guilder said that Doug is doing a great job. Herb Van Guilder said that he is not using the office at the cemetery, but he (Herb Van Guilder) understands why Doug must be in town hall to do the work on the computer.

B. Burials

- i. Frank Heald advised that there has been a request for a full burial late in April, weather permitting. Town staff will cover this.
- ii. Frank Heald advised that there are also full burials and cremations scheduled for the 1st few months of the season.

C. Operations

- i. Frank Heald advised that if the board decides to continue having the town manage the day to day operations of the cemetery, he will run an ad for staff for the season. This person will be a contract employee with benefits consistent with the town benefits manual and will work under the supervision of Kevin McPherson on landscaping.
- ii. Frank Heald said that Kevin McPherson will supervise the operations.

9. Set Date for Next Meeting

- A. Wednesday, April 18, 2018 at 4:00 p.m.

10. Sign Warrant Orders

- B. The warrant orders have been signed.

11. Possible Executive Session/Personnel/Contracts/Legal Issues

- A. Frank Heald said none is needed.

12. **Adjourn**

- A. **MOTION by Brett Sanderson and seconded by Dave Harlow to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 4:59 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow