

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday August 19, 2015

Board Members Present:

Herb VanGuilder

Dave Harlow

Louis Gabranski

Others Present:

Dan Cavoto

Doug Sheehan

1. CALL TO ORDER

A. Meeting was called to order by Chairman Herb Van Guilder at 5:30 p.m.

2. COMMENTS FROM CITIZENS

A. There were none.

3. APPROVE MINUTES

- A. Herb VanGuilder advised that the minutes to be approved were from July 15, 2015.
- B. Herb VanGuilder advised that the minutes from August 5, 2015 also needed to be approved.
- C. Dave Harlow noted that the August 5, 2015 minutes should reflect that he had spoken to the chairman prior to meeting to state that he would be absent from that meeting
- D. **MOTION by Dave Harlow and seconded by Louis Gabranski to approve the minutes of July 15, 2015. Motion passed unanimously.**
- E. **MOTION by Louis Gabranski and seconded by Dave Harlow to approve the minutes of August 5, 2015 as amended. Motion passed unanimously.**

4. STAFF REPORTS

A. Inside Operations

- i. Doug Sheehan advised that he has submitted report to commission.
- ii. **MOTION by Dave Harlow and seconded by Louis Gabranski to except the Inside Managers report from Doug Sheehan. Motion passed unanimously.**

B. Outside Operations

- i. Dan Cavoto said that he spoke with two different companies regarding the stone for the stone wall replacement project and so far the estimates have been between \$10,000-\$12,000. Dan said that he would continue to work on the stone wall planning & estimates.
- ii. Dan Cavoto stated that he had discussions with Austin Memorial regarding estimates to repair larger monuments in the lower cemetery. Projected costs would be \$5,000-\$10,000 per monument. Commissioners will take this under advisement for future consideration .

- iii. Dan Cavoto presented costs associated with 5 various projects that have been completed.
- iv. After discussion, **MOTION by Louis Gabranski and seconded by Dave Harlow to transfer \$1600.00 from the Building Fund Bank to the Cemetery General Fund. Motion passed unanimously.**
- v. Dan Cavoto said he has concerns regarding several trees in the cemetery that need to be removed per the Tree Company.
- vi. Herbert VanGuilder noted that the 2016 budget has approximately \$3500.00 for tree work.
- vii. Dan Cavoto stated that the pine tree removal cost would be \$1000.00 & he would have to confirm the quote for the removal of the cherry tree.
- viii. **MOTION by Louis Gabranski and seconded by Dave Harlow to approve monies to remove these two trees of concern. Motion passed unanimously.**
- ix. Discussion on the policy to transfer monies from special accounts.
- x. Herb VanGuilder noted monies are available in 3 bank accounts.
- xi. Consensus was to table this discussion until there is a full board of commissioners.
- xii. Herb VanGuilder noted that he had met with Tim Calabrese of Good Earth Lanscape Co. re: doing a master plan on all cemetery land and projects.
- xiii. Dave Harlow recommended that the chairman invite Mr. Tim Calabrese to the board's September meeting for a review of Mr. Calabrese's thoughts of a possible master plan.
- xiv. After discussion, it was the board's consensus to continue with the cleanup of fence project by the back lot until a discussion is completed with Mr. Calabrese on a possible master plan.

5. **OLD BUSINESS**

6.

- i. None

7. **NEW BUSINESS**

A. Discuss Pay Raises for Staff

- i. Discussion on appropriate pay raises for 3 of the staff members.
- ii. Herb VanGuilder noted that in order to keep in line with the municipal staff, a 2-3% increase should be considered. He also noted that the Outside Manager's pay increase was decided along with the municipal staff raises.
- iii. Herb VanGuilder also noted that he had spoken with Dan Cavoto, who recommended a 3% pay raise for his staff. Herb recommended a 3% raise for all remaining staff.
- iv. Lou Gabranski asked about the average of the town staff raises. Herb VanGuilder noted that the town manager advised 2-3%.
- v. **MOTION by Louis Gabranski and seconded by Dave Harlow to give all staff excluding the Outside Manager, whose pay raise is decided along with the other municipal staff, a 3% pay raise. Motion passed unanimously**

8. **OTHER BUSINESS**

A. Okemo Land Boundary Dispute

- i. Herb VanGuilder presented copies of the Purchase and Sales agreement for the Okemo Section to the commissioners and noted that he is going to review this information with the surveyor, Mr. Steve Mungeon.
- ii. Herb VanGuilder noted that he hasn't received any news from Okemo.
- iii. Herb VanGuilder noted that the survey of the land in the back area (so called the 'back 40) has been completed by Mr. Steve Mungeon, who has also laid out the new lot section in back of the upper garage, in which the commissioners have approved the Inside Operations Manager to begin selling lots in that area.

B. Commissioners Note

- i. Herb VanGuilder made available the updated approved project list..

9. **SET DATE FOR NEXT MEETING**

- A. The next regular meeting will be on September 16, 2015 at 5:30 p.m.

10. **ADJOURN**

- A. **MOTION by Dave Harlow and seconded by Louis Gabranski to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:26 p.m.

Respectfully submitted,
Herb VanGuilder
(acting temporary secretary)

Herbert VanGuilder, Chairman

Marty Nitka

Louis Gabranski

Brett Sanderson

Dave Harlow