

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING
HEALD AUDITORIUM**

**Wednesday, August 4, 2021
5:00 P.M.**

Board Members Present:

Brett Sanderson
Bob Brandt

Lou Gabranski
Bruce Schmidt

Herb Van Guilder

Others Present:

Doug Sheehan

Eric Chattergee – Okemo Valley TV

1. Call to Order

A. Brett Sanderson called the meeting at 5:02.

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

A. Scott Murphy said there are no changes

3. Comments from Citizens

A. There were none.

4. Approve Minutes of Previous Meeting

A. Brett Sanderson said that the minutes to be reviewed are from June 6, 2021.

B. **Motion by Herb Van Guilder and seconded by Bruce Schmidt to accept the minutes from June 6, 2021 as presented.**

C. Louie Gabranski noted that on page 5, item 7B, it should read “Louie Gabranski asked...”

D. Doug Sheehan noted that on page 2, item 5Aviii should read “ The area will be 11’ x 4””

E. **Motion passed to accept minutes as amended.**

5. Sexton’s Report

A. Bowker & Sons Monument Cleaning

i. Herb Van Guilder said that he would like to see the number of monuments doubled. He said the commission has the money. He said that there are several monuments in the lower cemetery for which there are no relatives to help maintain them

ii. **MOTION by Herb Van Guilder and seconded by Bob Brandt to double the amount of monuments to be cleaned this year. Motion passed unanimously.**

iii. Herb Van Guilder complimented Doug Sheehan on the job he has been doing.

6. Buildings & Grounds Report

A. Herb Van Guilder said there is a lot of work to be tended to. He said that the roof on the old tomb is leaking and we need to get a new roof. He said that there is possibly asbestos there, but he thinks they can just put a roof over it. He would like to see a seamless, metal roof and we should get bids.

B. Scott Murphy said what Herb Van Guilder is referring to is encapsulating the asbestos and he will have a roofer look at it.

7. **Review Bids & Possibly Award Pleasant View Cemetery Mapping Project Bid**

- A. Scott Murphy said that we have been working to develop a map. We saw an on-line demonstration from Legacy. We put out an RFP for this and received 3 bids (the 4th arrived too late.) We reviewed the bids and Doug Sheehan worked with them. We evaluated the bids. He said that Chronicle was from Australia and did not fit our needs. Plot Box was expensive and the program didn't do what we wanted it to do. He said that Legacy was very helpful and worked with Doug Sheehan. It has everything we are looking for and there is a certain amount of free training. We gathered information about them and checked their references. All of the references said that Legacy personnel are very helpful. Their proposal includes the following items (among others)
- i. Satellite and fly-over images
 - ii. Data conversion
 - iii. GIS maps
 - iv. Training for users
- Scott Murphy added that they can do vinyl maps also. He said the annual costs would be \$1,300 for the set-up and application and \$800 for phone services. He said the quote included mapping for 9,000 graves. He said that he and Doug Sheehan recommend awarding the bid to Legacy Mark.
- B. Herb Van Guilder asked if Legacy is able to highlight the veterans' graves.
- C. Doug Sheehan said yes, they are highlighted in green.
- D. **MOTION by Herb Van Guilder and seconded by Louie Gabranski to accept the recommendation of the Sexton and Town Manager to award the bid to Legacy Mark.**
- E. Bruce Schmidt suggested that they should also have signage of the layouts of the sections of the cemetery.
- F. Doug Sheehan said there will be pictures of the cemetery and people will be able to put in a name and the software will show the location of the grave.
- G. Bruce Schmidt said we should make sure that we have sign posts to define areas. We will have to see how this will work out when the software is in place.
- H. Louie Gabranski agreed that we should clarify sections and rows.
- I. Scott Murphy said that this software will give us that ability, but we will have to do the posts and signs on our own.
- J. Herb Van Guilder said we can designate an area for mausoleums.
- K. Scott Murphy said that with their new Rules and Regulations, the commissioners can designate where any future mausoleums may go. We can look at that at you next meeting.

8. **Bathroom at Upper Lot Building**

- A. Louie Gabranski said that he and Herb Van Guilder have discussed this and Herb Van Guilder thought that it would cost about \$10,000.
- B. Herb Van Guilder said that \$30,000 is out of line. We need to replace the existing bathroom and open it to the public. He said that he spoke to the plumbing inspector and there are a couple of issues. He said that he doesn't have keys anymore to get in the building. He said they can't do a full-fledged approved bathroom. He said we can probably get a ½ bathroom for use by staff and public. He would like to give it a try. He has carpenters that he works with.
- C. Louie Gabranski said as far as keys, you probably wouldn't be working at night.
- D. Herb Van Guilder said maybe Saturdays or Sundays.
- E. Louie Gabranski said the cemetery would be open
- F. Bruce Schmidt suggested they ask the town manager to look into renting or buying one of the one or two unit nice portable bathroom buildings, like the kind used at weddings He said that his guess would be not much more than \$20,000.
- G. Louie Gabranski said they can't maintain it up there.
- H. Bruce Schmidt said that it can be open when the cemetery is not open. We should look into it.
- I. Louie Gabranski asked Herb Van Guilder if \$10,000 is reasonable.
- J. Scott Murphy said the Fire Marshall would have to approve it and we can't do ½ job up there. It has to meet codes, that's why it is so expensive.
- K. Herb Van Guilder said we have an existing unit that is open to the public. We could possibly get a variance that would be approved by the State. He said that people don't use the port-a-pot. There is no water up there. He said that a 92 year old man had to relieve himself in the bushes because he wouldn't use it. It's criminal to do that to older people.
- L. Scott Murphy said we have to build it to codes. He said that Bruce Schmidt's idea is more cost efficient. The companies that own them clean them regularly.
- M. Herb Van Guilder said it's not a permanent solution.
- N. Scott Murphy said hardly anyone ever uses it.
- O. Herb Van Guilder said it fell over last year – was it sanitized after that.

- P. Scott Murphy said the company comes in every 2 weeks to clean them.
- Q. Brett Sanderson said he doesn't know if (the existing one) can be brought up to code.
- R. Bruce Schmidt said this is part of the Town and we cannot do something that is not up to ADA and health and safety codes. He said that he will not be part of a "wink and nod" project. He said that he doesn't want to ask Herb Van Guilder to do this work.
- S. Louie Gabranski said that Herb Van Guilder wants to do it and \$10,000 is cheap.
- T. Herb Van Guilder said that he has been in the plumbing business for years and never had a violation. We do not do anything that doesn't meet codes.
- U. Bruce Schmidt said there was discussion earlier about doing a ½ bath. We need this to be up to ADA and Health and Safety codes. He said that when Herb Van Guilder said it would be about \$10,000, it was about a year to 18 months ago. He said even if Herb Van Guilder donates his time.
- V. Herb Van Guilder said he would have to update the estimate.
- W. Bob Brandt said that while he respects the opinions of Herb Van Guilder and Louie Gabranski, we have a bathroom in the lower cemetery that doesn't meet ADA. He doesn't think we need 2 bathrooms in the cemetery. We have more than most other cemeteries have. He said that Doug Sheehan is there to open the bathroom if someone needs it.
- X. Louie Gabranski said we are dealing with older people and when they have to go to the bathroom, it is quick and they don't have time to run down to the lower bathroom.
- Y. Scott Murphy said the port-a-pot is cleaned every two weeks.
- Z. Herb Van Guilder said there is no water.
- AA. Scott Murphy said there is disinfectant there
- BB. Louie Gabranski said if someone gets something in their eye, they can't run down to the lower cemetery.
- CC. Scott Murphy said we are not looking for someone to get something in their eye.
- DD. Louie Gabranski said that was an issue.
- EE. Bruce Schmidt asked Scott Murphy to bring back information about the larger portable bathrooms.
- FF. Brett Sanderson said the board should look into it.
- GG. Herb Van Guilder said there is no money in it for him; he just wants to help the community.

9. New Business

- A. Part-time Hire to Work on Special Projects
 - i. Scott Murphy said that he and Herb Van Guilder had toured the cemetery and Herb Van Guilder brought up some projects that are not regularly dealt with. We hired a part-time person (Kevin MacPherson's son) who started on Monday and is doing a great job. He is working on the projects suggested by Herb Van Guilder.

10. Other Business

- A. Doug Sheehan and Sexton's Position
 - i. Bruce Schmidt said that this board makes sure that Doug Sheehan is getting any help that he needs. He suggested that we should consider starting to train someone and we need to plan for succession. He said that Doug Sheehan has so much knowledge about the cemetery and his position is crucial. He asked if there is anyone on the team that we can expand and be able to help Doug Sheehan. The person would need training on the new computer system
 - ii. Doug Sheehan said that with the system we are getting, anyone can step in.
 - iii. Herb Van Guilder agreed with Bruce Schmidt. He said that our predecessors had the forethought to purchase extra land and it is important that we do the best we can to maintain it.
- B. Jobs that need to be done.
 - i. Herb Van Guilder said the following projects need to be completed.
 - a) finish the flag station
 - b) Clean. repair monuments, some are deteriorating
 - c) trim trees and brush
 - d) Take care of the leaking roof on the tomb
 - e) Some of the corner markers are sinking

11. Set Date for Next Meeting & Possible Agenda Items

- A. Next regular meeting - Wednesday, September 15, 2021 at 5:00 p.m.

12. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Scott Murphy said none is needed.

14. **Adjourn**

- A. **MOTION by Bob Brandt and seconded by Bruce Schmidt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:38 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski