

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, December 12, 2018

Board Members Present:

Herb Van Guilder

Lou Gabranski

Marty Nitka

Board Members Absent:

Brett Sanderson

Staff Present:

Scott Murphy

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:01 p.m. Brett Sanderson absent.

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

- A. No changes were made to the agenda.

3. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from October 17, 2018.

B. Motion by Marty Nitka and seconded by Louie Gabranski that the minutes from October 17, 2018 be accepted as corrected. Motion passed unanimously.

4. Comments from Citizens

- A. There were none.

5. Sexton's Report

- A. Herb Van Guilder said the sexton's report has been submitted and asked for comments. He said that Doug Sheehan is continuing to go through the old files and still finding errors. He is also working on an updated Veteran's list.

B. Herb Van Guilder said that the Sexton's Report was accepted.

6. Buildings & Grounds Foreman's Report

- A. Herb Van Guilder said the Buildings & Grounds Foreman's report has been submitted and asked for comments. He said that they did a great job mowing and trimming, but are running behind on projects.
- B. Herb Van Guilder said the Buildings & Grounds report is accepted.

7. FY 2020 Final Budget Workshop

- A. Herb Van Guilder said they would review the budget, line by line.
- B. Scott Murphy advised that for Cemetery Labor and Cemetery Labor, Misc. they have combined all of the labor into the Cemetery Labor line and wiped out the Cemetery Labor, Misc. line.
- C. Herb Van Guilder asked why the Cemetery Commission is paying into the Pension, Insurances (health, life, dental), Insurance PC&L, Unemployment, WC, and FICA lines.
- D. Scott Murphy explained that for pension, Kevin McPherson as a town employee is eligible for pension contributions. The portion shown is the portion of his time that he works in the cemetery.
- E. Herb Van Guilder said the cemetery only agreed to \$125.00.
- F. Scott Murphy said he is not sure of the breakdown in costs; it would also include the town manager's portion.
- G. Herb Van Guilder said the cemetery always had part time employees and never had to pay pension or benefits.
- H. Marty Nitka said the cemetery is using a town employee and we have to pay a portion of his salary, social security and pension.
- I. Herb Van Guilder said that Kevin McPherson is only a part time cemetery employee.
- J. Marty Nitka explained that the cemetery utilizes a percentage of his time and we have to contribute to the pension, FICA and other benefits.
- K. Herb Van Guilder said he doesn't agree. He also doesn't agree with paying unemployment.
- L. Scott Murphy said that there is one particular employee who is part time, but does get benefits. He is the only part time person in the town who gets benefits and is eligible for unemployment.
- M. Lou Gabranski said he considers them subcontractors.
- N. Scott Murphy said that the state has cracked down on this in the last few years and re-defined what a subcontractor is.
- O. Marty Nitka agreed, saying that the state has tightened up the rules.
- P. Scott Murphy said that the cemetery commission is not a separate company and falls under the umbrella of the town. There is no wiggle room on these items. He added that the commissioners may want to address that particular employee's status in the spring.
- Q. Herb Van Guilder said he does not like these numbers. He moved on to Miscellaneous Equipment & Mower. He said that the commission has a program and it is not being followed. Each year we replace a mower and budget for it. Last year, we did two mowers and a zero-turn/
- R. Scott Murphy explained that they are not included in this category. This is for minor purchases such as from LA Valleys, Bibens and some computer work. We should cross out "mower" from the line item description.
- S. Herb Van Guilder said that we have never bought so many tools as we have lately.
- T. Scott Murphy said the board has a list of the tools.
- U. Herb Van Guilder said that he thinks they may be duplicating tool purchases. He added that some have gone missing in the past.
- V. Scott Murphy said they bumped Tree Work/Stump Removal/Brush from \$2,000 to \$4,000. They discussed this at their last meeting.

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- W. Herb Van Guilder said the Marty Nitka has the survey. We need to cut a clear line down our property line and put a fence up. We want to make sure our line is clearly marked in the new section.
 - X. Lou Gabranski asked if they had budgeted money to move the existing fence.
 - Y. Herb Van Guilder said he has a real problem with the number for Flowers.
 - Z. Scott Murphy said the number is based on the idea of creating two “forever” beds. We discussed this at the last meeting, but Marty Nitka was concerned about the legal aspects.
 - AA. Herb Van Guilder said that Doug Sheehan searched all the files and found nothing in the old files about flowers.
 - BB. Marty Nitka asked if they have a copy of an old contract.
 - CC. Scott Murphy said yes, and there was no reference to flowers. He said we can discuss this in the spring.
 - DD. Herb Van Guilder said if they are going to do the “forever” beds, he would like the commissioners to select the locations. He then referred to the Sand/Top Soil/Gravel line and asked why we aren’t re-using the soil that we are removing, instead of throwing it over the bank.
 - EE. Scott Murphy said they didn’t spend any money on that this year.
 - FF. Lou Gabranski said the soil they are removing has some big rocks and would have to be filtered. It may be cheaper to get new.
 - GG. Herb Van Guilder said soil is expensive. He said that they have to have a completed survey in order to put up the fence.
 - HH. Scott Murphy said that Doug Sheehan has the completed survey. He said that Mr. Sheehan met with Steve Mungeon and thinks we are in good shape.
 - II. Herb Van Guilder said we only have 3 to 4 more lots to sell before we start on the new section. We may need to re-survey it.
 - JJ. Scott Murphy said that Doug Sheehan has some questions about the sizes of the lots that Mungeon created in the new section. He said it may cause some difficulty maintaining the middle rows. He suggested that Herb Van Guilder talk to Doug Sheehan about the different layout.
 - KK. Herb Van Guilder suggested they make the Legal/Engineering/Survey line item \$1,000.
 - LL. Scott Murphy noted that the line item for Improvement Projects/Bank work is down to \$5,000.
 - MM. Herb Van Guilder said there are two banks that always had been mowed and trimmed and they weren’t done, neither was the fence line.
 - NN. Scott Murphy said they are on the list for spring projects.
 - OO. Herb Van Guilder said they are mowing too short.
 - PP. Lou Gabranski said that at the last meeting, we talked about hiring another person.
 - QQ. Scott Murphy said it is not in the budget. They can discuss the projects’ list at the April meeting.
 - RR. Herb Van Guilder said the town should hire another person who would work for the cemetery for 5 months. He said that Kevin McPherson is overworked. The commission would pay 5 months of the expenses.
 - SS. Marty Nitka asked if there is enough money in the fencing line to cover moving the existing fence.
 - TT. Scott Murphy said no.
 - UU. Herb Van Guilder said they should call the guy who put the fence in. He should be able to pull it and move it.
 - VV. Scott Murphy suggested level funding it at \$6,000.
 - WW. Herb Van Guilder said they need to pay attention to the cracks in the roads next year.

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- XX. Herb Van Guilder moved to Monument Restoration and was disappointed that he was never told when the work was done, or to which monuments. The commissioners should be made aware.
- YY. Marty Nitka said it was in the Sexton's Report.
- ZZ. Scott Murphy said the work was done in May.
- AAA. Herb Van Guilder said he was never told it was going on.
- BBB. Scott Murphy suggested having the company come back to do another group next season. He will let vg know when.
- CCC. Marty Nitka said that he reported, at their last meeting, that a monument was down.
- DDD. Scott Murphy said he will check into it and get back to him.
- EEE. Herb Van asked about the small tractor.
- FFF. Scott Murphy said that Kevin McPherson suggested we need to replace one every three years. He will check with Kevin McPherson and get back to them with an estimated cost.
- GGG. Herb Van Guilder said that he looked at the Bank Exit Wall and does not remember the commissioners being told they were going to paint the wall.
- HHH. Scott Murphy said it was not paint, it was for water retention. Kevin McPherson thought we might want to extend the coated area.
- III. Herb Van Guilder said that rust spots are coming through.
- JJJ. Scott Murphy said we should finish the new area.
- KKK. Herb Van Guilder said we should talk to a cement company. He is discouraged that the work was done. The big wall on the left is in worse shape and nothing was done there. We need to get a professional opinion.
- LLL. Scott Murphy said we will get a professional opinion.
- MMM. Herb Van Guilder said that should be put on hold for now. He said they should also review the Flag Poles in the spring.
- NNN. Scott Murphy said that work would come out of the Capital budget. He said that the Select Board will meet again on December 17th to start tying up the town budget. Commissioners may come if they want to discuss anything.
- OOO. Herb Van Guilder referred to the Revenue Section and said that we didn't do as well this year.
- PPP. Marty Nitka said that the numbers for actual go through June 30, 2018.
- QQQ. Scott Murphy said for FY2019, year to date, lots sales are at \$2,653.
- RRR. Herb Van Guilder said we need to review the prices for foundations against what it costs us.
- SSS. Lou Gabranski said he would like to fix the upper bathroom next year.
- TTT. Marty Nitka said he is not sure he wants to do it.
- UUU. Scott Murphy said we can put it on the project list to discuss in the spring,
- VVV. Herb Van Guilder said it would cost about \$4,000 to \$5,000.

8. Other Business

A. Policy & Procedures

- i. Marty Nitka said he would like this on the agenda for the spring meeting,
- ii. Herb Van Guilder asked Marty Nitka to redo what work has already been done.
- iii. Marty Nitka said when it goes on the agenda; he will make sure board members have a copy.

B. Projects List

- i. Herb Van Guilder said this will be on the agenda. He added that he thinks the board needs to meet in the winter because there is a lot of work to do. They will leave the date open for now.

9. **Set Date for Next Meeting**

- A. Next regular meeting - Wednesday, April 17, 2019 at 4:00 p.m.

10. **Sign Warrant Orders**

- A. Herb Van Guilder said the board members are getting behind in signing the warrant orders and minutes and reminded them to do it.

11. **Possible Executive Session - Personnel Issue**

- A. Scott Murphy advised that no Executive session was needed.

12. **Adjourn**

- A. **MOTION by Marty Nitka and seconded by Lou Gabranski 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
