

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, December 18, 2019

Board Members Present:

Brett Sanderson, Chair
Bob Brandt

Lou Gabranski
Bruce Schmidt

Herb Van Guilder

1. Call to Order

- A. Meeting was called to order by Chairman, Brett Sanderson at 5:00 p.m. All members present.

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

- A. Brett Sanderson said that no changes were necessary:

3. Approve Minutes of Previous Meeting

- A. Brett Sanderson said that the minutes to be reviewed are from November 20, 2019.
B. Motion by Bruce Schmidt and seconded by Bob Brandt to accept the minutes from November 20, 2019 as presented.
C. Herb Van Guilder said the flag pole station and sluiceway are not done.
D. Motion passed unanimously.

4. Comments from Citizens

- A. Herb Van Guilder said they should not take the gate down now; it never used to be a problem. For the last 2-3 years they have taken the gate down and put a chain across. Now, people can't get up there to put decorations on the graves.
B. Brett Sanderson said the cemetery could be open to the public longer. We will discuss it under Other Business.
C. Herb Van Guilder asked about paying an employee who worked 3 ½ hours 8 hours holiday pay.
D. Lou Gabranski asked if the new policies and procedures booklet will be printed. Is there money in the budget?
E. Brett Sanderson said they can find the money as it is not a big-ticket item.
F. Lou Gabranski asked about the mausoleum request and said the board should decide before the booklet is printed.
G. Herb Van Guilder wanted to make a motion that mausoleums not exceed 2.
H. Bruce Schmidt explained that since the item is not on the agenda, not motions may be made or acted on. This is per Roberts Rules of Order. The item must be warned on an agenda to enable voters the opportunity to make comments. It may be discussed under Other Business.
I. Herb Van Guilder would like to put it on the agenda and suggested a special meeting.

5. **FY 2021 Budget Workshop**

- A. Herb Van Guilder said that he has no problems with the budget as presented. He said it covers what we need to accomplish. He made note that he would like to see the following work accomplished next season:
 - i. Brush cut
 - ii. fertilizer project revisited
 - iii. brush and trees trimmed
 - iv. new flower pots kept up
 - v. fence line survey completed
 - vi. Lot map sign for the public.
- B. **MOTION by Herb Van Guilder and seconded by Bruce Schmidt to approve the budget for FY2021 as presented.**
- C. Lou Gabranski asked where in the budget is the money to print the booklet.
- D. Brett Sanderson said under Supplies/Repairs
- E. Lou Gabranski said he would like it added to the budget
- F. **Bruce Schmidt said it would be done under Supplies/Repairs with a note to be added to the comment line "Print booklet."**
- G. Motion passed unanimously to approve the FY2021 budget as amended.

6. **Other Business**

- A. Staffing for Next Season
 - i. Herb Van Guilder said that he hopes that the present management team will review the employees and find a person who understands the types of landscaping and maintenance required by the cemetery. That has all fallen behind in the last couple of years. He would like to work with the Select Board to hire a person.
 - ii. Brett Sanderson said that can be put on the agenda for the April meeting.
 - iii. Herb Van Guilder said it would have to be done before the budget.
- B. Holiday Pay
 - i. Herb Van Guilder asked about the payment of holiday pay.
 - ii. Bruce Schmidt said that this board should ask Brett Sanderson, as chair to look into the situation and make sure that he is comfortable with the explanation that he receives. Brett Sanderson will get back to Herb Van Guilder. He said that he is not comfortable discussing personnel issues in open meeting.
- C. Municipal Manager
 - i. Bruce Schmidt said that as chairman of the Select Board, he mentioned to the Municipal Manager at his review, that he would like him to work more closely with the cemetery. The issue of the gate being taken down needs to have a better dialogue. He would like to see people work as hard to keep the cemetery open as they seem to work to close it. Bruce Schmidt said he asked the Municipal Manager to work on that. He added that we need to be cautious with the weather, but he understands their frustration. He said that Scott Murphy was receptive.
- D. Herb Van Guilder said that Burlington plows its cemeteries and their fence lines are neat and the grass is clean. He said he is proud of our cemeteries, but we need to make improvements.

7. **Set Date for Next Meeting**

E. Wednesday, April 15, 2020 at 5:00 p.m.

8. **Sign Warrant Orders**

A. The warrant orders have been signed.

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

A. Brett Sanderson said an Executive Session is not needed.

10. **Adjourn**

A. **Motion by Herb Van Guilder and seconded by Bruce Schmidt to adjourn this meeting. Motion passed unanimously.**

B. Meeting adjourned at 5:20 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski