

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

REGULAR MEETING MINUTES

Wednesday, July 18, 2012

Board Members Present:

Herbert VanGuilder, Brett Sanderson, Nataile Gruber, John Paige and Ludwig Gabranski

Call to Order:

Meeting was called to order at 6:00 pm.

Approve Meeting Minutes:

- a. MOTION by Nataile Gruber and seconded by Brett Sanderson to accept the minutes of June 20, 2012 as presented. So voted.

Comments from Citizens:

- a. None present.

Old Business:

- a. Herbert VanGuilder noted the following:
 - As of July 18th there has been 3 full burials and 12 cremations
 - 45 Veteran's monuments have been cleaned
 - 118 Veteran's markers have been reset and leveled
 - A comparison gas study has been completed comparing last year to his year
 - Cemetery purchased three 10' X 10' tents. Herb VanGuilder and Josh Adams are completing a study on the potential rental fees
 - Herb VanGuilder is researching the purchase of 20-30 chairs for Cemetery use as part of a rental program with the tents

New Business:

- a. Herbert VanGuilder reported that in the Upper Cemetery (right side) at the end the staff has constructed a new stone wall. They have also leveled the area to vastly improve the landscape.
- b. Herb VanGuilder reported that Green Mountain Tree Works has cut and made improvements to the trees in this area. He said the stones for the wall are from the area of the "big hole" which is being filled.

Review Chairman's Expense Report:

- a. Herb VanGuilder noted the Commissioners ended last year's budget with approximately \$20,000 to carry over into this year's budget to complete the ongoing projects.

- b. The Chairman's expense report was reviewed line by line with many questions from the Commission.
- c. John Paige noted we should not be assisting people with their funeral needs when they are not using a funeral home.
- d. Louie Gabranski questioned the need of the Chairman assisting at various funerals.
- e. The Commission noted it would be better to pay the staff overtime so they can learn the proper procedures.
- f. Herb VanGuilder noted that the Chairman is only charging regular time and is donating many hours of his time.
- g. The Commission wants the Sexton to learn more about the operating procedures to oversee a cemetery.
- h. Herb VanGuilder explained that he works with the staff to be sure they learn the necessary procedures and to be sure at least two employees know all of the requirements for the day-to-day operation of a cemetery.
- i. Herb VanGuilder noted he will gladly turn over any and all processes and assistance to any other members of the Cemetery Commission or to the new Sexton including requests and projects.
- j. The Commission would like the Sexton to provide more direction to the operation of the cemeteries.
- k. Herb VanGuilder said that would be great and he will turn over the projects to the Sexton on Thursday morning.

Project Updates:

- a. Herb VanGuilder noted the following for project updates:
 - Consider the purchase of new mowers
 - Design and construct the parking area
 - New water line
 - Improve two side hills
 - Road improvements
 - Flag station
 - Layout of the new cemetery sections
 - Improve new roadways
 - Other small projects

Other Business:

- a. Herb VanGuilder presented an update regarding staff benefits for consideration. Herb noted that he and the Sexton would like to see the following benefits for the full-time/part-time staff as follows:
 - Sick Leave – same as the Town policy with one (1) day earned per month
 - Holidays – as previously adopted (same as the town)
 - Bereavement Leave – same as the Town policy for a maximum of three (3) days
 - Personal Leave – same as the Town policy with one (1) personal day per year

- b. John Paige noted that part-time employees should not be entitled to benefits and did not think there is any such thing as a full-time/part-time employee.
- c. Herb VanGuilder said we have a very good staff with Josh, Joe and Robert and we should offer them some benefits to keep the staff coming back year after year.
- d. Nataile noted that our present staff is doing an excellent job and she is in favor of extending the benefits as recommended by Herb VanGuilder.
- e. MOTION by Nataile Gruber and seconded by Brett Sanderson to adopt the benefits as presented. All in favor and the motion passed.

Adjourn:

- a. MOTION by Nataile Gruber and seconded by John Paige to adjourn. So voted.
- b. Meeting adjourned at 7:50 pm.

Respectfully submitted,

Ludwig Gabranski
Clerk

Herbert VanGuilder, Chairman

Nataile Gruber, Vice Chair & Flowers Chair

Ludwig Gabranski, Clerk

John Paige

Brett Sanderson