

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Wednesday March 18, 2015**

**Board Members Present:**

Herb VanGuilder  
Lou Gabranski

Dave Harlow  
Marty Nitka

Brett Sanderson

**1. Call to Order**

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 6:00 p.m. All members present. Herb Van Guilder welcomed new member, Dave Harlow.

**2. Annual Board Re-Organization**

A. Elect Chair of the Board

- i. **Motion by Marty Nitka and seconded by Lou Gabranski to elect Herb Van Guilder Chair of the board. Motion passed unanimously.**

B. Elect Vice Chair

- i. **Motion by Marty Nitka and seconded by Dave Harlow to elect Brett Sanderson as Vice Chair of the board. Motion passed unanimously.**

C. Elect Clerk of the Board

- i. **Motion by Marty Nitka and seconded by Brett Sanderson to elect Lou Gabranski as Clerk of the board. Motion passed unanimously.**

D. Elect Signer of Deeds

- i. Marty Nitka said the entire board should sign the deeds  
ii. Brett Sanderson said the entire board signs the orders, not the deeds.  
iii. Marty Nitka agreed that the deeds that the chair signs are for cemetery lots only and not for land swaps.  
iv. **Motion by Brett Sanderson and seconded by Dave Harlow to appoint board chair, Herb Van Guilder as Signer of Deeds of Cemetery lots only. Motion passed unanimously.**

E. Appoint Recording Secretary

- i. Herb VanGuilder advised that Lisha Klaiber is currently the Recording Secretary.  
ii. **Motion by Lou Gabranski and seconded by Brett Sanderson to appoint Lisha Klaiber as secretary at same salary as in past. Motion passed unanimously.**

F. Set Day and Time of Regular Meetings – Alternate Meetings

- i. Herb VanGuilder advised that the board has been meeting at 6:00 p.m. on the third Wednesday of the month. He said he would like to move that to 4:00 p.m.  
ii. Brett Sanderson said that he would not be able to make that as he does not get off work until 5:00 p.m.

- iii. **Motion by Brett Sanderson and seconded by Lou Gabranski to set Wednesdays at 5:30 p.m. as day and time for regular meetings. Motion passed unanimously.**
- iv. The board agreed to leave it to the Chair to call additional meetings if needed.

G. Designate Newspaper of General Circulation

- i. Herb Van Guilder said that THE VERMONT JOURNAL has been the paper of record.
- ii. **Motion by Brett Sanderson and seconded by Lou Gabranski to designate THE VERMONT JOURNAL as newspaper of record. Motion passed unanimously.**

H. Adopt Roberts Rules of Order

- i. Herb Van Guilder advised that the Board has used Roberts Rules of Order for the meetings.
- ii. **Motion by Marty Nitka and seconded by Brett Sanderson to continue following Roberts Rules of Order at meetings. Motion passed unanimously.**

I. Adopt Chain of Command

- i. Herb Van Guilder advised that the board has previously adopted a chain of command. This was from the taxpayers to the Cemetery Commission to the Board Chair to the Sexton.
- ii. Marty Nitka said he was not sure if that was how it was last year and asked for this to be tabled until the next meeting.

*For information only and not part of the discussion at this meeting, a copy of the Chain of Command dated April 16, 2014 is attached at the end of these minutes*

3. **Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from November 19, 2014.
- B. **Motion by Brett Sanderson and seconded by Lou Gabranski to accept the minutes from November 19, 2014 as presented. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Cemetery Staff Discussion**

A. Hire and Appoint Cemetery Sexton

- i. Herb VanGuilder advised the board of the salary which the sexton was paid last season. He said that he averaged about 20 to 30 hours per week and was paid for business mileage. He added that each employee fills out a weekly time sheet. He reminded board members that they need to go into the town office and signs orders weekly, not before Wednesday, but possibly before Friday. He said that the orders tell what bills are scheduled to be paid. He said that if there is a problem with a pending payment, the commissioner must indicate the item and initial it. If an item is initialed by at least 2 commissioners, the bill will not be paid until the questioned item is cleared up.
- ii. Marty Nitka asked if there had been any conversation with Doug Sheehan about returning.
- iii. Herb VanGuilder said that because of issues that arose last year, he has not spoken to Mr. Sheehan. Prior to last year, he would already have spoken to the sexton. He added that if a raise is to be offered, it would be effective July 1, 2015.

- 
- iv. Marty Nitka suggested that the board start by hiring the sexton and then let the sexton hire the staff.
  - v. Lou Gabranski said that the sexton and board chair should hire the staff.
  - vi. Marty Nitka said that he disagrees. The sexton answers to the board and the staff answers to the sexton. He said that he does not see the role of the chair to be other than to run the meetings and whatever other specific duties the board assigns to the chair. He suggested that this board ask Herb VanGuilder to talk to Doug Sheehan and that Mr. Sheehan hires the staff.
  - vii. Lou Gabranski said that Doug Sheehan is not that familiar with the people in the area and that Herb VanGuilder knows the people.
  - viii. Herb VanGuilder said that since he has been on this board, we have not had a sexton (except one man) with the qualifications to write specs, make contracts or hire and manage people. He said that last year we both came to the board to discuss hiring extra help. He said that for the last several years, the chair has been part of the projects and that he had tried to train the sextons prior to Doug Sheehan.
  - ix. Marty Nitka said that he sees the Cemetery Commission board as similar to the Select Board. They hire the town manager and he hires staff. The Select Board does not get involved in hiring.
  - x. Herb VanGuilder said the town manager confers with the Select Board chair and the Select Board members confer about it.
  - xi. Lou Gabranski said in private businesses, committees hire employees and do the interviews.
  - xii. Herb VanGuilder asked if they want a committee to hire the sexton.
  - xiii. Marty Nitka said the agenda said to "Hire and Appoint Cemetery Sexton". It then says "Hire Cemetery Staff." The sexton should be involved.
  - xiv. Herb VanGuilder said it has been done by the Chair and the sexton combined.
  - xv. **MOTION by Marty Nitka and seconded by Dave Harlow to authorize the board chair to contact the sexton to discuss the prospect of his returning to work for the balance of the year. To see if he wants to come back and what he may want. The chair will then come back to the board for further discussion.**
  - xvi. Lou Gabranski said both the sexton and the chair should be here to hire new people.
  - xvii. **Motion passed unanimously.**

B. Hire Cemetery Staff/set wages and hours

- i. This item has been tabled until after a sexton has been hired.

6. **Set Date to Open Cemetery**

- A. Herb VanGuilder said the cemetery usually opens the last week in May.
- B. Lou Gabranski suggested they postpone this decision until the next meeting. If the snow melts sooner, they can call a special meeting.
- C. Item tabled.

7. **Review Business for Upcoming Cemetery Schedule**

- A. Herb VanGuilder said there is a 2-page list of projects and he will update it. He will ask Pam Cruickshank to retype it and he will have it for the next meeting. Some, but limited to, of the items on the list are:
  - i. improve roadways
  - ii. complete design of flag station

- iii. survey
- iv. tree work
- v. signs
- vi. fill and level lots
- vii. lawn work
- viii. clean monuments

8. **Review Cemetery Budget**

- A. Herb VanGuilder said that there is \$11,376 in the budget to hire 3 employees through June 30<sup>th</sup>. He said that he would look at the project list with respect to the budget.

9. **Other Business**

A. Upcoming Agenda Item

- i. Marty Nitka said that he would like to start a review of all cemetery policies. He said that Pam Cruickshank has it typed and it is easy to read and amend. We need something more up to date. He added that some of the things in the existing policy book are obsolete.
- ii. Herb VanGuilder said that is on the project list.
- iii. Marty Nitka said he would get the formatted copy and add what changes that he knows have been made.
- iv. Herb VanGuilder said he was going to ask Dave Harlow to help on that. He said that Dave Harlow is an author.

B. Okemo Land Issue

- i. Lou Gabranski asked that status of the transaction with Okemo. He said that CNL is potentially going to sell Okemo and voiced concern that this should be completed before that happens.
- ii. Herb Van Guilder said he has been working with Ted Reeves and will contact him. He added that Frank Heald has also been working on this with us. We are waiting for Okemo to sign the deeds and we will pay them.
- iii. Dave Harlow asked what this is about.
- iv. Herb VanGuilder explained that when the Cemetery and Okemo did a land swap, we gave them land for the pond and got land in return. Unwanted traffic was coming in to the cemetery from that area and we put up a fence. About 3 or 4 months later, Okemo notified us that the fence was on Okemo property. We had a survey done and the line, along which the sexton had put the fence, was on their property. We have been in negotiations with Okemo to obtain about ½ from them. We will pay their costs and \$2,200. The paperwork is done and has been sent to Ted Reeves, but we have not heard back. We also put up a stone wall along the line.

C. Gate

- i. Lou Gabranski said they can discuss the gate at the next meeting.

10. **Set Date for Next Meeting**

- A. The next regular meeting will be held on Wednesday, April 15, 2015 at 5:30 p.m.

11. **Adjourn**

- A. **MOTION by Dave Harlow and seconded by Brett Sanderson to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 6:34 p.m.

Respectfully submitted,

Lisha Klaiber

\_\_\_\_\_  
Herbert VanGuilder, Chairman

\_\_\_\_\_  
Marty Nitka

\_\_\_\_\_  
Lou Gabranski

\_\_\_\_\_  
Brett Sanderson

\_\_\_\_\_  
Dave Harlow

**Town of Ludlow**

**Cemetery Commissioner's**

**Chain of Command**

**LUDLOW TOWN TAXPAYERS**



**LUDLOW CEMETERY COMMISSIONERS**



**LUDLOW CEMETERY CHAIRPERSON**



**LUDLOW CEMETERY SEXTON**



**LUDLOW CEMETRY STAFF**