

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSION**

**REGULAR MEETING MINUTES**

**Wednesday, March 21, 2012**

**Board Members Present:**

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

**Cemetery Employees Present:**

Joe Gaudiana

**Call to Order:**

Meeting was called to order at 6:00 pm, by Chairperson, Herbert VanGuilder.

**Approve Meeting Minutes:**

- a. MOTION by Brett Sanderson and seconded by Ludwig Gabranski to accept the minutes of December 14, 2011 as presented. So voted.

**Comments from Citizens:**

- a. None present.

**New Business:**

**Annual Board Re-Organization as follows:**

- a. MOTION by John Paige and seconded by Brett Sanderson to elect Herbert VanGuilder as Chairperson. So Voted.
- b. MOTION by John Paige and seconded by Ludwig Gabranski to elect Nataile Gruber as Vice Chairperson. So Voted.
- c. MOTION by John Paige and seconded by Brett Sanderson to elect Ludwig Gabranski as Clerk. So Voted.
- d. MOTION by John Paige and seconded by Ludwig Gabranski to elect Nataile Gruber as Flowers Chair. So Voted.
- e. Motion by Brett Sanderson, seconded by John Paige to elect Herbert VanGuilder as the Signer of the Deeds. So Voted.
- f. Motion by Brett Sanderson to hold the monthly meetings at 6:00 p.m. on the 3<sup>rd</sup> Wednesday of every month and that any other meeting to be called by the Chairperson. Ludwig Gabranski seconded. So Voted.
- g. Motion by John Paige that the Vermont Journal be the newspaper on record. Seconded by Ludwig Gabranski. So Voted.
- h. Motion by John Paige and seconded by Brett Sanderson to adopt the Robert's Rules of Order as the official rules that govern the board's meetings. So Voted.

**Other New Business:**

- a. Chairperson, Herbert VanGuilder, noted that several people have called him to find out when the Cemetery will be opened. After discussion, a Motion by Ludwig Gabranski and seconded by all commissioners to open the Cemetery on Thursday, March 22, 2012. So Voted. Herb noted that he would open the Cemetery in the morning.
- b. Herbert VanGuilder noted to the commissioners that he would like to hire staff as early as March 26, 2012 to begin on the following projects:
  - Winter Cleanup and turn on the water
  - Flag Station and landscaping
  - Guard rail installation between the upper and lower cemetery
  - Possible new ditch to handle overflow
  - New water line and road to service new cemetery section
  - Laying out and completing the new cemetery section
- c. Motion by John Paige and seconded by Brett Sanderson to allow the Chairperson to use his discretion on the above discussion. So Voted.
- d. Herbert VanGuilder, chairperson, presented several pages of Cemetery business and phone calls that he had attended to since the 2011 Seasonal Closing of the Cemetery. He estimated his involvement time to be 80+ hours.
- e. Chairperson, Herbert VanGuilder, also presented the commissioners with some old cemetery records that are coming into disrepair/fading, etc. . . . He noted that these records need immediate attention in order to preserve them. Herbert VanGuilder has been working with Michael Engineering to accomplish the task of making milars of all the old mapping plots, which would preserve these records for years to come. Herbert VanGuilder also noted that he has asked Michael Engineering to furnish him with an estimate for the surveying and plotting out of the new cemetery section.
- f. Chairperson, Herb VanGuilder noted that with all of the necessary paperwork and projects to be worked on that the board needs to hire and pay a Clerk of the Works.
- g. After discussion, Motion by John Paige and seconded by Ludwig Gabranski to appoint Herbert VanGuilder as the Clerk of the Works with an hourly rate not to exceed \$25.00/hr . Ludwig Gabranski also noted that he would like the Clerk of the Works hours to be reported to the commissioners prior to being submitted for payment.
- h. Chairperson, Herbert VanGuilder noted that he has contacted the two tree companies which have given quotes on the necessary tree work and both can begin the work the 1<sup>st</sup> part of April 2012.
- i. Chairperson, Herbert VanGuilder, explained about what monies are available to hire staff early and what monies are available for the necessary projects.
- j. Chairperson, Herb VanGuilder, noted that he had received a letter from Mr. & Mrs. Osmond located at 41 High St, Ludlow, VT 05149 that came into the Municipal's Office on March 21, 2012. The Osmond's house borders the cemetery's property (house is located on the right-hand side of the cemetery's entrance). The Osmonds are concerned about some water that came into the back

side of their house preceding March 12, 2012. Two of the cemetery commissioners have visited the property and could find no signs of any water coming in from the cemetery onto the Osmond's property. Herbert VanGuilder had called the Osmonds to inform them that 2 commissioners would be at the Osmond's property around 5:15 p.m. to view the property. There was no answer, however Herbert VanGuilder was able to leave a message on the answering machine.

**Adjourn:**

- a. MOTION by John Paige and seconded by Brett Sanderson to adjourn. So voted.
- b. Meeting adjourned at 6:49 pm.

Respectfully submitted,

Ludwig Gabranski  
Clerk

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**Herbert VanGuilder, Chairman**

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**Nataile Gruber, Vice Chair & Flowers Chair**

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**Ludwig Gabranski, Clerk**

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**John Paige**

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**Brett Sanderson**