

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING
HOWARD BARTON, JR. CONFERENCE ROOM**

Wednesday, May 17, 2023

Board Members Present:

Bob Brandt

Bruce Schmidt

Herb Van Guilder

Lou Gabranski

Shannon Stark

Staff Present:

Brendan McNamara

Doug Sheehan

1. Call to Order

A. Bob Brandt called the meeting at 5:04.

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

A. Brendan McNamara said that no changes are necessary.

3. Comments from Citizens

A. There were none.

4. Approve Minutes of Previous Meeting

A. Bob Brandt said that the minutes to be reviewed are from April 19, 2023.

B. Motion by Herb Van Guilder and seconded by Shannon Stark to accept the minutes from April 19, 2023 as presented. Motion passed unanimously.

5. Sexton's Report

A. **MOTION by Herb Van Guilder and seconded by Bruce Schmidt to approve the Sexton's Report as submitted. Motion passed unanimously**

6. Buildings & Grounds Report

A. **MOTION by Herb Van Guilder and seconded by Shannon Stark to accept the Buildings and Grounds Report as submitted. Motion passed unanimously.**

7. Seasonal Goals

A. Brendan McNamara said that Kevin MacPherson recommended the following goals:

- i. Repairs on the back fence – should we go with split rail or chain link. We will get pricing on chain link because it is less maintenance and there is a big drop in the back.
 - a) Herb Van Guilder said chain link is okay.
 - b) Brendan McNamara said they will follow-up with pricing on a chain link fence.
- ii. Repave by the spillway across from the upper gate and expand the driveway. Brendan McNamara advised that we hired a new person as assistant to Kevin MacPherson, Ray Alossi. We can do this work in-house. He said we would do to the culvert from the spillway. He checked and to the entrance is clear.
- iii. Long Term Goal – Brendan McNamara said that Kevin MacPherson suggested that repairs to the entry stone wall would be needed. The wall needs severe attention and this would be a major job.
- B. Herb Van Guilder said we should add cutting the brush around the fences at the top. The view is beautiful there. He said that in the past, we had received approval from Okemo to cut the brush to the fence.
- C. Brendan McNamara said he would give that to Kevin. He said as a top priority. He said we need to add a border, posts and poles or trees for about 90 feet at the exit.
- D. Herb Van Guilder said the fence is “rinky-dink” there.
- E. Bruce Schmidt said they should also look at and take care of the fences that border homes on the lower side. He thinks Brendan McNamara could bring back pricing with a budget. How much to we want to spend on projects. He said that does not include maintenance. Also, the exit by the old tomb – we should earmark that wall as a future project. We should do the fences in sections. We owe it to the property owners to keep the fence looking good. We could possibly do a couple of hundred feet per year.
- F. Herb Van Guilder said we have to work with the neighbors because our fencing is on the property line. We can maintain the brush up to 1 foot from the line.
- G. Brendan McNamara said he will get together with Kevin MacPherson and Doug Sheehan to put together a one-three-five- year plan with pricing and estimates. He will leave out maintenance. He will make a budget for projects to be done.

8. Directory Update

- A. Brendan McNamara said he is working with Do Little printing to draft signage with a QR code for the directory. He will get pricing for next month’s meeting.
- B. Bruce Schmidt said the sign with the QR code will make it possible for guests to use their phones to scan the QR code and it will allow them to enter names of people they want to visit and the computer will tell them the location of the grave. He said the directory used to be on the front page of the town website but no longer is.
- C. Brendan McNamara said they are looking to revamp the website and he will check on the directory.

9. New Business

- A. Legal Fees
 - i. Louie Gabranski asked if the cemetery has been reimbursed for the \$2,500 legal fees for the Odd Fellows.
 - ii. Brendan McNamara said they it has not been re-instated yet, but the Cemetery is owned by the Town and it is the Town’s responsibility to pay. He is looking into it
- B. Mirror at the Exit
 - i. Louie Gabranski said that the mirror at the exit was twisted.
 - ii. Doug Sheehan said someone must have twisted the pole

- iii. Brendan McNamara said he will look into it to see if there is anything we can do to prevent this again.
- C. Dog Clean-up bags
 - i. Shannon Stark suggested that they put another refuse container and doggie bags at the upper level.
 - ii. Herb Van Guilder suggested putting in 2 or 3 more.
 - iii. Brendan McNamara said he will talk to Kevin MacPherson about it.
- D. Skateboarders
 - i. Doug Sheehan said there are still people skateboarding in the cemetery and recently, one fell and got hurt. He said the sign does not specifically say no skateboarding.
 - ii. Shannon Stark asked what would be the liability to the town. She said there are plenty of other places to skateboard.
- E. David Rose Survey
 - i. Brendan McNamara said that we have copies of Mr. Rose's completed survey.
 - ii. Louie Gabranski said he doesn't see markers.
 - iii. Doug Sheehan said the markers have pink ribbons on them.
 - iv. Herb Van Guilder said he is glad to see that Mr. Rose recognized the "Back 40." He said it is a large area

10. Other Business

- A. Memorial Day Flags
 - i. Shannon Stark asked about working with the elementary school on this.
 - ii. Brendan McNamara said not this year, but in the future. We were too late to start this year.
 - iii. Doug Sheehan said the American Legion. He said that the Legion also leaves the town some extra flags.
- B. Computer in the Office and Sexton
 - i. Herb Van Guilder asked why Doug Sheehan can't be in the office at the cemetery
 - ii. Doug Sheehan said he goes up to the cemetery every day, but can only work on the directory on the computer in the town hall office. We would have to pay about \$10,000 to have the program put on the computer in the cemetery.
 - iii. Brendan McNamara said that he checks in with Doug Sheehan and Kevin MacPherson the first thing every morning. It is a good time for them to get together and crucial now. He said that Doug Sheehan does spend a lot of time at the cemetery.
 - iv. Doug Sheehan said if someone is at the cemetery looking for him, they call the office and I go up.
 - v. Herb Van Guilder said he visits the cemetery 3 to 5 times per week and no one is there. We should be in the office at the cemetery for the convenience of visitors.
 - vi. Bruce Schmidt asked Brendan McNamara to look into the cost to put the program on the computer at the cemetery. He added that we also have to consider computer safety and hackers. We don't want to put the town computer system at risk. He explained that someone could go in through the computer in the cemetery and access the town website.
 - vii. Brendan McNamara said that other towns in Vermont have been hacked.

11. Set Date for Next Meeting

- A. Next regular meeting - Wednesday, June 21, 2023 at 5:00 p.m.

12. Sign Warrant Orders

- A. The warrant orders have been signed.

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

- A. Brendan McNamara said an Executive Session is not needed this month, but he will have copies of the emails and they will need an Executive Session next month.

14. **Adjourn**

- A. **MOTION by Bruce Schmidt and seconded by Louie Gabranski to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:33 p.m.

Respectfully submitted,
Lisha Klaiber

Bob Brandt, Chairman

Bruce Schmidt

Louie Gabranski

Herb Van Guilder

Shannon Stark