

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERDS**

REGULAR MEETING

Wednesday May 20, 2015

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Board Members Absent:

Brett Sanderson

Others Present:

Doug Sheehan

Dan Cavoto

1. CALL TO ORDER

- A. Meeting was called to order by Chairman Herb Van Guilder at 6:00 p.m. All present.

2. COMMENTS FROM CITIZENS

- A. There were none.

3. APPROVE MINUTES

- A. Herb Van Guilder advised that the minutes to be approved were from April 22, 2015 and May 1, 2015. He noted that in the May 1st minutes, the motion regarding purchasing authority was incorrect in the minutes. The motion read, "That department heads have authority up to \$2,500.00 and other employees up to \$250.00." Herb Van Guilder said that the motion should have read, "Department heads have purchasing authority up to \$250.00; department heads and chair jointly have authority up to \$2,500.00 and any purchases over \$2,500.00 must have approval of the board of commissioners."
- B. Marty Nitka said he thought we voted on the motion as recorded in the minutes. He asked about employees other than department heads.
- C. Herb Van Guilder repeated the motion as he stated it.
- D. Marty Nitka said he had no objections.
- E. **MOTION by Dave Harlow and seconded by Lou Gabranski to approve the minutes of May 1, 2015 as amended. Motion passed unanimously.**
- F. Board members said they had not received copies of the April 22, 2015 minutes and review of those minutes was tabled until the June meeting.

4. STAFF REPORTS

- A. Inside Operations

- i. Herb Van Guilder said that the reports were not available in time for the mail. He advised that reports should be submitted the Thursday before the next Wednesday meeting.
- ii. Doug Sheehan advised that there were 8 people at \$125 each in the tomb. There were 2 prepaid burials, 1 lot sale, 11 scheduled burials (6 full and 5 cremations.) He said there are 8 burials scheduled for next month. There were 4 foundations, and 2 more recent lot sales.
- iii. Herb Van Guilder said Doug Sheehan is doing a good job with the Inside Operations.
- iv. Doug Sheehan said he is selling more space in the tomb to people from other communities.
- v. Lou Gabranski asked how many people the tomb holds.
- vi. Doug Sheehan said between 36 and 40.
- vii. Lou Gabranski asked if they will be able to do all of the burials.
- viii. Doug Sheehan said they did 4 this week; they have 2 scheduled for next Tuesday and 2 more on Saturday. There are 8 scheduled for next month.

B. Outside Operations

- i. Herb Van Guilder introduced Dan Cavoto as the new Outside Operations Manager.
- ii. Dan Cavoto said that the staff has started doing spring cleanup. He has found some broken equipment, they have been doing mowing. He said that he met with the locksmith and the tree technician. He has noticed lost and missing tools and he is trying to start replacing them. He is putting together an equipment and tools inventory. There were also broken grave boards.
- iii. Herb Van Guilder said they are trying to get an updated inventory list. He said they have changed the locks on the upper and lower buildings and only the 2 managers and chair will have keys.
- iv. Dan Cavoto said he ordered new grave boards and plywood.
- v. Herb Van Guilder said he is enthused with the new staff. He has met with Dan Cavoto a couple of times and he is doing a good job. He said that staff efficiency is up and everything is improving. He said that equipment is being brought up to speed and the backhoe is under control. They are doing proper equipment maintenance.
- vi. Lou Gabranski asked about water leaks.
- vii. Dan Cavoto said there was one and it is fixed. He advised that Countryside put in a straight deadbolt and suggests a keyless digital system that is battery operated that will work with the deadbolt and codes. He doesn't have a price on that.
- viii. Lou Gabranski asked if it will alarm.
- ix. Dan Cavoto said if they had internet up there.
- x. Herb Van Guilder said that only operations managers and the chair should have keys to the upper building. He noted that someone had been getting in to the building with a credit card.
- xi. Dan Cavoto said if they had key codes, they would be able to enter a special code for times when neither operations manager nor the chair would be available. The staff could use that code for a period of time and when the time was up, the code wouldn't work anymore. Dan Cavoto said the tree technician lowered the price that was quoted last year by \$200. He said the old maple would be removed along with a white pine. The pine at the entrance is snapped and dead. They will try to cable the big maple by the exit to try to save it. There are also miscellaneous limbs and work. The quote is \$2,800. He asked the board about people planting on the graves, advising that someone recently planted a rose bush on a grave.

- xii. Herb Van Guilder said they would go through the Policy book.
- xiii. Marty Nitka read that no trees, shrubs or flowers planting are allowed in the current policy book.
- xiv. Dan Cavoto said there is no sign to say that.
- xv. Herb Van Guilder said the board needs to redo and update the policies and it should be readopted yearly. It hasn't been readopted yearly. He said that the policies are not valid because they have not been readopted yearly. He said shrubs are not allowed.
- xvi. Dan Cavoto asked if chairs at funerals are a liability.
- xvii. Herb Van Guilder said no. He said Dan Cavoto should just set out enough for the immediate family members and put the others in a pile. If people want them, the chairs will be there for them to take and use.

5. NEW BUSINESS

A. Chain of Command

- i. Herb Van Guilder said that the new chain of command had been approved and needs to be readopted. They have added an Inside Operations Manager and Outside Operations manager.
- ii. **MOTION by Dave Harlow and seconded by Lou Gabranski to adopt the new chain of command, including the new positions of Inside Operations and Outside Operations managers. Motion passed unanimously.**
- iii. See attached copy at end of minutes.

6. OLD BUSINESS

A. Lawn Tractors

- i. Herb Van Guilder said that last year, we put 2 used lawn tractors out to bid. The only response was from the chair's daughter and the board denied the bid. We need to get rid of them.
- ii. Marty Nitka said to put them on Craig's List.
- iii. Dave Harlow asked why they were replaced.
- iv. Herb Van Guilder said the commissioners have started an equipment program and each year we try to buy a new one. They have high usage hours.
- v. Herb Van Guilder said that when discussed last year, someone said to advertise them for \$500. That it too high.
- vi. Marty Nitka said to ask Doug Sheehan to look into advertising them on Craig's List.
- vii. Herb Van Guilder said we need to find out how much it costs first.
- viii. Marty Nitka suggested that they authorize the Inside Operations Manager to arrange for sale on Craig's List as long as the cost to advertise does not exceed \$50.00
- ix. Lou Gabranski said he would be in favor of listing a minimum bid price.
- x. Dave Harlow said we don't have to accept the bids.
- xi. Herb Van Guilder said that at the end of the advertisement, we should list that the Cemetery Commission has the right to accept or reject any bids.
- xii. Marty Nitka said then we would have to have a meeting to accept the bids.
- xiii. Herb Van Guilder said he would not go over \$300 for a minimum bid.
- xiv. Doug Sheehan said they have over 400 hours on them.

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- xv. **MOTION by Marty Nitka and seconded by Dave Harlow to authorize Doug Sheehan to run an ad in Craig's List for the 2 mowers at a cost to the Cemetery Commission of no more than \$50.00, with no minimum bid and to try to get the best deal possible.**
 - xvi. Doug Sheehan asked if they would have to have a meeting about the sale.
 - xvii. Marty Nitka said Doug Sheehan would handle it.
 - xviii. Motion passed unanimously.
 - B. Survey
 - i. Dave Harlow asked about progress on the survey.
 - ii. Herb Van Guilder said he was supposed to meet with the surveyor, but there was a mix up about the time. He needs to set a new date.
 - C. Okemo Land Deal
 - i. Herb Van Guilder said that he met with Frank Heald and Mr. Heald called the town attorney to ask where the Okemo deeds are. He said he would stop in again to see Mr. Heald and if the deeds aren't in, he will suggest that they hire a new attorney to get the job done.
 - D. Project List
 - i. Herb Van Guilder said they would update the project list at the next meeting.
 - E. Gate Opening and Closing
 - i. Lou Gabranski asked who will be opening and closing the gates.
 - ii. Herb Van Guilder said that Rob would be doing that again this year and would be paid time and a half for it. He added that it helps prevent vandalism as Rob also does a security check of the cemetery before he leaves. He said we have a checks and balance system in place now.
 - F. Flowers for Memorial Day
 - i. Lou Gabranski asked about flowers for Memorial Day.
 - ii. Herb Van Guilder said they have been purchased and are in the lower building. By some miscue, they were purchased at Walmart. He said he goes to Garden Time in Rutland. He said he doesn't know the cost of this year's flowers yet, but they aren't as nice as last year. He said at Garden Time, the more you buy, the less it costs.

7. START REVIEW OF POLICIES

- A. Marty Nitka said that he had obtained, from Pam Cruickshank, a draft of Cemetery Rules and Regulations dated 2009, but apparently never adopted. It is substantially the same as the yellow booklet that we have. He is aware of 2 changes that have been voted on by this board, since he became a member of the board. On, adopted on September 17, 2014, pertained to No Hunting or Shooting allowed in the Cemetery. The other was a change in the rates for Veteran's.
- B. Herb Van Guilder said it is a discount of 50% off any cemetery services.
- C. Marty Nitka asked board members to read through the draft and make any comments at the next meeting. He asked the secretary if she would be able to find the information about the Veteran's discount in past minutes. He said Polices should be put on the agenda for the next meeting.
- D. Herb Van Guilder said that since he has been on the board, there have also been other changes.
- E. Marty Nitka said that there is no reason why the existing policies are outdated just because they have not been adopted every year. He said we should start with the 2009 Master sheet and add the 2 policies that have been adopted since he has been on the board and add any other policy that was adopted since the master was drafted in 2009. Then, we can readopt it yearly.

- F. Herb Van Guilder said he agrees and is willing to accept the 2009 document as a place to start. He said that the job descriptions are complete and have the date they were adopted on them. He said that all new documents and policies should have the date of adoption on them from now on. He said the Chain of Command should have the date it was adopted on it.

8. SET DATE FOR NEXT MEETING

- A. Herb Van Guilder advised that the next regular meeting will be on June 17, 2015 at 5:30 p.m. He said that the chair may not be here.

9. EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS

- A. Herb Van Guilder advised that an executive session is not needed.

10. ADJOURN

- A. **MOTION by Marty Nitka and seconded by Lou Gabranski to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:33 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 INSIDE OPERATIONS MANAGER	LUDLOW CEMETERY OUTSIDE OPERATIONS MANAGER
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LUDLOW CEMETRY STAFF

ADOPTED MAY 20, 2015