

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Wednesday, May 22, 2019**

**Board Members Present:**

Herb VanGuilder  
Bob Brandt

Lou Gabranski  
Brett Sanderson

Bruce Schmidt

**Staff Present:**

Scott Murphy

Pam Cruickshank

**1. Call to Order**

A. Meeting was called to order by Chairman, Brett Sanderson at 5:30 p.m. All members present.

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

A. Scott Murphy said that no changes were necessary:

**3. Approve Minutes of Previous Meeting**

A. Brett Sanderson said that the minutes to be reviewed are from May 1, 2019.

B. Bob Brandt advised that the meeting last month listed Bruce Schmidt as Vice Chair and Bob Brandt as Clerk. Those should be reversed; Bob Brandt is Vice Chair and Bruce Schmidt is Clerk.

**C. Motion by Bruce Schmidt and seconded by Brett Sanderson to accept the minutes from May 1, 2019 as amended. Motion passed unanimously.**

**4. Comments from Citizens**

A. There were none.

**5. Sexton's Report**

A. The sexton's report was submitted and accepted.

**6. Building & Grounds Report**

A. The sexton's report was submitted.

B. Herb Van Guilder said that he had seen someone trimming at the cemetery at 7:00 p.m. and asked if the board is paying time and a half.

C. Scott Murphy said no. They are part time employees and are being paid regular time.

- D. Brett Sanderson explained that they have other jobs during the day and come in later to get the work done.
- E. Scott Murphy said they are putting in some extra effort this week to get the cemetery ready for Memorial Day.
- F. Buildings and Grounds report was accepted.

**7. Discuss & Prioritize Summer Projects**

- A. Scott Murphy said that the sluiceway was left off the list, but it is a priority.
- B. Herb Van Guilder asked if they would get an engineer and 3 estimates.
- C. Scott Murphy said yes.
- D. Herb Van Guilder said there was a list that the board had voted on last year and it is different from the list presented tonight. It had been prioritized.
- E. Bruce Schmidt said it is good information, but the new commissioners need to prioritize the projects. The lists are similar and we need to give direction to the staff. We need to make a list, numbering from 1 to 10 and on.
- F. Herb Van Guilder said a list was already approved. He said that the staff covered a cement wall with paint and the commissioners did not know. He understands that they want to do another wall. He asked if a mason had looked at it and said that he would have a mason come and look at it.
- G. Scott Murphy said that last year's list was discussed, but we need a list to go forward.
- H. Lou Gabranski said they decided, at the last meeting, that the sluiceway was a priority, then the bathroom. The list says the bathroom will run about \$25,000.
- I. Bruce Schmidt said this board should come up with a new list and approve it tonight, so we can give direction to the staff. There is about \$70,400 in the funds for work.
- J. Brett Sanderson said the sluiceway should be done.
- K. Scott Murphy said most of the work is being done in-house.
- L. Bruce Schmidt said the priority should be the Upper bathroom, the sluiceway and the flag station. If there is money left, there are sunken cornerstones that should be raised. We need to do things that will make a difference.
- M. Herb Van Guilder said after that money is gone, we are broke. We do get about \$15,000 each year from the Trustees of Public Funds. He is shocked that a bathroom would cost \$25,000.
- N. Scott Murphy said that is only a rough cost estimate. We will send out an RFP, collect bids and open them at a meeting. He said that, as a courtesy, Wright Construction looked at the area and provided the rough estimate. They will be eligible to bid the project. We will collect other bids. It will be ADA accessible.
- O. Herb Van Guilder said it does not have to be ADA accessible. He said that the available space will not accommodate an ADA bathroom. He said that the waterline may not be big enough and someone pulled out the line.
- P. Scott Murphy said the contractor will have to address all of this.
- Q. Bruce Schmidt said this board would be short-sighted NOT to have an ADA bathroom. He would not be comfortable approving a bathroom that was not ADA.
- R. Pam Cruickshank said that if we put in a new building, it MUST be ADA if it is open to the public.
- S. Lou Gabranski said a bathroom is needed at the upper level.
- T. Scott Murphy said that we hired a Port-a-pot for this weekend for comfort. It is surrounded by latticework. The cost is \$75/month.
- U. Bob Brandt said there is a place, by the split rail fence, that is flat and in the shade that would be a good place to put it.

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- V. Brett Sanderson said the board needs to pick 2 to 4 projects to get quotes on.
- W. **MOTION by Herb Van Guilder that members review the lists for the next meeting and come up with suggestions.**
- X. Brett Sanderson said he would be in favor of the flag station and bathroom.
- Y. **Lou Gabranski seconded the motion.**
- Z. Brett Sanderson said they have graded the sluiceway.
- AA. Bruce Schmidt said the motion would be kicking the can down the road by waiting another month. We can vote the motion down. He said that we can get estimate for the bathroom for the next meeting and the estimates for the flag station. The bathroom is the most important. He doesn't see what we'll gain by waiting another month.
- BB. Lou Gabranski asked if we will get firm prices for the bids.
- CC. Brett Sanderson said yes.
- DD. Herb Van Guilder said he has a problem with giving them a blank check. He does not think all bids have been cost effective. He recalled the drainage ditch project where there had been a lower bid.
- EE. Bruce Schmidt said the process for the bathroom will be to get bids and open them at a meeting. The town will make up the project description and tell people what is needed. Contractors can include Alternate bids. We will be confident that we can make a competent decision. We need to get this moving and have the bids ready for the next meeting.
- FF. Brett Sanderson said this board keeps dragging its feet. If we want to do the bathroom, we need to put it out to bid.
- GG. Herb Van Guilder withdrew his motion.
- HH. Lou Gabranski agreed and withdrew the second.
- II. Herb Van Guilder said he want to see the bid specs.
- JJ. **MOTION by Bruce Schmidt and seconded by Herb Van Guilder to get bid specs for the bathroom project, price from staff to complete the flag station and a price to complete the sluiceway.**
- KK. Lou Gabranski asked if we have had a professional look at the sluiceway.
- LL. Scott Murphy said that Ron Tarbell, Kevin McPherson and Brett Sanderson have all looked at it and came up with some suggestions. No money has been spent, yet.
- MM. Herb Van Guilder asked about the catch basin and the overflow.
- NN. Brett Sanderson said that the sluiceway is above the two concrete walls and a pad. It's about 15 feet long. It gets plugged with sticks. They want to dig above and get a sediment pond. There will be a rebar fence with V-type grate over the sluiceway. It will keep the sticks out that plug the drain. It will be on a hinge, so staff can flip it open and clean it. We will need to look at the drain at some point down the road. For now, this looks like the best way to keep it clean.
- OO. Herb Van Guilder said they have to be careful about the property line up there and where the water flows from.
- PP. Brett Sanderson said there is a pin.
- QQ. Bob Brandt said he traced it and it goes up past the Gill Home and comes down from there. There's a lot of water.
- RR. Herb Van Guilder said they need to beware of the water by the tomb.
- SS. Bob Brandt said they need to try to keep the culvert from plugging with sticks and leaves.
- TT. Lou Gabranski said we need to get prices for the flag station and what we are going to do there. There is one flag pole that we need to pull out and reposition.
- UU. Scott Murphy said the commissioners decided not to attempt to pull it out and we haven't tried.
- VV. Herb Van Guilder said the commissioners have not decided how to set up the flags and which flags to use. He wants a flag pole for each branch of service. He said that he can get information from the legion for proper flag placement.

- WW. Scott Murphy said he distributed that information last year. He said that staff can try to pull the pole
- XX. Lou Gabranski said they talked about 5 flag poles.
- YY. Scott Murphy said that he will come back at the next meeting if we can pull that pole.
- ZZ. **Motion passed unanimously.**

8. **Review & Possibly Approve Policy Changes to “Cemetery Rules & Procedures”**

- A. Scott Murphy said that the current policy manual was approved in 1993. Pam Cruickshank has put that version alongside the draft from Marty Nitka.
- B. Herb Van Guilder said that they should have Doug Sheehan go back through the policies.
- C. Pam Cruickshank said that there was a draft from Frank Heald, but that she did not know they wanted that one tonight. She can get copies of it to board members.
- D. Scott Murphy said they can have all 3 copies for the next meeting.
- E. Bruce Schmidt said we need to know what the main issues are, things that are missing and things we want to change.
- F. Lou Gabranski said he has some suggestions.
- G. Herb Van Guilder said this draft is missing some policies. He said there was a policy about not putting in graves near the Creaser lots. We need a master policy.
- H. Bruce Schmidt asked what we are missing. Do prices need to be updated. Are there other policies that are needed.
- I. Lou Gabranski said he would like to go through the draft.
- J. Lou Gabranski said the prices should not go in the policy manual. It should have a contact person or phone number.
- K. Herb Van Guilder said prices need to be updated, based on costs. He also said that people are doing work in the cemetery without permission. They are not complying with the policies.
- L. Bruce Schmidt said the commissioners should not be worried about plants; they should give direction to staff. He said that the commissioners can write a letter if someone does unauthorized work in the cemetery. If the Outside Manager is there, he has the ability to tell people and enforce the policies.
- M. Herb Van Guilder said sometimes there are problems with the way staff handles the situations.
- N. Bruce Schmidt said that if there is a problem with staff, the person should report it to the town manager. We need to educate staff.
- O. Scott Murphy said there was one incident last year and we dealt with it.
- P. Bruce Schmidt said if this is a trend, like 2 or 3 incidents, Scott Murphy can deal with it.
- Q. Scott Murphy said we can insert the changes for the next meeting. He said that there was a resolution regarding the Creaser lots, but it was not voted as a policy.
- R. Herb Van Guilder said that there is a policy that says people can't picnic in the cemetery. He disagrees with this. He also disagrees with the policy that says children must be escorted by an adult.
- S. Bruce Schmidt said the policies should stay as they are. He said that staff should be trained. If there are problems, we can fall back on the procedures. Picnics should be allowed and staff should be sensible. He said we should leave the rules and the little gray areas, in case we need to enforce them. There should be sensitivity training for staff. Staff needs to be mindful of emotions.
- T. Herb Van Guilder said there are a lot of people who like to sit and enjoy the views from the cemetery.
- U. Lou Gabranski questioned allowing bicycles in the cemetery.
- V. Scott Murphy said leave it as it is. There have not been any issues with bicycles.

- W. Herb Van Guilder said he is in favor of allowing bicycles in the cemetery – he said there are a few paths and we should enhance them.
- X. Lou Gabranski asked if the commissioners will receive copies of the policies before the next meeting.
- Y. Scott Murphy said yes, along with a breakdown of expenses requested by the commissioners.

**9. New Business**

- A. Video Taping of Meetings
  - i. Scott Murphy said that Okemo Valley TV will begin taping the meeting effective July 1, 2019.

**10. Other Business**

- A. Flower Pots
  - i. Herb Van Guilder said that he does not like where the flower pots were located. He also does not like the color.
  - ii. Scott Murphy said the location is not permanent. The pots are on pads and can be moved. He said that the pots were donated.
  - iii. Herb Van Guilder said that staff does not understand the background and reason for the pots. The money for the flowers was donated many years ago. Most of those for whom the money was donated are buried in the lower cemetery.
  - iv. Bruce Schmidt said that the commissioners should follow the Herb Van Guilder's suggestions for the location of these pots.
- B. Memorial Day
  - i. Scott Murphy said the cemetery is ready for Memorial Day.
  - ii. Herb Van Guilder said there will be a parade.
  - iii. Scott Murphy said they are ready.
- C. Manager
  - i. Herb Van Guilder asked if the municipal manager is needed at these meetings, because they are later.
  - ii. Bruce Schmidt said yes.

**11. Set Date for Next Meeting**

- A. Wednesday, June 19, 2019 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. Scott Murphy said none is needed.

14. **Adjourn**

- A. **MOTION by Bruce Schmidt and seconded by Bob Brandt to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 7:09 p.m.

Respectfully submitted,

Lisha Klaiber

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Brett Sanderson, Chairman

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Bruce Schmidt

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Bob Brandt

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Herb Van Guilder

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Lou Gabranski