

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Thursday, May 26, 2016

Board Members Present:

Herb VanGuilder
Lou Gabranski

Dave Harlow
Marty Nitka

Brett Sanderson

Board Members Absent:

Brett Sanderson

Others Present:

Dan Cavoto

Doug Sheehan

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:00 p.m. All members present, except Brett Sanderson.

2. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from April 21, 2016.
B. Herb VanGuilder noted that on page 2, Item #5M should read "...He said that he spoke to Ulla Cook. He also said we can use the \$3930 from the ..."
C. Lou Gabranski noted that on page 2 Item #5O, it should be made clear that the \$10,000 from the Trustees of Public Funds does not have to be repaid.
D. **Motion by Dave Harlow and seconded by Lou Gabranski to accept the minutes from April 21, 2016 as corrected. Motion passed unanimously.**

3. Comments from Citizens

- A. There were none.

4. Cemetery Staff Reports

- A. Inside Operations
i. Herb VanGuilder noted that the report had been received.
ii. Lou Gabranski asked why it takes "one half of the 10 hours for 1 funeral..." as was reported.
iii. Doug Sheehan said he coordinates with the families and the funerals are about 1 to 2 hours. He said that he does not bill the Cemetery Commission when he is working for Adams. He said that he spoke to one guy 12 times and another 7 times.
iv. Lou Gabranski asked if they were locals.
v. Doug Sheehan said no, one was from Massachusetts and the other from Georgia. He said they call him at home. He added that these are for funerals where the families are running the funerals, not funeral homes.
vi. Lou Gabranski said we need to cut back.
vii. Herb VanGuilder said this will be discussed in Executive Session.

- viii. Marty Nitka asked why it requires an Executive Session.
- ix. Herb VanGuilder advised that it deals with employee performance.
- x. Herb Van Guilder said they would Inside Operations Manager's report was accepted as presented.

B. Outside Operations

- i. Herb Van Guilder said that the Outside Operations Manager's report has been submitted. He reported that one of the employees from last year did not return this year. He has signed on, but did not show up. They increased the other employee's hours from 24 to 40 hours per week.
- ii. Dan Cavoto said it has been a slow spring.
- iii. Marty Nitka asked if they have enough staff.
- iv. Dan Cavoto said right now they are doing maintenance only. There are some foundations to be done and one full burial and cremation in June.
- v. Lou Gabranski asked how long it takes for a cremation.
- vi. Dan Cavoto said it depends on the people.
- vii. Lou Gabranski asked if we charge extra for weekends.
- viii. Herb VanGuilder said we need to review the policies and fees. Things are changing. Recently we had a service with no burial.
- ix. Lou Gabranski said he thought we only did burials after Memorial Day.
- x. Doug Sheehan said no, last year we did 11 before Memorial Day.
- xi. Herb VanGuilder said we need to clean up the cemetery before Memorial Day. He said that people expect it to look good for Memorial Day.
- xii. Lou Gabranski asked if we should hire someone to dig the graves.
- xiii. Dan Cavoto said that staff would still have to be there when the others were digging. He added that Cavendish is having problems with that.
- xiv. Marty Nitka recalled that this board had decided not to do that.
- xv. Lou Gabranski said that Bruce McEneny at Cavendish is happy with the people they are using and it costs \$600 per grave. He asked how long it takes to dig a grave.
- xvi. Dan Cavoto said it depends on where in the cemetery, there are parts with more rocks and that takes longer.
- xvii. Herb VanGuilder said it also depends on how many people we have digging the grave.
- xviii. Marty Nitka said he is trying to figure out how \$600 would work for us.
- xix. Lou Gabranski said that the \$600 includes the vault.
- xx. Dan Cavoto said no, it doesn't.
- xxi. Doug Sheehan said a vault generally costs about \$1000.
- xxii. Herb Van Guilder said that the Outside Operations Manager's Report is accepted as presented.

5. **Old Business**

A. Review Draft Master Plan by Good Earth/Mr. Calabrese

- i. Herb Van Guilder said that draft drawings for the plan have been received and the board reviewed them.

B. Review Stone Wall

- i. Herb Van Guilder said that he received quotes for the stone wall; one for \$80,000 and the other for \$30,000. He added that Frank Heald had suggested that instead of a wall, they may want to consider putting in flat stones to hold the bank and making a garden.
- ii. Marty Nitka asked if the wall was discussed with Tim Calabrese.
- iii. Herb VanGuilder said yes and Mr. Calabrese says to do the wall.
- iv. Marty Nitka commented on the differential between the 2 quotes.

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- v. Herb VanGuilder said the \$80,000 quote includes special stone and the \$30,000 quote includes stones that the contractor already has. He said that most of the \$30,000 is labor. He tabled this as it will not be done at present.
- C. Review Cemetery Policies
- i. Herb Van Guilder said that he had expected to see the draft sooner.
 - ii. Marty Nitka suggested reviewing it at the next meeting. He said that he had taken the current policy booklet and added any changes or new policies since the time of the last book.
 - iii. Herb VanGuilder said he had gotten policies from other towns.
6. **New Business**
- A. Review Cemetery Section Flooding Lower Houses
- i. Herb Van Guilder said that the new section has flooded down to the 2 streets below (Orion and Thompson.) He said we need to correct this and he got a rough estimate of \$5,000 to build a berm. Before we do this, we still need to get the deed from Okemo (CNL.) After we get the deed, we can have the final survey done. We need to do this this year.
- B. Staff Policies – possible Executive Session
- i. Herb Van Guilder said they need to enter into Executive Session to discuss personnel.
 - ii. Marty Nitka asked if it was policies.
 - iii. Lou Gabranski said that if we let them do what they are doing now, we will have to raise the budget. They are playing games and nickel and diming us.
 - iv. Herb Van Guilder said that he has already discussed this with Doug Sheehan. He added that when he calls staff to return to work, he will make the terms and schedules clear to them, including no overtime.
- C. Lou Gabranski asked if they collect unemployment.
- D. Herb Van Guilder said he does not think so.
7. **Other Business**
- A. Herb Van Guilder said that if any board member wants to add agenda items, they should get them to him by the Wednesday, a week before the meeting.
- B. Herb VanGuilder said that if a board member has an issue that he is unable to attend a meeting, they should contact Herb VanGuilder and we can change the meeting.
- C. Marty Nitka asked how long we need to warn a meeting.
8. **Set Date for Next Meeting**
- A. The next regular meeting will be held on Thursday, June 16, 2016 at 4:00 p.m.
9. **Executive Session**
- A. **Motion by Lou Gabranski and seconded by Dave Harlow to enter into Executive Session to discuss personnel problems. Motion passed unanimously.**
- B. Board entered into Executive Session at 4:49 p.m.
- C. Board exited Executive Session at 5:10 p.m.
- D. Discussion was held regarding the final pay check for Robert Olney.

- E. **Motion made by Martin Nitka, seconded by Dave Harlow, the commission unanimously approved a final payment of \$119.43 for wages for Robert Olney, who had resigned as employee.**
- F. Discussion was held regarding the opening and closing of the cemetery gates each morning and evening. This had been done by the police department at no cost but the department was no longer willing to do this. Chairman Van Guilder I reported that employee John Grasse had indicated that he would be willing to do this. Since he is an existing employee this might well result in overtime costs since he is scheduled to work 40 hours per week. The approximate cost of him doing this would be about \$150/week. Other alternatives were discussed but none appeared to be suitable.
- G. **Lou Gabranski moved that we engage Grasse to perform this work. Seconded by Dave Harlow.**

10. **Adjourn**

- A. There being no further business the meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow