

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, November 20, 2019

Board Members Present:

Brett Sanderson, Chair
Bob Brandt

Lou Gabranski
Bruce Schmidt

Herb Van Guilder

Staff Present:

Scott Murphy

Doug Sheehan

1. Call to Order

- A. Meeting was called to order by Chairman, Brett Sanderson at 5:00 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 October 16, 2019.
B. Motion by Herb Van Guilder and seconded by Bob Brandt to accept the minutes from October 16, 2019 as presented.
C. Lou Gabranski advised that for item 9GG on page 3, he did not make that comment.
D. Herb Van Guilder said he has spoken to a family member. Please change 9GG to Herb Van Guilder said.
E. Motion passed unanimously.

4. Comments from Citizens

- A. Herb Van Guilder advised that the state recently passed Bill H394 which provides for burials of veterans such that “If a person (funeral director, mortician, etc.) made a diligent effort to locate next of kin, and that having failed to produce a result, they could release the cremains to the Vermont Veterans Cemetery in Randolph for final Honors and burial.” He said that he is very happy about the passage of this bill, which took effect immediately after it was signed by the governor.
B. Lou Gabranski noted that there was a car parked by the crypt.
C. Scott Murphy said Kevin McPherson was pulling batteries.
D. Herb Van Guilder asked why they take the gate down now; it never used to be a problem. For the last 2-3 years they have taken the gate down and put a chain across. Now, people can’t get up there to put decorations on the graves.
E. Herb Van Guilder asked about the Sexton’s Report.

- F. Scott Murphy said that it was left off the agenda because of the shortened amount of time and need to start looking at the budget.
- G. Bruce Schmidt said the meeting could continue with just 3 members.
- H. Herb Van Guilder said he wants to commend the sexton on the way he handled the situation with the disabled Veteran who is in the process of buying a double lot. He is permitted the veteran to spread the cost over 5 payments and should he pass before he completes the payments, Doug Sheehan has offered to pay the balance. Herb Van Guilder said he would share in the balance.

5. FY 2021 Budget Workshop

- A. Scott Murphy said that last year, the board chose 3 main goals to do this past season: the sluiceway, the ADA upper bathroom and the flag station. The sluiceway and flag station are done. He said that other priorities included straightening of monuments, the exit wall and a site map.
- B. Herb Van Guilder said the flag station is not complete and the sluiceway has fallen in and is buckling.
- C. Scott Murphy said that kids were jumping on the grate and bent it. We are aware of it and it is working.
- D. Herb Van Guilder said the brush, trees and landscaping need to be done at the flag station. He said it should be put back on the agenda.
- E. Scott Murphy said they can discuss goals for next season in the spring.
- F. Bob Brandt said the deer are eating the flowers.
- G. Scott Murphy referred to the budget:
- H. Labor
 - i. Scott Murphy said this includes John and the ladies. They are on track through today. They have spent \$16,000 and still have the spring 2020 through July 1, 2020. A 2.5% increase is normal.
 - ii. Brett Sanderson said to continue the same as last year.
 - iii. Lou Gabranski said they should hire another man.
 - iv. Scott Murphy said it is not in the current budget.
 - v. Lou Gabranski said they need dedicated man to do the brush and other projects.
 - vi. Herb Van Guilder agreed, saying it should be someone who understands grounds-keeping. The back 40 is a mess. They should hire a person, to share with the Select Board. He said there is a brush pile, with painted boards up there.
 - vii. Lou Gabranski said there is a broken fence up there.
 - viii. Herb Van Guilder said they haven't fertilized in a couple of years and the grass is not cut to the proper height.
 - ix. Bob Brandt said what we have is good. We need to give Kevin McPherson more specific directions. We don't need another full time person.
 - x. Scott Murphy said that giving more specific directions is a good idea.
 - xi. Brett Sanderson said we could give Kevin McPherson monthly goals.
 - xii. Lou Gabranski said that doesn't work. The banks had been cleaned up. Projects won't get done.
 - xiii. Scott Murphy said the banks were not listed as a goal for this past season. He questioned cutting the grass to specific heights.
 - xiv. Herb Van Guilder said that was listed in the Master Plan. It included the length of the grass and landscaping at the flag station. We were working off that list. We should be fertilizing.

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- xv. Bruce Schmidt suggested a 2.5% increase for labor.
 - I. Cemetery Labor – Misc.
 - i. Bruce Schmidt suggested reverting to \$12,000 and use highway staff to do the brush. They can use the \$4,000 unused from this year for extra labor. It was \$9,700 and decreased to \$7,800. They will start in the spring. They should ask Kevin McPherson for a plan on how to best utilize the money in the budget.
 - ii. Brett Sanderson said this board can give them input.
 - iii. Herb Van Guilder said the whole bank on the left of our fence-line needs to be done.
 - J. Grounds Foreman
 - i. Bruce Schmidt suggested a 2.5% increase
 - K. Commissioners
 - i. Bruce Schmidt suggested leaving it the same.
 - L. Recording Secretary
 - i. Bruce Schmidt suggested 2.5% increase
 - M. Pension, Insurances (health, life, dental), Insurances PC&L, WC, Unemployment, Insurance Curve out, FICA
 - i. Scott Murphy said these rates are what they are
 - N. Gas/Oil
 - i. Scott Murphy said they have spent \$900 so far, but still have the spring. Keep it level.
 - O. Audit
 - i. Scott Murphy said to keep it level.
 - P. Misc. Equipment (Change to Equipment Maintenance)
 - i. Put in \$1,000
 - Q. Tools/Equipment
 - i. Put in \$1,200
 - R. Uniforms
 - i. Level fund at \$300.
 - S. Tree Work/Stump Removal/Brush
 - i. Fund at \$4,000
 - T. Utilities
 - i. Fund at \$2,300
 - U. Flowers
 - i. Bruce Schmidt said he would like to see a plan for flowers. They now have the 2 big pots and they looked good.
 - ii. Lou Gabranski said they could plant flowers on both sides of the banks.
 - iii. Herb Van Guilder said the pots should be moved from the top to the lower cemetery in the spring.
 - iv. Fund at \$500.
 - V. Corner Stones
 - i. Put in \$1,000
 - W. Sand/Top Soil/Gravel
 - i. Fund at \$1,000
 - X. Legal/Engineering/Survey
 - i. Herb Van Guilder said they need to complete the survey and Doug Sheehan is a big part of it. They need to go back and double check it. They need a plat map. They need to work with Doug Sheehan on the lot layout in the new section.
 - ii. Fund at \$1,000
 - Y. Supplies & Repairs
 - i. Herb Van Guilder said he would like a breakdown
 - ii. Scott Murphy said he does not have one. He will find out for the next meeting.

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- iii. Herb Van Guilder said they may be able to combine some of the line items.
 - iv. Fund at \$2,000
 - Z. South Hill Cemetery
 - i. Fund at \$250.
 - AA. Truck Maintenance
 - i. Fund at \$500.
 - BB. Improvement Projects
 - i. Brett Sanderson said there is some money left from last year.
 - ii. Herb Van Guilder said they need to finish the flag station and re-invest in the fertilizer program.
 - iii. Bruce Schmidt said we need to consider the improvements we want to do. He would like to put money in the budget for a map. There is \$4,000 left in this year's budget. We need to fund for next year. He wondered if \$5,000 is enough. He said that he does not like the idea of going over budget and need to put money in for projects.
 - iv. Fund at \$8,000
 - CC. Water Line Repairs
 - i. Fund at \$300.
 - DD. Land Site Work & Fencing
 - i. Herb Van Guilder said we need to get this done. The fence by the office is deteriorating as well as the fence by Bob Brandt's property. We need to put the fence on the property line. We should have the fence company come back.
 - ii. Bob Brandt said he doesn't see any sense moving the fence into the woods. If we use the land for graves in the future, then move the fence.
 - iii. Fund at \$6,000.
 - EE. Retreatment
 - i. Fund at \$0.00
 - FF. Monument Restoration/Projects
 - i. Scott Murphy said we need to make goals for this.
 - ii. Fund at \$8,000.
 - GG. Small Tractor/Backhoe/Bucket
 - i. Fund at \$0.00
 - HH. Zero Turn 54" Mower
 - i. Scott Murphy said he thinks that is included in the equipment line and will define it for the next meeting.
 - II. Bank/exit wall Restoration
 - i. Herb Van Guilder said he does not think we need to paint the wall. The mason said not to paint the cement.
 - ii. Funding at \$0.00
 - JJ. Flag Poles
 - i. Scott Murphy said it is done.
 - ii. Funding at \$0.00
 - KK. Storm Drain Replacement
 - i. Scott Murphy said it is done.
 - ii. Funding at \$0.00
 - LL. Brett Sanderson said that we will start with what we have done tonight.
 - MM. Scott Murphy said he will total it up and send it to board members.
 - NN. Brett Sanderson said we will not change the income side tonight.

6. **Set Date for Next Meeting**

- A. Wednesday, December 18, 2019 at 5:00 p.m.

7. **Possible Agenda Items for Next Meeting**

- A. Not discussed.

8. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Scott Murphy said an Executive Session is not needed.

10. **Adjourn**

- A. **Motion by Bruce Schmidt and seconded by Bob Brandt to adjourn this meeting.**
Motion passed unanimously.
- B. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski