

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Thursday November 21, 2013

Board Members Present:

Herb VanGuilder
Lou Gabranski

Nataile Gruber
John Paige

Brett Sanderson

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert VanGuilder at 4:32 p.m. All members present.

2. Approve Minutes

- A. Herbert VanGuilder advised that the minutes to be approved were from September 18, 2013. There are some corrections to be made but they will discuss this at a later date.

3. Comments from Citizens

- A. There were none.

4. Old Business

A. Letter from Okemo

- i. Herb Van Guilder said that they had received a letter from Ted Reeves regarding the property in the northwest corner of the Cemetery that the Cemetery wishes to obtain from Okemo to repair the trespass condition. CNL has requested that the Commission have an appraisal done of the two pieces of property to establish the market before they proceed with any negotiations. There are two parcels being considered, the one where the trespass is occurring and a second that the Commission has expressed an interest in obtaining. Okemo provided a copy of a survey plan prepared by Steve Mungeon dated May 2013. They are requesting an appraisal prepared by a reputable and certified appraiser. Once CNL has received this they will discuss it and then start negotiations with the Commission.
- ii. Lou Gabranski asked how many acres are there in the parcels.
- iii. Herb Van Guilder said the point in question is about 1/8 to 1/2 acres and the additional is 1/2 acre. That would square up the line
- iv. Lou Gabranski asked if Okemo had not already surveyed it.
- v. Herb Van Guilder said that he does not have anything and that Mr. Reeves has been very good to work with. He said that it is the Chair's recommendation to hire an appraiser and see if we can work with Okemo to obtain the acreage needed to square the line off. We have asked to have a donation from Okemo of this acreage. If not, can the acreage be purchased from Okemo? He said it behooves us to purchase further lands for the cemetery and take it to Dug Road. He wants to preserve the lands for the Cemetery.
- vi. Lou Gabranski said that we should go forward with the appraisal.
- vii. Herb Van Guilder said they have enough money in the budget to pay for the appraisal and may have enough to purchase the land. He said that they need to get this done before the snow comes.
- viii. Lou Gabranski asked if Herb Van Guilder had any idea of who to get to do the survey.
- ix. Herb Van Guilder said Doug LeMire was recommended. He said that he also called Ted Reeves for suggestions, but he is on vacation and won't be back until Monday.
- x. **MOTION by Lou Gabranski and seconded by John Paige to authorize the Chair to proceed with the appraisal requested by CNL for the property and to negotiate with CNL for the acreage. Motion passed unanimously.**

B. Estimates for Paving of Cemetery Roads

- i. Herb Van Guilder reported that he had obtained estimates from Springfield Paving (the Commission has done work with them in the past) for areas needing repaving. He

received an estimate of \$35,850 to have all areas done. To do areas 1, 2, 4 and 5 the estimate is \$18,230. Area 1 is 10' x 10'. Area 2 is 9' x 310'. Area 4 is a swale along the entrance, 311 feet. Area 5 is by the upper pond and is 9' x 58'. Area 3 is by the main entrance and is \$17,620. He said that Brett Sanderson was to have gotten estimates for the other work.

- ii. Brett Sanderson said that the upper center to the right down is \$1,550 and the road coming out by the corner of the new parking lot is also \$1,550. He has written estimates.
- C. Tree Work
 - i. Herb Van Guilder reported that they are continuing with tree work at both cemeteries.
- D. Sexton's End of Season Report
 - i. Herb Van Guilder said that the end of the season report had been received from the sexton and he called particular attention to paragraph #7
 - a) "Cemetery staff has continued the policy of inter-departmental cooperation by assisting the transfer station several times this month with crushing their dumpsters, as well as loaning the highway department a backpack blower for a day."
- E. Burial Charges
 - i. Nataile Gruber reported that one person was charged \$1,000 for the burial of her husband and wanted to know why that fee was so high.
 - ii. Herb Van Guilder said that the fees are designated by the sexton and town clerk.
 - iii. Nataile Gruber said that the fees are all over the place.
 - iv. Herb Van Guilder said that there are set rates and that he would go over the fees with the sexton and find out why that one was so high.
 - v. Nataile Gruber said the person deserves a \$500 refund. She said that that funeral did not disturb the cemetery.
 - vi. Herb Van Guilder said he would get a breakdown from the town clerk.
 - vii. Brett Sanderson noted that the fees are all over the place and they need to find out why.
 - viii. Nataile Gruber said that there should be set rates and that \$1,000 is ridiculous.
 - ix. Herb Van Guilder said he would look into it.
- F. Back Gates Closed
 - i. Lou Gabranski said that he wants to know why the back gates are closed.
 - ii. Herb Van Guilder said that, technically, the cemetery is closed. There should be a sign up already.
 - iii. Lou Gabranski said that people should be able to go there until the snow comes. He said he almost got trapped in.
 - iv. Herb Van Guilder said that he leaves the gate closures to Rob and if it is slippery, he does not want the gates open.
 - v. Lou Gabranski said there should be a sign telling people to exit from the gate they came in.
 - vi. John Paige said they used to close on the first day of hunting season.
 - vii. Herb Van Guilder said that people like to be able to go for Thanksgiving and Christmas. They will keep it open as long as it is safe.

5. New Business

- A. Report Clerk of the Works – New Cemetery Site
 - i. Brett Sanderson reported that the work is complete; the two roads are graveled to sell the next two aisles.
 - ii. Lou Gabranski said he thought they would be moving the shed.
 - iii. Brett Sanderson said that he went to move it, but Rob was afraid to move it out back because of possible vandalism. He said that he put the shed where Rob wanted it. It is on the leech field.
 - iv. Herb Van Guilder asked if we have a contract from M&M.
 - v. Brett Sanderson said just the quote.
 - vi. Herb Van Guilder asked about a guarantee.
 - vii. Brett Sanderson asked if there are questions about the work.
 - viii. Herb Van Guilder asked if there is a Certificate of Insurance.
 - ix. Brett Sanderson said there is one on file with the town.
 - x. Herb Van Guilder said that Mike called and will take care of the spots in the parking lot. He added that he does not think that anything was done on the left side. There are rocks, dips and it is not level. He said that it does not look complete, but does have hay and seed.
 - xi. Brett Sanderson said that after the rain, the rocks come up. He added that topsoil had not been specified.

- xii. Herb Van Guilder said that about 5 to 15 feet never were disturbed. There should be a roadway as shown on the drawing. He said that he has been over the area several times. There should be enhanced roadways. He did add that it is a big improvement over what it was.
- xiii. Lou Gabranski asked if the holes are holding water.
- xiv. Herb Van Guilder said the soil is gravelly. The worst were in the parking lot and Mike doctored them up.
- xv. MOTION by Brett Sanderson and seconded by Nataile Gruber to accept the job by M&M on the new future section as completed. Motion passed.
- B. FY2015 Budget
 - xvi. Herbert VanGuilder presented the proposed budget for FY2015. He said that he had checked with the sexton and Pam Cruickshank. He said that insurance numbers may change. The board went over the budget by item.
 - xvii. Brett Sanderson said why they decreased Equipment Maintenance.
 - xviii. Herb Van Guilder said they would be purchasing some new equipment.
 - xix. Lou Gabranski asked about the computer.
 - xx. Herb Van Guilder said the programming is complete, but they would not be tied into the town hall system.
 - viii. Lou Gabranski asked what is included in Utilities.
 - ix. Herb Van Guilder said electricity for the upper and lower building and the tomb. He added that staff wants to try to do the flowers in house this year. He advised that there are still legal matters to go. South Hill needs more maintenance. The total projected budget expenses are \$100,738, down 5.6% from FY2014. On the Revenue side, Ulla Cook advised that they will most likely receive \$10,000 from the Trustee of Public Funds bringing the projected income to \$15,900. This brings the budget to \$84,838 or down 15.4% from last FY2014.
 - x. Brett Sanderson voiced his concern regarding the decrease in Maintenance and suggested increasing it to at least \$1,000. He said that just to get certain repairman to make a call could cost a few hundred dollars.
 - xi. Herb Van Guilder agreed and suggested they make it \$1,200.
 - xii. Nataile Gruber asked if Herb Van Guilder had gotten any information on getting outside people in to mow.
 - xiii. Herb Van Guilder said that would be taken up at the reorganization meeting. He said that he had asked some people and only Pat Garvey had expressed any interest, but had not gotten back to Herb Van Guilder.
 - xiv. Nataile Gruber suggested asking Josselyn Bros. as they do Gill.
 - xv. Herb Van Guilder said they would advertise for quotes in the spring.
 - xvi. They discussed how often some other cemeteries do mowing.
 - xvii. Lou Gabranski asked about repaving.
 - xviii. Herb Van Guilder said it is in the present budget and the funds will be carried over to next year. It was voted on by an article 2-3 years ago.
 - xix. **MOTION by Brett Sanderson and seconded by Lou Gabranski to adopt the proposed budget as amended. Motion passed unanimously.**
- G. Discussion & Set Policy Regarding Green Burials
 - i. Herb Van Guilder advised that there is a group, Consumer Alliance of Vermont that is pushing the legislature for green burials. This includes no box, no marker and no embalming. They want to be able to bury people on state and public lands. He would like this commission to make a policy on this so that if the question arises, there is a policy in place.
 - ii. Brett Sanderson said that there would be maintenance issues with this and he suggests not allowing it.
 - iii. John Paige said that he does not think something like this would pass the legislature.
 - iv. **MOTION by Brett Sanderson and seconded by Lou Gabranski to establish a policy that the Cemetery Commission does not allow green burials in the public cemeteries in the town of Ludlow. Motion passed unanimously.**

6. Set Date for Next Meeting

- A. The next regular meeting will be held in the spring unless a special meeting is necessary to discuss the CNL/Okemo property and burial fee billing issues.

7. Adjourn

- A. **MOTION by Brett Sanderson and seconded by John Paige to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:27 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

John Paige

Lou Gabranski

Brett Sanderson

Nataile Gruber