

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERDS**

**REGULAR MEETING**

**Wednesday October 15, 2014**

**Board Members Present:**

Herb VanGuilder  
Lou Gabranski

Nataile Gruber  
Marty Nitka

Brett Sanderson

**Others Present:**

Pam Cruickshank

Doug Sheehan

**1. CALL TO ORDER**

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

**2. APPROVE MINUTES**

- A. Herb Van Guilder advised that the minutes to be approved were from September 17, 2014
- B. **MOTION by Brett Sanderson and seconded by Nataile Gruber to approve the minutes of September 17, 2014 as presented.**
- C. Herb Van Guilder comments on Minutes of September 17, 2014
- i. Item 3E – Herb Van Guilder advised that permission was given to the Animal Control Officer about 2 years ago, by then sexton, Josh Adams to shoot in the mornings only at geese in the cemetery.
  - ii. Item 3L – Herb Van Guilder agreed with the statement made by Marty Nitka in this item.
  - iii. Item 5B – Herb Van Guilder advised that the deed to which this comment applied is a deed for a burial plot and not the deed for the Okemo Trespass land
- D. **Motion passed unanimously.**

**3. SEXTON'S REPORT**

- A. Doug Sheehan advised that he had sent out his monthly report to members.
- B. Herb Van Guilder noted that he had not received the report on time to get it in to the town office to get included with the agenda.
- C. Doug Sheehan said that he had sent it out by Tuesday.
- D. Marty Nitka said he has received his in a separate envelope.
- E. Herb Van Guilder asked about the tree that was to be removed by G&M.
- F. Doug Sheehan said they were supposed to have come this past Friday, but did not. He said that he has called them.

**4. OLD BUSINESS**

- A. DISCUSS WALKER MOUNTAIN MOWER INVOICE
- i. Herb Van Guilder said the invoice has been paid.
  - ii. Lou Gabranski asked who authorized payment.
  - iii. Herb Van Guilder told him to ask the town office.
  - iv. Doug Sheehan said they were sent a mower and he had only asked for a price.

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- v. **MOTION by Lou Gabranski to not pay this invoice until we have more information and why it was paid.**
  - vi. Marty Nitka asked when it was paid.
  - vii. Brett Sanderson said the town paid it out of town funds.
  - viii. Doug Sheehan said it was 2 or 3 months ago and he did not think they had sent the check.
  - ix. Herb Van Guilder said the cemetery check was not issued and they should talk to the Municipal Manager.
  - x. Marty Nitka asked if it was in the Warrant Orders and if 3 commissioners had signed it.
  - xi. Herb Van Guilder said he had initialed it not to be paid.
  - xii. Lou Gabranski said that he had also initialed it not to be paid.
  - xiii. Marty Nitka said that with 2 commissioners initialing it not to be paid and without 3 signatures, it should not have been paid out of cemetery funds.
  - xiv. Herb Van Guilder recommended that the commission pay the invoice and keep good relations with the town and Walker Mountain. Chalk it up as a lesson learned.
  - xv. Brett Sanderson said that the town paid the invoice because they did not want bad relations. The town deals with Walker all the time.
  - xvi. Marty Nitka asked if the town is asking the commission to reimburse it.
  - xvii. Brett Sanderson said no.
  - xviii. Pam Cruickshank said that the town has a good relationship with Walker and they have stood by their equipment. She said that the Town has agreed to pay the bill. The money is not coming out of the cemetery funds and the town is not asking for reimbursement.
  - xix. Brett Sanderson said it is not right for the board not to pay.
  - xx. Herb Van Guilder noted that the motion made previously by Lou Gabranski does not have a second and is dead.
  - xxi. **MOTION by Marty Nitka and seconded by Brett Sanderson for Marty Nitka to research this situation and report on it at the next meeting. Motion passed unanimously.**
- B. DISCUSS LAWN MOWER BIDS
- i. Doug Sheehan reported that only one bid had been received.
  - ii. Herb Van Guilder advised that the sealed bid was received on September 26, 2014 at 10:12 a.m., before the noon deadline. The bid is from Mr. and Mrs. Jim Colvin in the amounts of \$265 for the 2010 and \$365 for the 2011.
  - iii. Brett Sanderson asked Herb Van Guilder how those numbers happened to be on Mr. Van Guilder's notes.
  - iv. Herb Van Guilder said that the bidder is his son-in-law and that he had told the bidder that he felt that they should not pay more than \$265 and \$365 for the mowers.
  - v. **MOTION by Marty Nitka and seconded by Brett Sanderson to reject the bid.**
  - vi. Herb Van Guilder noted that the request for bids did not state that the board may refuse bids.
  - vii. Lou Gabranski asked if they would put the mowers out for rebid.
  - viii. Marty Nitka said yes.
  - ix. **MOTION passed. All in favor except Herb Van Guilder who abstained.**
  - x. Lou Gabranski suggested that when they put out the ad for rebid, they should put in a minimum bid price.
  - xi. **MOTION by Brett Sanderson and seconded by Marty Nitka to advertise the mowers on Craig's List with a minimum bid price on each unit of \$500. Motion passed.**
  - xii. Board asked Doug Sheehan to put the mowers on Craig's List.
- C. DISCUSS IMPROVING SOIL CONDITIONS
- i. Herb Van Guilder said the soil is deteriorating at the cemetery and some parts are down to sand.
  - ii. Brett Sanderson said they need to fertilize and put lime down. He suggested that they pick sections to start with and do a section each year.
  - iii. Herb Van Guilder suggested that they contact Vermont Extension or professional lawn care companies.

- iv. Brett Sanderson suggested they ask someone at the golf course to look at it.
- v. Marty Nitka said he would speak to Rod Williams at the Okemo Golf Course and ask him to look at it. He said that he would be the contact for this. He said he would try to have some information for the next meeting.
- vi. Board consensus of approval.

D. UPDATE IN OKEMO/CEMETERY LAND QUESTION

- i. Herb Van Guilder advised that papers had been given to Okemo representative Ted Reeves. Mr. Reeve requested some further information. The surveyor brought in the additional information this afternoon. This will be forwarded to Mr. Reeves. He said that he thinks that when the deed is ready, it will go to the Town Select Board for signatures and possibly the Cemetery Commission chair.

E. DISCUSS DEED ERRORS

- i. Brett Sanderson asked what is being done about the incorrect deeds.
- ii. Herb Van Guilder said that the Municipality thought that they should hire a professional company to come in and confirm information on the deeds.
- iii. Marty Nitka said that he thought that Doug Sheehan was taking care of this. He asked Herb Van Guilder who at the municipal office had told him to get professional assistance.
- iv. Herb Van Guilder said that Frank Heald had told him that today. The town clerk is also concerned and will not change any deeds until the situation is resolved.
- v. Brett Sanderson said that the town does not want to take on the liability until all deeds are confirmed.
- vi. Lou Gabranski asked how many Doug Sheehan found to be in error.
- vii. Doug Sheehan said 31.
- viii. Herb Van Guilder said there are companies that do this.
- ix. Marty Nitka asked about costs.
- x. Herb Van Guilder said he doesn't know.
- xi. Brett Sanderson said the commission should look into it.
- xii. Lou Gabranski said they need to get costs to put in the budget.
- xiii. Herb Van Guilder said that he has been concerned about this as long as he has been on the commission.
- xiv. Lou Gabranski asked if they couldn't just have a professional confirm what Doug Sheehan has found.
- xv. Herb Van Guilder suggested that they contact one or two companies for estimates of cost.
- xvi. Marty Nitka said it is okay to get prices, but he does not want to commit funds at this time.
- xvii. Brett Sanderson agreed that they should get some information.
- xviii. Herb Van Guilder said they should have the sexton contact the companies.
- xix. Doug Sheehan said that he has gone through every lot and only found 31 errors. Why not just check those 31.
- xx. Herb Van Guilder voiced concern if this ever ended up in court. We need to go back and check the whole situation. He said that he belongs to some cemetery associations and is aware of two companies that do this work and then computerize the files.
- xxi. Marty Nitka said they definitely need to computerize.
- xxii. Herb Van Guilder said that this is not due to any members of the current staff.
- xxiii. Brett Sanderson said it has been an ongoing thing.
- xxiv. Lou Gabranski said the sexton should get the names of these companies from Herb Van Guilder.
- xxv. Herb Van Guilder said that if the sexton calls him and asks for the names, he will give them to him.
- xxvi. General Consensus among members to have the sexton find companies with proper credentials to verify and confirm for accuracy deeds and computerize files.

5. **NEW BUSINESS – DISCUSS FY2016 BUDGET**

- A. Herb Van Guilder advised that the town wants the budget by the start of November.
- B. Brett Sanderson said that the Select Board is not starting on the town budget until the beginning of November and he thinks that this board would be able to work on the budget at its regular meeting in November. They would be able to get it to the town by the end of November.
- C. Marty Nitka said he would like a copy of last year's budget.
- D. Herb Van Guilder asked if anyone has any suggestions for projects. He said we would need to get estimates.
- E. Marty Nitka said that Soil Improvements may need to be added.
- F. Herb Van Guilder asked Doug Sheehan to bring any other suggestions to the next meeting.

6. **SET DATE FOR NEXT MEETING**

- A. The next regular meeting will be on November 19, 2014 at 6:00 p.m.

7. **SIGN WARRANT ORDERS**

- A. Herb Van Guilder advised that the office has requested commissioners to go into the office every Wednesday to sign warrant orders and to make sure to check all folders.
- B. Lou Gabranski said he was told Thursday.
- C. Herb Van Guilder said Wednesdays.

8. **ADJOURN**

- A. **MOTION by Brett Sanderson and seconded by Marty Nitka to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 6:45 p.m.

Respectfully submitted,  
Lisha Klaiber

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Herbert VanGuilder, Chairman

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Marty Nitka

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Lou Gabranski

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Brett Sanderson

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Nataile Gruber