

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, October 16, 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 September 18, 2019.

B. Motion by Bruce Schmidt and seconded by Bruce Schmidt to accept the minutes from September 18, 2019 as presented. Motion passed unanimously.

4. Comments from Citizens

A. There were none.

5. Sexton's Report

A. **MOTION by Herb Van Guilder and seconded by Bob Brandt to accept the Sexton's Report. Motion passed unanimously.**

6. Building & Grounds Report

A. **MOTION by Bob Brandt and seconded by Herb Van Guilder to accept the Buildings and Grounds report as presented. Motion passed unanimously.**

7. Sign Approved & Amended Cemetery Rules & Regulations

A. Scott Murphy recounted that this board voted on the revisions to the Cemetery Rules & Regulations on September 18, 2019. The board did not sign it that night and this is just to sign the regulations. They are already in effect.

B. Herb Van Guilder said he will not sign the document. They still need to make some changes.

- C. Scott Murphy said the board has already voted on and approved them. They can still be amended again.
- D. The rest of the board signed the document.

8. Open Cemetery ADA Bathroom Bids

- A. Scott Murphy said that in the spring they sent out an RFP for the bathrooms and did not receive bids. He said that this time, that they only received one bid from Wright Construction. There was one other company that expressed interest, but they did not follow up. He said that the RFP should have said that the work could be done in the spring.
- B. Brett Sanderson opened the bid;
 - i. Lower bathroom – one lump sum \$5,698.00
 - ii. ADA upper bathroom – one lump sum \$43,494.00
- C. Brett Sanderson asked about the work to be done on the lower bathroom
- D. Herb Van Guilder said new toilet, grab bars, mixing valve and remove and replace cabinets, and other things. He said they should refuse the bids as they were too high.
- E. Lou Gabranski said we should wait until spring. The bids were out of line.
- F. Brett Sanderson agreed.
- G. Bob Brandt said they should focus on the lower bathroom. We only need one bathroom. He said that some other cemeteries don't even have one.
- H. Brett Sanderson said that this is mostly a plumbing job.
- I. Bob Brandt said we should hold off.
- J. Herb Van Guilder said that they should negotiate with a plumber and let him get his own carpenter. This is basically a plumbing job. It is too late for this year. He said we should have sent out spec sheets for the fixtures.

9. Continue Discussion on Mausoleum

- A. Scott Murphy said that Doug Sheehan has submitted a map that is an overall view of the upper lot and the location of the existing mausoleum. He said that Doug Sheehan suggested that they move the existing mausoleum to the lower row or all the way over to the left.
- B. Herb Van Guilder said that they have beautiful, old time cemetery and should not allow this new mausoleum. If we do, they should be in a special section in the new section. If this is allowed to go in where they want, it would block the views of the other lots.
- C. Brett Sanderson said they already have 2 small mausoleums.
- D. Lou Gabranski asked if they had discussions with the persons who requested this. He said we need to beware of mausoleums. They deteriorate after years and there is no one to take care of them. They will be a problem in years to come. The town will have to maintain them.
- E. Herb Van Guilder said the cemetery staff already maintains monuments where there is no longer any family to do it and this is at the taxpayers' expense.
- F. Lou Gabranski said he doesn't know how to resolve this problem.
- G. Herb Van Guilder said the Barre cemetery may have a separate section for mausoleums. We need to find out who is responsible for their upkeep.
- H. Bruce Schmidt said they have had a request to put in a new mausoleum in a person's lot. There is already one there. We have allowed mausoleums in the past. How do we not allow this one because there are already 2 up there?
- I. Herb Van Guilder said there is no policy, but it is not too late.
- J. Bruce Schmidt said we did allow them; how can we discriminate against them now. We do have legal exposure.
- K. Scott Murphy said there are no rules at this time and there are existing ones.

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- L. Bruce Schmidt said there is a precedent.
 - M. Doug Sheehan said they could take out the existing one and move it.
 - N. Herb Van Guilder said the precedent is for doubles.
 - O. Doug Sheehan said this request is for 15.
 - P. Herb Van Guilder said he is totally against it. It is unfair to owners of the surrounding lots. The only precedent is for doubles and we should only allow doubles.
 - Q. Bob Brandt said he looked at the existing one and, in its location, you will not see the monuments of the other lots on the back side. He suggested letting Doug Sheehan see if the person who made this request will move the existing one and swap out the lots.
 - R. Bruce Schmidt said he likes the idea of using only double lots as a precedent. We can they make new guidelines. He asked if there are regulations for the sizes of the monuments.
 - S. Doug Sheehan said no, other than that it fits in the lots.
 - T. Bruce Schmidt asked if other cemeteries have regulations on sizes.
 - U. Doug Sheehan said he didn't think so.
 - V. Herb Van Guilder said that most other cemeteries are pretty much in tune. They haven't gotten into mausoleums. He said we should try to get the person to move the existing one to the new section.
 - W. Brett Sanderson said he would talk to the person who made the request and see if he will swap lots. He said that our precedent is only for 2-person mausoleums.
 - X. Bruce Schmidt said he should make it clear that the mausoleum should be no more than a two person.
 - Y. Brett Sanderson said we don't have that in our regulations.
 - Z. Bruce Schmidt said the precedent is for 2-person and we can adjust the regulations.
 - AA. Herb Van Guilder said he agrees with Bruce Schmidt, he is only in favor of 2-person mausoleums. He said that the commissioners need to look at the fees and future maintenance charges.
 - BB. Bruce Schmidt said what happens when people aren't around to maintain the monuments. Do we put money into funds for that?
 - CC. Herb Van Guilder said there is money in the budget, but it is not enough. It would be a good idea to put in charges into the fees, for future maintenance.
 - DD. Bruce Schmidt said the taxpayers do expect the cemetery to look nice. He said that the schools help.
 - EE. Herb Van Guilder said the cemetery staff also maintains the Smithville Cemetery.
 - FF. Bruce Schmidt said we should be very clear what we will do with this one, and then look at the policy. The choice is a 2-person or move to the new section.
 - GG. Lou Gabranski said there is part of the family that made the request who are not interested in the mausoleum.
 - HH. Herb Van Guilder said that Brett Sanderson and Doug Sheehan will talk to the person who made the request.

10. Set Date for Budget Workshops

- A. Scott Murphy said that they can start at their next meeting on November 20, 2019.
- B. Herb Van Guilder said he would like an up-to-date financial statement.
- C. Scott Murphy said he will have it at the next meeting.
- D. Bruce Schmidt asked Scott Murphy if he had had the chance to look into a way to figure out how to create a map of the lots, possibly on-line.
- E. Scott Murphy said he hadn't made any progress. The board needs to set goals and they could include it in next year's budget. He can research it.
- F. Bruce Schmidt said it would be worth the money to have an up-to date map.
- G. Herb Van Guilder said it is important, but it is more important to wait until Doug Sheehan completes his confirmation of the lot locations.

- H. Bruce Schmidt said they could start with the new section.
- I. Doug Sheehan said they have several hundred persons buried up there, but don't know exactly where they are in the old section. They have the burial records, but those records don't say the locations and they have no monuments.
- J. Lou Gabranski said the cemetery budget had been cut at town meeting.

11. New Business

- A. Personnel
 - i. Herb Van Guilder said that he has issues with personnel and would like an Executive Session.
- B. Compliment
 - i. Herb Van Guilder thanked Scott Murphy, Doug Sheehan and staff for the completion of the flag station and that there are now 2 flags that have all of the branches of the services. He would like to see them complete the bank and clear out the brush and trees.
- C. Tree Removal
 - i. Scott Murphy said that the big tree, by High Street, was removed, today.
- D. Water Shut-off
 - i. Scott Murphy said that the water will be shut-off on November 12th. Staff will continue skimming and removing leaves and removing the plastic flowers.
 - ii. Bruce Schmidt asked why they need to set a date to close the cemetery.
 - iii. Scott Murphy said it is to allow staff times to get ready.
 - iv. Bruce Schmidt said we are open on weekends and there is no staff there. The cemetery should be open until it can't be traversed. The Police Department can still open and close the gates. We should keep it open as long as it's safe.
 - v. Lou Gabranski said he thought we kept it open until the weather is too bad.
 - vi. Herb Van Guilder agreed, saying that they used to keep it open until the first snow.
 - vii. Scott Murphy agreed and said they will keep it open as long as possible.
 - viii. Doug Sheehan said they take the gate off so they can plow it.
 - ix. Herb Van Guilder said they should leave the gate on.
- E. New Staff
 - i. Herb Van Guilder distributed cemetery personnel hire ads from Chester and Rockingham. He said that they should work with the Select Board to hire a full-time cemetery person, with full benefits. This person would work for the cemetery in the season and for the town in the off season.
 - ii. Scott Murphy said the ad from Rockingham is for an outside contractor.
 - iii. Herb Van Guilder said he thinks it would be less expensive for the cemetery than what they are currently doing. They need to work on the project list.
 - iv. Scott Murphy reminded Herb Van Guilder that in May, this board decided to select 3 projects to work on. They chose the flag station, the sluiceway and the bathroom. The first 2 are complete and the board decided, tonight, to put off the bathroom until the spring. The board will decide, over the winter, what projects they want to work on next year. They have done away with the old list.
 - v. Herb Van Guilder said that the old list is work we have done in the past.

12. Other Business

- A. There was none.

13. **Set Date for Next Meeting**

- A. Wednesday, November 20, 2019 at 5:00 p.m.

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

- A. Scott Murphy said that they would include the FY2020 budget workshop.

15. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. **MOTION by Herb Van Guilder and seconded by Bob Brandt to enter into Executive Session for Personnel. Motion passed unanimously.**
- B. Board entered into Executive Session at 5:46 p.m.
- C. Board exited Executive Session at 6:19 p.m.
- D. No action was taken.

17. **Adjourn**

- A. Meeting adjourned at 6:19 p.m.

Respectfully submitted,

Lisha Klaiber

Brett Sanderson, Chairman

Bruce Schmidt

Bob Brandt

Herb Van Guilder

Lou Gabranski