

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**REGULAR MEETING**

**Wednesday, October 17, 2018**

**Board Members Present:**

Herb Van Guilder

Lou Gabranski

Marty Nitka

**Board Members Absent:**

Brett Sanderson

**Staff Present:**

Scott Murphy

**1. Call to Order**

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 4:02 p.m. Brett Sanderson had called to let the board know he would be absent.

**2. Consideration of Changes, Additions or Removal to the Agenda**

- A. Herb Van Guilder advised that Dave Harlow had called him on Sunday evening to let him know that he is resigning from the board.
- B. Scott Murphy said the office will send a note to Mr. Harlow that he will be able to sign and return which indicates his resignation. Then we will send him a note of thanks for his service.
- C. Herb Van Guilder said the Select Board would have to appoint a new member.
- D. Scott Murphy said he will tell the Select Board about Mr. Harlow's resignation at their November 5<sup>th</sup> meeting. If they feel that immediate replacement is critical, they could call a special meeting.
- E. Louie Gabranski said this board doesn't meet in the winter.
- F. Herb Van Guilder said that the board may need to meet over the winter as there is a lot of work to do and also they can work on the Policies and Procedures. He would like to see the Select Board replace Mr. Harlow as soon as possible.
- G. Scott Murphy said we can put an ad in the papers for letters of interest or the Select Board may appoint someone to fill the balance of Mr. Harlow's term or to fill it until town meeting.
- H. Herb Van Guilder suggested they fill the balance of the term.

**3. Approve Minutes of Previous Meeting**

- A. Herb Van Guilder said that the minutes to be reviewed are from September 26, 2018.
- B. Scott Murphy noted that on page 1, item 2A should read, "He said that an Executive Session is not needed."
- C. Louie Gabranski noted that on page 2, item 6E should read, "Louie Gabranski asked how much land..."
- D. **Motion by Marty Nitka and seconded by Louie Gabranski that the minutes from September 26, 2018 be accepted as corrected. Motion passed unanimously.**

4. **Comments from Citizens**

- A. There were none.

5. **Sexton's Report**

- A. Herb Van Guilder said the sexton's report has been submitted and asked for comments. He said that hopefully, Mr. Sheehan is encouraging people to get their affairs in order before the cemetery closes for the season.
- B. Scott Murphy said that Doug Sheehan has been out sick for the last few days and should be in tomorrow.
- C. Herb Van Guilder said that the Sexton's Report was accepted.

6. **Buildings & Grounds Foreman's Report**

- A. Herb Van Guilder said the Buildings & Grounds Foreman's report has been submitted and asked for comments. He said that they should be winding down on work for the season.
- B. Scott Murphy said they have been blowing leaves and plan to work on the bank the last two weeks in October. He asked about the little saplings on the bank.
- C. Herb Van Guilder said they are wild and had not planted. He said they should be cleared out and the staff is behind on clearing brush.
- D. Scott Murphy said it will be done before the end of the season. He said that the grass is just now starting to slow down. He said that John Grasso was out sick last week with back problems. He returned today, but on limited duty.
- E. Louie Gabranski asked if the cemetery would be open until the snow comes.
- F. Scott Murphy said yes.
- G. Lou Gabranski asked about burials after the snow comes.
- H. Herb Van Guilder said only if the weather permits. He said the commissioners will decide. He said the Buildings & Grounds report is accepted.

***NOTE: HERB VAN GUILDER SAID THAT ITEMS 7 AND 8 SHOULD BE ADDRESSED TOGETHER.***

7. **Budget Workshop**

8. **Projects for FY 2020**

- A. Herb Van Guilder referred to the minutes from April 2015 and the list of projects the commissioners approved. (Copy of this list is attached at end of the minutes) He said that Kevin McPherson should be given a copy.
- B. Scott Murphy said he would give Mr. McPherson a copy.
- C. Herb Van Guilder said that not much had been done from the items on the list. He said that they also had approved an equipment purchase program to replace a John Deere mower each year. That should be shown in the budget. He said that another program that was approved was to put lime down every year and they bought spreaders for it. He does not know if this has been done.
- D. Scott Murphy said they could include fertilizer under the Top Soil line item.
- E. Herb Van Guilder said they also need to put a fence up along the area where there has previously been a line discrepancy with Okemo. They need to cut the trees and move the fence.
- F. Marty Nitka asked if the survey has been recorded.

- G. Herb Van Guilder said yes and it also included the Davis line correction. Steve Mongeon did the survey.
- H. Marty Nitka said he would like to see a copy of the survey before they move on this.
- I. Scott Murphy said it would have to be bid out.
- J. Herb Van Guilder said we need to finish the new section and move the fence. We need to get numbers for the budget.
- K. Scott Murphy said that the crew had given him a list of suggestions and projected completed this year.

PROJECT SUGGESTIONS	PROJECTS COMPLETED
Repair/Replace Asbestos Tiles on Old Tomb Roof	Rock wall done by Jeb Porter Landscaping
Place large flower pots (similar to one at Park by town hall) near new tomb and one on top. To have plaques "Dedicated to Forever Flowers	Cemetery drainage, sealing culvert and water line installation
Finish coating retaining wall near exit	Exit wall repair and sealing
Finish flag pole project	Re-point cemetery tomb
Straighten more monuments	Planted & seeded bank
	Straightened monuments

- L. Scott Murphy explained that the roof of the old tomb is cracked and the asbestos is a problem. They would need a specially lined dumpster. The roofer is looking for replacement tiles because it would be cheaper than replacing the entire roof.
- M. Herb Van Guilder said that he belongs to a Property Owners & Tenants Association and you can cover the asbestos with seamless metal.
- N. Scott Murphy said that he would have to check on the newer laws. He said that the roof may begin to leak.
- O. Herb Van Guilder said it is just used for storage.
- P. Scott Murphy said the Forever Flowers are flowers purchased yearly for specific graves by previous arrangements. Staff is proposing 2 large community beds with plaques dedicating the beds to the Forever Flowers program.
- Q. Herb Van Guilder said the cemetery no longer offers this to people, but the ones that were purchased are still there,
- R. Marty Nitka said he would like to see a copy of that contract.
- S. Herb Van Guilder said that Doug Sheehan would be able to find a copy.
- T. Louie Gabranski asked about the 30-gallon tubs with the stones. He said they have flowers in them.
- U. Herb Van Guilder said they should buy bungee cords, drill holes through the sides and hang them on the water pipes. He said the tubs are supposed to be emptied every other week.
- V. Scott Murphy said that staff suggested that they finish coating the retaining wall. We had put sealant on the rest of the wall and it's a different color. They estimate about \$4,000 for that and to repaint the cemetery tomb.
- W. Herb Van Guilder said that he is not in favor of the procedures being used in the cemetery. He said that one commissioner would not have gone along with one project if he knew.
- X. Marty Nitka suggested they go through the draft budget line by line.
- Y. Herb Van Guilder said they should start with the larger items first. He said that for about \$22,500, they could hire a company to mow, trim and clean-up in the fall and spring.
- Z. Scott Murphy said if they do that, they would be pulling out of the contract with the town.
- AA. Herb Van Guilder said the system is broken.

- BB. Marty Nitka said he is happy with how things are going. The commissioners make the policies and give them to the town manager who makes sure the policies are followed.
- CC. Herb Van Guilder said day to day is ok. He said that there are projects that are getting done and the commissioners don't know what they are. There is no leadership in the cemetery. He said the garden club gave us plants and it took a month to get them planted. We have mulch that wasn't put down. He said we are hiring outside contractors to do work we used to do ourselves. The bank should have been mulched, not seeded and the brush on the bank has not been cleaned up.
- DD. Scott Murphy said the commissioners can withdraw from the contract with the town and hire firms to do the work.
- EE. Marty Nitka said that everyone is saying that the cemetery looks good.
- FF. Herb Van Guilder said the brush is 3 feet high. They are not keeping up with the projects. We used to accomplish projects frugally and now money is spent and he doesn't see the value.
- GG. Scott Murphy said the only choice is to pull the plug on the contract with the town.
- HH. Board continued going through line items and adding numbers where possible.
- II. Herb Van Guilder questioned why staff gets uniforms.
- JJ. Scott Murphy said it looks more professional and the shirts do get stained, sweaty, and ripped.
- KK. Louie Gabranski wanted money for flowers increased. He would also like to see the bathroom at the upper level renovated.
- LL. Scott Murphy said when the board discusses projects; they can plan on using the capital account.
- MM. Scott Murphy said that he would plug in the numbers discussed tonight and have the new draft ready for the next meeting.

## 9. **New Business**

- A. Monument
  - i. Marty Nitka said that there is a monument lying on the ground in the cemetery.
  - ii. Scott Murphy said he would check on it.

## 10. **Other Business**

- A. Flag Poles
  - i. Scott Murphy said that, at their last meeting, the board asked him to research flag pole protocol. He said that he checked 3 sources and all agreed. If the poles are of different heights, the American Flag must be on the tallest pole. If the poles are the same height, the American flag must be the furthest to the left. The POW flag may be under the American flag. He said that we currently have 3 poles: the American Flag is on the tallest pole at 36 feet above ground, and the two other poles are 31 feet above ground. The 2 additional poles that were mistakenly purchased are 30 feet long and when put in the ground they will be 26 feet above ground. He said that it may be possible to flip one of the two shorter poles already in the ground, to the other side of the American flag and then put the two new poles on either far end.
  - ii. Herb Van Guilder gave a sketch of the existing set up.
  - iii. Marty Nitka asked if they can put multiple flags on a pole.
  - iv. Herb Van Guilder said the brush has to be cleared first. He said that 80 to 90% of the places in the cemetery can see the flag station.
  - v. Louie Gabranski said we have to use the two new poles.
  - vi. Marty Nitka said there is no reason to put up poles without flags. A mistake was made with the new poles.
  - vii. Herb Van Guilder said the commissioners did not make the mistake.

- viii. Marty Nitka said the flag station is okay the way it is and it looks nice.
- ix. Herb Van Guilder said there is plenty of room to put up the new poles. He wants military flags. The discussion was tabled for this meeting.

**11. Set Date for Next Meeting**

- A. Wednesday, November 21, 2018 at 4:00 p.m.

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

- A. Not discussed.

**13. Sign Warrant Orders**

- A. Herb Van Guilder said the board members are getting behind in signing the warrant orders and minutes and reminded them to do it.

**14. Possible Executive Session - Personnel Issue**

- A. Scott Murphy advised that no Executive session was needed.

**15. Adjourn**

- A. **MOTION by Marty Nitka and seconded by Dave Harlow to adjourn. Motion passed unanimously.**
- B. Meeting adjourned at 5:38 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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Dave Harlow

**ITEMS FOR CONSIDERATION – FUTURE PROJECTS**

<b>CEMETERY PROJECT</b>	<b>NOTES</b>
Completion of future Cemetery design & layout	Surveyor is almost done
Completion of Flag Station	Hope to complete landscaping this year
Improvement of roadway entrance (cave in)	Done
Tree Work Program	There were 2 maples, one down, other needs to go. Also need work on other trees
Proper section signs	Discussed 3-4 years ago, none of the sections have signs
Complete survey of Cemetery property	Steve Mongeon started this. Hope to complete this year
Complete ADA bath in the upper building	No work done.
Fill and level lots	Project is way behind. Many need to be done
Start loam & fertilization program	Discussed last year. Marty Nitka brought in someone to look and give price
Straighten or replace post in the Lower Cemetery	Not done
Back lot cleanup & cover fencing	Have made some changes. Need to re-look at this
Update and/or repairs signs	Signs need to be painted and need work
Create & pave proper ditch to prevent flooding	Catch basin floods over. Needs engineering work
Continue updating information to the computer	Doug Sheehan started this last year, still more to do
*Many of the small projects	Not on list
Upper building roof	Need to finish
Finish work with Mr. Ted Reeves (Okemo maintain) on hopefully acquiring the property in question	CNL did not get paperwork from town to complete transfer. Frank Heald contacted town agent and will have paperwork drawn up
An addition 5-8 A for future Cemetery use that we do not own.	CNL is looking to sell holdings. This additional property would add area down to Dug Road. Would make
Raise sunken corner stones & grass markers	Needs to be completed. Started some last year
Update policy booklet	Marty Nitka will work on this. Put on agenda for future meetings
Improve Veteran's plaques	Need attention
Improve, strengthen & repair old monuments	Many old and need repair, leaning, some need new foundations
Finish main road improvements	Upper center and left roads near new parking lot need work
Roof old tomb & door	Need work
Landscape program	Ongoing