

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

REGULAR MEETING

Wednesday, September 18, 2019

Board Members Present:

Bob Brandt, Vice Chair	Bruce Schmidt
Lou Gabranski	Herb Van Guilder

Board Members Absent:

Brett Sanderson, Chair

Staff Present:

Scott Murphy	Doug Sheehan
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1. Call to Order

- A. Meeting was called to order by Vice Chairman, Bob Brandt at 5:00 p.m. All members present. Brett Sanderson, absent.

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 August 21, 2019.
B. Herb Van Guilder said that on page 3, item 9ai should read "...he spoke to a mason about the cement..."
C. **Motion by Bruce Schmidt and seconded by Bob Brandt to accept the minutes from August 21, 2019 as amended. Motion passed unanimously.**

4. Comments from Citizens

- A. There were none.

5. Sexton's Report

- A. Herb Van Guilder said there will be a large funeral for Richard Harrison soon and he asked that staff have more chairs available.
B. Scott Murphy said that they will put out what they can.
C. **MOTION by Herb Van Guilder and seconded by Bruce Schmidt to accept the Sexton's Report. Motion passed unanimously.**
D. Bruce Schmidt suggested that the Sexton or town manager reach out to the family about the mausoleum. There have been a lot of side discussions and Doug Sheehan is looking for some answers. He would like this item to be put on the agenda for next month. The person will need to go through the proper channels.

- E. Scott Murphy said he will have someone reach out to the family and have answers for the next meeting.
- F. Doug Sheehan said that the staff will not be doing anything at Richard Harrison's funeral.
- G. Scott Murphy said they are waiving the fee. He said this just recently came to his attention.
- H. Doug Sheehan said the body is going in the crypt at no charge.
- I. Lou Gabranski asked about putting the flags at half-staff.
- J. Scott Murphy said they can't put the U.S. flag at half-staff without presidential authorization.
- K. Bruce Schmidt suggested lowering the other flags.
- L. Herb Van Guilder said we can't put the state flag at half-staff without the authorization of the governor. He complimented staff n clearing the bank. He said we used to do it 2 or 3 times per year and it's more work to let it go so long.

6. Building & Grounds Report

- A. There were no comments on the Buildings and Ground's report.

7. Amend Cemetery Rules & Regulations RE: Maximum Number of Cremations Per Site

- A. Scott Murphy recounted that this board has adopted the Cemetery Rules & Regulations on June 19, 2019. He said that Doug Sheehan said that item 1e should be worded differently.
- B. Doug Sheehan said it should read one burial and one cremation on top or 2 cremations per grave site.
- C. Herb Van Guilder said there are other corrections that should be addressed regarding the duties of the sexton. He said that the sexton really knows the cemetery and should pretty much be in charge of burials. He said that in Section 2 – Burials, item a, the Outside Manager should be replaced by sexton and Buildings and Grounds should report to the sexton. The sexton has to approve all burial information. He said that in Section 3f, where it says Outside Manager, should also be sexton. He said that the Outside Manager is not always there.
- D. Doug Sheehan said that he has been at the cemetery for every funeral since he started working there.
- E. Herb Van Guilder said that Section 6d should also be sexton.
- F. Bruce Schmidt suggested that the phrase and “ultimate responsibility for all burials” be added to Section 1b. He said that the Outside Manager should be responsible for digging of the graves.
- G. Herb Van Guilder said the Doug Sheehan is more involved than this board knows. He knows where the graves should be dug.
- H. Doug Sheehan said that he puts up a flag where the grave should be dig and after it is dug, goes up to check it.
- I. Bruce Schmidt said if we add the phrase to Section 1b, Doug Sheehan is in charge and we wouldn't have to change all references to Outside Manager.
- J. Herb Van Guilder said that it seems like that would be confusing.
- K. Lou Gabranski referred to section 1i and voiced his concern that people (Gendrons) may be able to sell their lots for profit.
- L. Doug Sheehan said he thinks the deed says the Cemetery Commission has the first option to buy back the lots at the original sale price. He said there has been discussion that they swap their existing 16 lots for 16 lots in the new section. They can sell their existing lots for lesser price than the original price.
- M. Lou Gabranski would like “and not resold at a profit added to the section.
- N. Scott Murphy said that the board had discussed these regulations for many months and adopted them. There was one item to address tonight. He suggested bringing up the other items at a future meeting.

- O. **MOTION by Bruce Schmidt and seconded by Herb Van Guilder to accept the suggested change to item 1e of the Cemetery Rules & Regulations. Motion passed unanimously.**

8. **Continue Discussion –Flags for New Flag Poles/Options**

- A. Scott Murphy said that at their last meeting, they had discussed purchasing yard arms for multiple flags. He said that they are mostly for maritime applications. He said that Doug Sheehan had found a flag that has the insignias of all of the military branches on it. We could have the American flag on the larger, center pole, with the MIA and Vermont Flags beneath it and the multiple service flags to the left and right. The society flags could be on the ends.
- B. Herb Van Guilder said if we receive permission to lower the Vermont flag to half-staff, we can't put 3 flags on a single pole.
- C. Scott Murphy said this could happen if a former governor passed away.
- D. Bruce Schmidt asked if it would be proper etiquette to take down the Fire Department flag, put it on another pole and then lower the Vermont flag for such a situation.
- E. Scott Murphy suggested having 2 multi-service flags.
- F. Herb Van Guilder said he wants permission from the fire department to put another flag on their pole.
- G. Doug Sheehan said they have 2 empty poles and suggested putting the 2 multi-service flags on the ends.
- H. Bruce Schmidt said that would mean leaving the other flags in place.
- I. Scott Murphy said there is no particular etiquette for societal flags.
- J. Bruce Schmidt asked if it would be possible to have 2 flags made up for services: one with 2 service branches and the other with the other 3 branches. The insignias could then be bigger.
- K. Scott Murphy said he will ask and have the answer for their next meeting.
- L. Herb Van Guilder suggested they get a quote from their original flag company.

9. **ADA Bathroom Review by Fire Marshal**

- A. Scott Murphy said that Herb Van Guilder and he had met with the Fire Marshal and they looked at the lower bathroom, then the upper bathroom. There are 2 reports. The lower bathroom can be made ADA compliant easily and probably would cost less than \$10,000. The upper bathroom is more involved. He asked if they need 2.
- B. Bruce Schmidt asked if the lower bathroom is open on weekends.
- C. Scott Murphy said they could make it with a keypad entry. They could give the code to the families for the funeral, and then change it for the next one.
- D. Herb Van Guilder said there is not much work to be done on the lower bathroom.
- i. add grab bars at back and side of toilet
 - ii. provide 30 inches of clear space under existing lavatory
 - iii. add pipe covering to exposed pipe under lavatory
 - iv. existing water heater relief valve needs to be piped within 6" of the floor, using copper tubing. Cut outlet of the pipe on a 45° angle.
 - v. An ASSE 1017 mixing valve is recommended to be installed on water heater piping, hot and cold-water piping is required to be copper within 3" of water heater connections.
 - vi. plumbing work notice will be required to add the mixing valve and correct the piping.
- E. Herb Van Guilder said they wouldn't be adding a new bathroom at the upper level, but just renovating it. He said they will replace the fixtures, the stack is not properly done, and they would raise the floor. If they did this, it would be approved. He has been talking to a contractor who would do the job on weekends. Herb Van Guilder thinks they could do both bathrooms for \$15,000 to \$18,000. They would have money left over to do the flag station.

- F. Bruce Schmidt said they would have to do a public bid.
- G. Scott Murphy said they put it out to bid a few months ago and didn't receive any bids.
- H. Bob Brandt suggested setting it up as 2 separate bids.
- I. Scott Murphy said that would be the way to do it.
- J. Herb Van Guilder said the lower bathroom would not be much to contractors.
- K. Scott Murphy said they could put the two on the same bid, but quoted separately. Doing both would be worthwhile to the contractors because of the upper bathroom.
- L. Herb Van Guilder said he will keep working with the contractor.
- M. Scott Murphy said they could get the bids out in the winter for work in the spring.
- N. Herb Van Guilder said he would like to get the work done this fall.
- O. Scott Murphy said that most contractors are busy now. He thinks that they may get higher bids now.
- P. Herb Van Guilder said we have to get on top of this now. The contractor wants to do it this year.
- Q. Bruce Schmidt said we need to get an RFP out.
- R. Scott Murphy said we could do it in 3 weeks.
- S. Bruce Schmidt said we could have a meeting for the bid opening and award the bid at the October meeting.
- T. Scott Murphy said that it would not be hard to put the bid together again.
- U. Herb Van Guilder said he wants to get it done this season. They can have a special meeting to review the bids.
- V. Bob Brandt said we are probably pushing it and maybe the contractor that Herb Van Guilder is talking to can get their bid in.
- W. Scott Murphy said there is a procedure for getting the RFP out.
- X. Bruce Schmidt said they can give it a shot. He said what concerns him is that they follow the bid procedure. They need more than one bid.
- Y. Lou Gabranski said he doesn't see a problem with starting the job now, and if needed, finish it in the spring.
- Z. Herb Van Guilder said he wants it in this year's budget.
- AA. Scott Murphy said that this budget goes through June 2019. He will get the RFP out for the response by the next meeting.

10. Other Business

- A. Review Master Plan by Tim Calabrese
 - i. Bruce Schmidt asked if there is anything, we can do tonight.
 - ii. Scott Murphy said no. just to look at the plans.
 - iii. Herb Van Guilder said this board paid to have a master plan drawn up. The idea was to have a concept as to where we are going. The back 40 was supposed to be for cremations, but now we are dumping on it. He said there is an important note on the first page, saying that the grass should only be mowed to the length of between 4 and 6 inches. In the past, we had done that, but haven't since Dan Cavoto left. We are not following this master plan. He said there is a correction needed on the master plan concerning the note about the pump station. We don't have a pump station. We are supposed to keep the brush by the Okemo pond down because it's easier to maintain if it is kept up. We should work to accomplish the master plan.
 - iv. Bruce Schmidt said there is nothing that can be done tonight.
 - v. Herb Van Guilder said the commissioners need to review it and get back in tune with it. He said he had turned the whole file over to Frank Heald.
 - vi. Lou Gabranski asked for a copy.
 - vii. Bob Brandt said he had gotten a copy from Tim Calabrese and could send the PDF to Pam Cruickshank.
- B. Compliment

- i. Herb Van Guilder thanked Scott Murphy for the in-depth information that he provides to the board.

11. **Set Date for Next Meeting**

- A. Wednesday, October 16, 2019 at 5:00 p.m.
- B. Scott Murphy said he will not be there and suggested October 23rd.
- C. Bruce Schmidt suggested they stick with October 16th.
- D. Bob Brandt said, if needed, they can change it.

12. **Sign Warrant Orders**

- A. The warrant orders have been signed.

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

- A. Evaluation of Cemetery Employees 1.VSA § 313 (a)(3)
- B. **MOTION by Bruce Schmidt and seconded by Herb Van Guilder to enter into Executive Session. Motion passed unanimously.**
- C. Board entered into Executive Session at 6:01 p.m.
- D. Board exited Executive Session at 6:17 p.m.
- E. **MOTION by Bruce Schmidt and seconded by Bob Brandt, that they approve the wage increases for cemetery workers as proposed by Municipal Manager with one change. Motion approved 3-1 with Herb Van Guilder voting Nay.**

14. **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