

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSION**

SPECIAL MEETING MINUTES

Wednesday, September 12, 2012

Board Members Present:

Herbert VanGuilder, Brett Sanderson, Nataile Gruber, John Paige and Ludwig Gabranski

Call to Order:

Meeting was called to order at 5:00 pm.

Approve Meeting Minutes:

- a. MOTION by Nataile Gruber and seconded by John Paige to accept the minutes of August 15, 2012. So voted.

Comments from Citizens:

- a. None present.

Old Business:

- a. Discussion was held on the possible plantings by outside people. Nataile Gruber noted this was not allowed and a majority of the board agreed.
- b. Discussion was held on the Sexton's maximum spending and the authorization of policies/and or procedures outside of the normal operations as described in the Sexton's Job Description.
- c. MOTION by John Paige and seconded by Louie Gabranski that any/all procedures outside of the Sexton's Job Description, and any expenditures beyond \$200 per individual purchase needs the approval of the Cemetery Commission or their agent. So voted.
- d. Nataile Gruber said she thought that all went well for Dud Pluta's service and the Cemetery staff completed a good job.
- e. Discussion questioned where the actual land is that was swapped with Okemo.
- f. Chairman Herb VanGuilder noted we will fully address this at our next meeting on September 19th at 5:00 pm with a site review.

New Business:

- a. Chairman Herb VanGuilder presented and explained the following projects previously discussed by the Cemetery Commission and noted as Clerk of the Works he will be invoicing for some of his services.

<u>Project</u>	<u>Budget</u>
o New Water Line for New Section (in house).....	\$4,000-\$4,700
o Flag Station – 3 flags & Landscaping (in house).....	\$7,000
o Fencing backside by Okemo Pond (Williams)	\$5,000
o Tree Work (Green Mtn – Jason Barrows).....	\$5,000
o Signs – Plaques (in house)	\$3,000
o Electric Power (Ludlow Electric Department)	\$8,000-\$10,000
o Improving New Cemetery Section (in house & outside).....	\$7,000
o New Equipment – X-Mark (in house working on it).....	\$11,000
o Parking Lot.....	\$3,000
o Possible Retreatment.....	\$4,500
o Other Smaller Projects Done or in progress.	

- b. Discussion followed on the above projects by the Cemetery Commission.
- c. Nataile Gruber said we should complete the improvements on the new section instead of doing it in sections.
- d. Brett Sanderson helped to explain the proposed new mower.
- e. John Paige questioned that with the mowing slow down if we need to keep all three staff members.

- f. Chairman Herb VanGuilder explained that with the many projects needing work the preference would be to keep the full staff of three.
- g. Louie Gabranski discussed the flag station and wondered if we should ask the Springfield VFW to participate due to the VFW Veteran's at the cemetery.
- h. MOTION by Louie Gabranski and seconded by John Paige to proceed with the projects as presented by the Chairman. So voted. Note - Nataile Gruber did not vote on the motion because she needed to leave the cemetery meeting to attend the Board of Civil Authority Meeting.

Adjourn:

- a. MOTION by Louie Gabranski and seconded by John Paige to adjourn. So voted.
- b. Meeting adjourned at 5:58 pm.

Respectfully submitted,

Ludwig Gabranski
Clerk

Herbert VanGuilder, Chairman

Nataile Gruber, Vice Chair & Flowers Chair

Ludwig Gabranski, Clerk

John Paige

Brett Sanderson