

**TOWN OF LUDLOW  
BOARD OF CEMETERY COMMISSIONERS**

**NOTES FROM INFORMATIONAL WORK MEETING**

**Wednesday, November 29, 2017**

**Board Members Present:**

Lou Gabranski

Herb VanGuilder

**Board Members Absent:**

David Harlow

Marty Nitka

Brett Sanderson

**Staff Present:**

Frank Heald

**1. Call to Order:**

- a. Meeting was cancelled for lack of a quorum. The Commissioners present decided to have an information work meeting.

**2. Other Business:**

- a. Frank Heald said there were a few areas in the Cemetery that needed attention. He said the granite calking in the front of the main vault was in need of repair and should be re-pointed.
- b. Frank Heald said there is spalling on the High Street wall by the driveway exit. He said the area needs to be cleaned with pinning and resurfacing, which will cost \$4,0000.
- c. Frank Heald said the budget to date is well under, he recommended doing more planting on the bank and they should also consider renovating the wall up on the hill (possible July project) keeping the wall similar to what is there now and continue planning. He said the cost for renovation would be \$25,000.
- d. Herb VanGuilder said there is also a lot of brush in that area that should be removed.
- e. Frank Heald said they need to be sure to replace any planting when items are removed.
- f. Frank Heald said they talked about moving one of the flag poles to the other side of the flag station. He recommended installing two new flag poles instead of moving the existing pole because the flag poles were erected to stay and are not easily moved.
- g. Frank Heald said with the Cemetery end of the year closing and lock-up, there was extra space in the barn so the highway department's small excavator is stored inside. He added that all of the Cemetery equipment has been winterized and put away for the winter.
- h. Frank Heald said they used the small excavator to dig the final grave of the season and by using the small excavator and tractor, the operations work well.
- i. Frank Heald said that even though the Cemetery is closed, as long as the ground is not frozen and until the snow falls, they will take care of any last-minute burial requests. He said Kevin MacPherson and Eugene Dean will be able to assist.

- j. Frank Heald said he plans to have Doug Sheehan continue to input cemetery data into the computer during the winter. He said Doug would work 2-3 hours a day and a few days per week.
- k. Louie Gabranski asked how much longer the data entry will take and said he would like to see Doug working at the Cemetery when it is open.
- l. Frank Heald estimated that Doug should be finished sometime in February.
- m. Herb VanGuilder said he would like to see Doug there when people visit the cemetery.
- n. Frank Heald said it has worked well this summer when people contacted Doug and he made plans to meet them at the Cemetery.
- o. Louie Gabranski asked if Doug would stay at the Cemetery.
- p. Frank Heald said the Building & Grounds Foreman is at the Cemetery several times a day and has a good handle on the operations.
- q. Louie Gabranski asked about the “no dogs” sign. He said he has seen owners with their dogs and does not have any objections.
- r. Herb VanGuilder said they do allow dogs that are on a leash and are controlled.
- s. Frank Heald added that the owners need to clean up after their pets.
- t. Louie Gabranski asked if the Cemetery Sexton and Outside Operations can put the year and date on their monthly reports. He said down the road, they can look back and tell what the date/year was.
- u. Frank Heald said we can remind them.

### **3. Informal Budget Workshop:**

- a. Frank Heald said he verified that they are able to use \$15,000 from the Trustees of Public Funds and \$43,500 from the capital reserve to accomplish the FY 2019 budget.
- b. Herb VanGuilder asked what will happen if they are not able to get a quorum to sign off on the budget.
- c. Frank Heald said that assuming there are no questions, the Cemetery budget will be included in the regular town process. Frank added that he is very comfortable with the budget and feels it will get the job done.
- d. Herb VanGuilder questioned if there is enough money in the budget for labor.
- e. Frank Heald said between the labor and miscellaneous labor, they will be able to cover it.
- f. Herb VanGuilder said they started to fertilize/lyme the grass. Herb said Agway gave him a recommendation for the lyme product and he feels it is making a difference.
- g. Frank Heald was in agreement.
- h. Herb VanGuilder said he is in agreement with the FY2019 budget.
- i. Louie Gabranski said he feels the budget looks good.
- j. Louie Gabranski said he thinks down the road they should look at the cemetery exit. He said it is too narrow between the pole and wall.
- k. Frank Heald said the lower cemetery will always come out on High Street. He said two cars could pass using the entrance to exit.
- l. Frank Heald said they have signed the papers for the Osmond entrance/land on High Street.

### **4. Meeting End:**

- a. The group dispersed at 1:00 pm.

Respectfully submitted,

Pam Cruickshank  
Recording Secretary

---

Herbert VanGuilder, Chairman

---

Marty Nitka

---

Lou Gabranski

---

Brett Sanderson

---

Dave Harlow