

# LUNENBURG CEMETERY COMMISSION

*Nancy Foss Yasko, Chair*

*David Dorren, Vice-Chair*

*Mike Clark, Clerk*



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## MEETING MINUTES

**Thursday, March 27, 2025 – 9:00AM**  
Lunenburg Town Hall – Bilotta Meeting Room

Attendees: Chair Nancy Foss Yasko

Vice-Chair David Doreen

Clerk Mike Clark

DPW Director Bill Bernard

This meeting was recorded and posted on Lunenburg Public Access. The meeting was held remote by Zoom – members of the Public.

(Viewing of the recorded meeting: see “Cemetery Commission March 27, 2025” on YouTube – Lunenburg Public Access)

9:02 AM – Call to Order

1. Stand for Pledge of Allegiance – all.

Chair Nancy Foss Yasko read the open meeting law statement & noted the upload to the Lunenburg Public Access Channel of this recorded meeting.

2. Review and Approve Minutes from February 27, 2025 meeting.

Vice Chair David Dorren made a motion to approve the minutes, Chair Nancy Foss Yasko seconded, voted all in favor.

3. DPW Director Updates and Discussions by Bill Bernard including approved and or in progress projects.

Seasonal Laborers – job posted, received resumes, hoping to hire back last year's laborers.

Department of Corrections – reached out to, tentatively said yes, have not received available dates.

South Cemetery – concrete apron, waiting for warmer weather.

Flagpole lights – currently waiting for the ground to thaw and stiffen up to drive the bucket truck on to it.

Planning for the end of April.

Per Cemetery Maintenance plan:

Doing cleanup, decorations will be removed starting April 1<sup>st</sup>.

At South Cemetery we need to clean up areas of stump grinding activities.

Warrant Article – Fiscal year 2026 Capital Plan:

Put in for a Compact Backhoe – the primarily use will be at the cemeteries for digging graves.

Up to 12-foot excavation depth.

\$50K item for expansion of North Cemetery back-lot

Chair Nancy Foss Yasko questioned, where are the numbers for available lots

DPW Director Bill Bernard responded:

South has 11 ready plots left.

North has 85 ready plots left.

Plots need verification of CIMS data versus what is available.

Needs to be done plot by plot.

Using Ramaker & knowledge for the cemetery to determine what is there.

Ramaker is an Ariel overview dropped onto the site plan.

Some plots are in the older areas.

Vice Chair David Dorren asked can an intern work this? Bill stated that we currently have no funds for this. Discussed how we can do this?

Clerk Mike Clark mentioned the available South Cemetery back lot space available, versus what is sale ready and recommended focusing on this area.

Chair Nancy Foss Yasko brought the discussion back to the North Cemetery, asked the DPW Director if we were at the point of starting the development and discussed if we are okay with letting the project move out. The DPW Director Bill Bernard replied that we do have interest in the new area. Current spots are near roads by hedges, others in the 1800's areas. Clerk Mike Clark recommended that we move forward as quickly as possible with the back-lot expansion, the DPW Director agreed. Plot availability was discussed again, 85 lots sold in the last 5 years, 19 last year. Chair Nancy Foss Yasko confirmed that the DPW Director wants to take the \$50K request forward to Town Meeting this year. He confirmed, complete the design and put a contract together. Some trees require removal, road work, hire a designer and have a sit down to discuss goals. We further discussed getting the plan, putting out to bid, and that construction would start next summer. All material being deposited is outside of conservation setbacks. Vice Chair David Dorren questioned the location of material deposits, the DPW Director confirmed it is all outside of the 100-foot buffer zone. Chair Nancy Foss Yasko confirmed that the commission did a site visit with the DPW about a year ago and went over the site details.

The committee discussed the logistics of getting a resource to align CIMS data with the actual available cemetery plots, Clerk Mike Clark volunteered to work with Bill on this.

Vice Chair David Doreen reiterated his concern about having a single point of accuracy on the plot data.

Chair Nancy Foss Yasko mentioned the family that would like to move their plot. DPW Director Bill Bernard responded that it would be the cost of a burial. The logistics of accommodating this family's request were discussed.

The slope of the current plots was a topic of concern and DPW Director mentioned that is where the available lots are and stated that is why we need to get going on the expansion lot.

#### 4. Place Holder Articles – Discussion and vote on each item.

Chair Nancy Foss Yasko made a motion to start the \$50K – back-lot project – Vice Chair David Doreen seconded; the commission voted all in favor.

Vice Chair David Dorren requested a report of plots with what's available and what's not. Clerk Mike Clark responded that he has done screen shots of the cemetery and report exports from CIMS and will put them together for the next meeting.

\$50K warrant article “Special Projects” for road repair

The article was discussed briefly, The DPW Director responded that crack sealing is the least expensive maintenance method for roads, cut in & patch of potholes. The DPW Director concluded that now is the time to address this need for repairs.

Re-motion to go forward with \$50K special project article, Chair Nancy Foss Yasko motioned, Vice Chair David Doreen seconded, AIF.

The DPW Director continued his reporting:

No bodies are in the mausoleum, know of 2 bodies at funeral homes, have not called to setup burials, have received dates on 2 of 3 cremations.

People are calling to buy lots and asking about the North Cemetery expansion area.

All burials from last year have been entered into Ramaker.

Chair Nancy Foss Yasko inquired on the back history being entered into Ramaker. DPW Director Bill Bernard responded that it is being done as the Cemetery Superintendent is adding in data, he looks at abutting sites and adds missing data, but has not gone through the backlog of files in the office.

Chair Nancy Foss Yasko brought up the topic of the method of storage of DD214's, the DPW Director stated that all the paperwork that they have is at the DPW building, they are in a secure building, but not in a locked file cabinet. He asked if the commission would buy a locked file cabinet. Vice Chair David Dorren took the action to quote a locked file cabinet.

The roads in the cemetery are open.

Chair Nancy Foss Yasko discussed earmarks, in January 11<sup>th</sup> 2023, we put an earmark into Representative Michael Kushmerek – for the restoration of old grave markers, Leominster Monument came up with \$38K. Chair Nancy Foss Yasko called his office to request a status on where they are on it.

Chair Nancy Foss Yasko also discussed the stone walls around all of the properties, one company \$300K, another \$190K, also the turf restoration project which was another \$50K for a total of \$280K in earmarking with Representative Michael Kushmerek.

Chair Nancy Foss Yasko mentioned the open space in hedges and putting a wall in at ‘x’ amount of feet. Around \$30K. What to do about the opening was discussed?

We discussed grants for cemetery work, Chair Nancy Foss Yasko took an action to ask the Town Manager about this.

Clerk Mike Clark requested to meet with DPW Director Bill Bernard and review the data exported from CIMS and the presentation format.

#### Public Comment

John Bowen – 163 Highland Street – received an email from Laurie Trahan’s office on handling federal documents. Along with other comments.

Chair Nancy Foss Yasko alluded that we had talked about these concerns (see minutes above), confirmed the DPW Directors recommendation to move forward with the articles for Town Warrant, and that the Commission is not accessing DD-214’s.

John Bowen interrupted the meeting exclaiming “Point of Order”. He then approached the microphone without being recognized. He continued with a loud interruption of the meeting. Two administrators came out of their office to intervene. The police were called to respond. Bowen left the meeting before the police arrived.

Chair Nancy Foss Yasko requested a motion to adjourn at 10:10 – Vice Chair David Dorren, motioned to adjourn, Mike seconded, AIF

Respectfully submitted,

Michael Clark, Clerk