

LUNENBURG CEMETERY COMMISSION

Nancy Foss Yasko, Chair

David Dorren, Vice-Chair

Mike Clark, Clerk



17 Main Street, P. O. Box 135
Lunenburg, MA 01462
978-582-4144 Fax 978-582-4148

MEETING MINUTES

Thursday, April 24, 2025 – 9:00AM
Lunenburg Town Hall – Bilotta Meeting Room

Attendees: Chair Nancy Foss Yasko

Vice-Chair David Doreen

Clerk Mike Clark

Town of Lunenburg:

DPW Director Bill Bernard

Director of Municipal Finance/Town Accountant, Ezequiel Ayala

Town Manager Jennifer Dyment Warren

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 April 24. 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 of the March 27th, 2025, meeting.

Chair Nancy Foss Yasko made a motion to approve the minutes of the March 27, 2025 meeting, Vice Chair David Doreen seconded, voting all in favor.

3. Presentation and Discussion – Review of the Town of Lunenburg Fiscal Rules and Regulations Presentation/Cemetery

Director of Municipal Finance/Town Accountant, Ezequiel Ayala - discussed the purpose of each fund and the commission responded with questions and clarifications on each fund:

- Sale of Lots find 8115, per MGL
- Capital Article Fund 3006
- Perpetual Care Fund
- Cemetery Gift Fund 1548

4. DPW Director Bill Bernard - Updates and Discussions including approved and or in progress projects:

Noted were 1 full burial & 5 cremation burials, footmarks repaired, updates in Ramaker CMIS data is ongoing.

Continuing with spring cleanup & hiring of seasonal workers, 2 in college may be short term.

Reached out to the Dept of Correction – will help out & Lakeview is on the ready for the week before Memorial Day if needed.

South Cemetery flagpole pad – the contractor is ready to go.

Flagpole lighting - reached out to contractor.

Fish Street – reached out to Richard McGrath – has not gotten back to Bill yet.

File cabinets – 2 cabinets are sufficient.

5. David Dorren presented his file cabinet research (fire resistant and waterproof), from \$2879.00 to \$1744.00

WB Mason, town has contract. Install on cement slab, 508 lbs.

Nancy asked how many boxes, Bill responded 4 – 5, also questioned on how much time to enter all information into the system.

Bill will provide a time estimate on how long it will take to go through the records. All hard copies are 10 years old.

Mass Secretary of State has a records retention manual for municipalities.

By document type

What is the retention schedule for each type, segregate by type and what the destruction method is.

Clerk Mike Clark motioned to use up to \$2000.00 to procure a secure filing cabinet for record keeping for the DPW, Vice Chair David Dorren seconded, all in favor.

6. Public Comment

John Bowen 162 Highland Street spoke on his interpretation of Records retention laws, public and federal.

Chair Nancy Foss Yasko gave public comment on her experience as chair and on leaving the board.

Vice Chair David Dorren followed up with a heartfelt thank you to Nancy for all her hard work and efforts on behalf of the cemeteries. Clerk Mike Clark echoed those sentiments.

7. Next meeting is scheduled for May 22th, 2025.

8. Adjourn: Chair Nancy Foss Yasko made a motion to adjourn, Vice Chair David Dorren seconded, all in favor.

Respectfully submitted,

Michael Clark, Clerk