

LUNENBURG CEMETERY COMMISSION

*Mike Clark, Chair
David Dorren, Vice-Chair
Donna Landry, Clerk*

*DPW Department Director: Bill
Bernard
Cemetery Superintendent: Todd
Holman*



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Meeting Minutes Wednesday, November 19, 2025 – 6:00PM Lunenburg Public Library – Sudolnik Conference Room

Attendance:

Chair: Chair Mike Clark
Vice-Chair: Dave Dorren
Clerk: Clerk Donna Landry - Absent
DPW Department Director: Bill Bernard
Cemetery Superintendent: Todd Holman

This meeting was recorded and posted on Lunenburg Public Access. Due to Zoom license limitations, the meeting was not held remote by Zoom.

(Viewing of the recorded meeting: on YouTube - Lunenburg Public Access **Cemetery Commission 11.19.25**)

AGENDA:

6:00 PM – Call to Order

- 1.) Stand for Pledge of Allegiance
- 2.) Reviewed and approved minutes from meeting on Thursday, October 30, 2025. Mike Clark added with inclusion of action Mike Clark took to write a letter to the Selectboard for additional person (staff) for the cemetery to the October 30, 2025 Minutes. Vice Chair David Dorren motioned we approve the prior minutes with addition, Chair Mike Clark seconded, AIF
- 3.) Chair Mike Clark informed all that the Warrant Article was presented and passed last night at Town Meeting and \$10,000 in funds were transferred from the Sale of Lots Fund to the Capital Article Fund, reducing Sale of Lots Fund from \$105,971.13 to \$95,971.13 and increasing the Cemetery Fund from \$4,283.61 to \$14,283.61. Mike presented the Cemetery Budget, line items were discussed. Mike noted that the \$7,800.00 for the construction of the stone wall at the Fish Street Cemetery is to come out of the Capital Article Fund.

- 4.) DPW Director & Superintendents reports – Bill Bernard discussed electrical needs for the flagpoles and that we would install Solar Lights on the flagpoles shining down for a temporary fix prior to the electrical in-ground installation which will be done later. Todd will call the electrician and schedule the installation.

Todd Holman presented the proposed plaque to recognize names of Capt Levi's 4 children that do not have markers and proposed location at backwall. Discussed location of all graves and who is buried there. Plaque quote is \$2,000. Additional pricing will be provided for the stone cleaning and repairs along with mounting the plaque. The committee decided to wait on expenditures outside of the wall installation until spring. Further thought is needed for the marker layout so that those visiting the cemetery will understand the burial layout.

All of Todd Holman's research has been sent over to the Historical Society.

Leaf cleanup in North and South Cemetery is underway, waiting on cleanup for shrub fertilizer application.

Todd thanked Franny McNamara from Lunenburg Water for providing access to water for the shrubs

Todd spoke briefly on North Lot expansion tree selection, sweet gum tree, maples as possibility.

- 5.) David Dorren confirmed the price per grave is \$800.00, 2 lot purchase required. David received reports from other towns, looking into pricing structure. Discussed pricing amount and structure of Sale of Lots and Perpetual Care portions. David brought up that the sales of lots is not updated in real time, although payments are submitted to the Town. Bill Bernard to find out if he can provide updated reports on sale of lots from the Town through the use of MUNIS.
- 6.) Issues related to the delay in paying the Amanda Construction invoice were discussed. Work was completed October 9th and they are still waiting for payment. Myleen put together an invoicing template which the committee reviewed and agreed to use. Todd Holman and Bill Bernard will provide future invoices at meetings, to be dated and signed by the Cemetery Commission, and later submitted by Todd for a faster turn-around.
- 7.) Backlot expansion – No update on the Backlot Expansion at North Cemetery at this time from DPW. Bill Bernard will reach out to Dillis & Roy
- 8.) General discussion on future plans to promote Backlot Expansion, and increase of funds. To be discussed in future.
- 9.) Chair Dave Dorren requested a motion to adjourn at 6:55pm, Chair Mike Clark seconded, AIF

Respectfully submitted
Donna L. Landry