

Town of Lunenburg



Cemetery Commission

William Tyler, Chairman
Lorraine Mendoza, Vice-Chairman
Nancy Foss Yasko, Clerk

Lunenburg Cemetery Commission – Meeting Minutes
Thursday, April 11, 2019
Lunenburg DPW Building Conference Room
520 Chase Road, Lunenburg, MA

Meeting was called to order at 7:00 PM by Chairman Tyler, other members present were Lorraine Mendoza, Vice-Chair, and Nancy Foss Yasko, Clerk. Also present was the Department of Public Works, Director - Jack Rodriquez, and Todd Holman, Cemetery Superintendent.

Minutes were read from meetings of March 7th and March 21st, 2019. Upon a motion by Chairman Tyler – to accept the minutes as written, seconded by Vice-Chair Mendoza, minutes were approved unanimously.

Approve and sign voucher for Arrow (out-house) at the North Cemetery - \$1,100.00. Upon a motion by Chairman Tyler – to accept this voucher as stated, seconded by Nancy Foss Yasko, Clerk, voucher was approved unanimously.

Commissioner Chairman Tyler started the meeting asking if there had been any new correspondence from anyone. Todd Holman, Cemetery Superintendent, replied stating, “George D. Reichard Family requesting the granite signs to be completed in both the South and North Cemeteries.”

Cemetery Commissioners reviewed signage and came up with the following information:

The North Cemetery will read: First Burial 1770 – Donated by the Reichard Family – in honor of George D. Reichard, Former Cemetery Commissioner.

The South Cemetery will read: First Burial 1728 – Donated by the Reichard Family – in honor of George D. Reichard, Former Cemetery Commissioner.

Below the signage will read:

- Dogs are allowed with following rules:
 - Dogs will not be admitted into the Cemetery unless leashed.
 - Dogs waste must be picked up and disposed into trash barrels.
- All trash picked up and disposed into trash barrels.
- No Alcohol Allowed.
- No artificial flowers or plants allowed.
- Nothing on, around or planted at flush makers – only at head stones.

- No shrubbery or trees may be planted in the Cemetery without the express approval of the Cemetery Commission or Superintendent. The Commission further reserves the right to remove trees, shrubs, or any other object that is considered injurious to the functioning or appearance of the Cemetery.
- Automobiles must be driven carefully in the cemetery, while abiding to right of way, and do not enter signage.
- Cemetery Hours – From Dawn until Dusk Only.
- Full Rules and Regulations available on website.
- The Cemetery Department maintains an online mapping system for both Cemeteries at <http://www.map.ramaker.com/ecims/>.

Discussion with Jack Rodriquez, DPW Director – concerning burial policy and procedures. This included an in- depth conversation regarding the possibility of two to three full burials that will occur at the same day/time in both the South and North Cemeteries.

Key thoughts:

1. How burials should go going forward.
2. Have grave site dug at least one to two days before the funeral.
3. DPW assistance when Todd cannot be at the two cemeteries at the same time.
 - a. Jack Rodriquez – offered his presence if needed in the near future. Duties may include: securing the check and burial certificate.
 - b. Bill Tyler – offered his presence if needed in the near future.
4. Making sure that a representative is present during the funeral and closing the grave site afterwards.
5. Funeral Directors on-site to help with moving the casket to the grave site.

Key discussion on future plans of maintenance/assistance that needs to fall under the DPW maintenance budget. This includes the following:

1. The 150 year old hedges desperately need to be reshaped and trimmed professionally – South and North Cemeteries.
 - a. Jack Rodriquez has graciously agreed to research, and speak directly with Lakeview Nurseries – May timeframe.
 - b. What the next steps are needed going forward with making the hedges look healthy again.
2. Review the LUK Program – assistance for Cemetery Superintendent, Todd Holman.
 - a. How many hours are needed from June – September, 2019?
 - b. What duties are needed to allow Cemetery Superintendent, Todd Holman to do his other tasks with both the South and North Cemeteries?
 - c. Other towns have at least one other person working the summer months with Cemetery Superintendents.

Further discussions regarding Capital Planning and how the Cemetery Commission can proceed. Jack Rodriquez has generously offered to help in the preparation going forward with the Capital Committee.

With no further business before the Commission, a motion was made to adjourn by Chairman, Tyler, seconded by Commissioner Foss Yasko. With no further discussion, meeting was adjourned at 9:00 PM.

Respectfully submitted,

Nancy Foss Yasko, MBA
Lunenburg Cemetery Commission, Clerk