

LUNENBURG CEMETERY COMMISSION

Mike Clark, Chair
David Dorren, Vice-Chair (not present)
Donna Landry, Clerk

DPW Department Director: Bill Bernard
Cemetery Superintendent: Todd Holman



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Meeting Minutes
Thursday, December 11, 2025– 6:00PM

Lunenburg Public Library – Sudolnik Conference Room **Agenda**

In accordance with the requirement of the Open Meeting Law, the meeting was recorded and uploaded to the LunenburgAccess YouTube. This meeting was held in-person at the location provided on this notice.

Present:

- **Mike Clark**, Chair
- **Donna Landry**, Clerk
- **Bill Bernard**, DPW Director
- **Todd Holman**, Cemetery Superintendent

Lunenburg Public Access Recording: <https://youtu.be/OgM4jkr1JiE>

1. Call to Order 6:00 PM

Chair **Mike Clark** opened the meeting and led the Pledge of Allegiance.

2. Approval of Minutes

The Commission reviewed and Donna Landry made a motion, Mike Clark seconded AIF to approve minutes from:

- **November 14 (Fish Street Cemetery site visit)**
- **November 19 (regular meeting)**

Both sets of minutes were approved unanimously.

3. Public Comment

Clark thanked attendees for coming out on a cold evening. No public comments were offered.

4. Superintendent's Clarification – Plaque Cost

Superintendent Todd Holman corrected a previous estimate:

- Actual plaque cost: **\$1,200** (not \$2,000)
- Additional work: **\$800**
- Minutes were technically correct; the correction is noted at this meeting.

5. Budget and Expenditures Review

Capital Article – Site Improvements

- The **\$10,000** appropriation from Special Town Meeting has been added.
- Estimated balance: **\$14,283**.
- This is a **finite, non-interest-bearing** account.

DPW Director & Chair reviewed financials with Commision

Sale of Lots Fund

- Adjusted to reflect the \$10,000 transfer.
- New balance: **~\$94,326**.

Perpetual Care Fund

- Available interest: **\$23,482.74**
- Spent to date: **\$18,625**
- Remaining: **\$4,857.74**

Trust Fund Expenditures

- **\$1,744** for the storage cabinet has been paid.

Backlot Expansion

- Town Meeting appropriation: **\$50,000**
- Spent to date: **\$1,760** (initial survey)
- Additional invoices expected from Dillis & Roy.

Revenues

Cemetery Superintendent Todd Holman reported:

- FY26 shows **3 lots recorded**, though he has sold approximately **10**; the discrepancy reflects how revenue is split between Sale of Lots and Perpetual Care.
- Cremation lots account for fractional totals.
- Burials revenue: **\$3,800**.
- Estimated total lots sold (full + cremation): **33–36**.

6. Lot Capacity, Cremations, and Eligibility

Todd Holman reviewed burial rules:

- A full-body burial must occur first if cremations will be added later.
- Up to 10 cremations may be added after a full-body burial.
- If cremations occur first, full-body burial cannot follow.

Eligibility for burial:

- Non-residents may be buried if they have **legitimate ties** to Lunenburg (birth, residency, family).
- Requests from individuals with no ties are referred to the Commission.

7. Headstone Size and Placement

Todd Holman reviewed long-standing standards:

- Standard headstone: **3 ft × 1 ft**
- Typical height: **32–34 inches**
- Maximum allowed height: **40 inches** (rare exceptions)

Rationale:

- Uniformity
- Maintenance efficiency
- Avoiding precedent for oversized stones

Families purchasing multiple lots are encouraged to deed them in pairs so each pair can have a standard headstone.

Two oversized stones previously approved will need future Commission review.

8. Cremation-Only Lots and New Expansion Area

- The 8-plot cremation lots allow **3×1**, **2×1**, or flat markers.
- One donated cremation lot remains available near the main entrance.
- The large new expansion area will include additional cremation and standard lots.

Estimated opening: Fall of next year (September–October).

A folder of **10 people** is already waiting to purchase lots; two have prepaid. Current rates apply until the Commission formally changes them.

9. Rate Review

Donna Landry researched burial rates, will compare Lunenburg's rates to surrounding communities.

Donna, Todd and the committee discussed rates and internments, Todd noted:

- Rates were unchanged for at least 10 years until the Commission raised them two years ago.
- Prior split: \$400 Sale of Lots / \$200 Perpetual Care
- Current split: \$500 Sale of Lots / \$300 Perpetual Care

Any future changes should occur **before** the new expansion opens.

10. Outstanding Projects

Stone Wall Reconstruction

- Updated estimate: **\$7,800**
- Work must wait until **spring** due to frozen ground.

Headstone Restoration

Universal Monument provided a quote for six stones:

- Includes washing, pinning, repairs, and cement installation.
- Total cost: **\$3,020**.
- Work will occur after the wall is completed.

Motion

Donna Landry made a motion, Mike Clark seconded, unanimously approved the **\$3,020** expenditure for restoration work at Fish Street Cemetery.

11. Lighting Project

Todd Holman updated the Commission:

- Solar lights: **\$327**
- Lift rental (Mackie's): **\$260.98** (after removing tax)
- Electrician (Dan Haney Electrical): **\$400**
- Total: **\$1,003**

Donna Landry made a motion, Mike Clark seconded, unanimously approved the revised amount.

Todd Holman will install the lights with use of a lift on Monday the 15th, with safety training provided by Mackie's.

Payment forms were completed during the meeting to expedite warrant processing.

12. DPW Director Bill Bernard presented the North Lot Expansion – Engineering Update

- Dillis & Roy have finalized the plans, now awaiting final internal review.
- Multiple site visits have been completed.
- Draft plans expected shortly.
- The Commission will review over the winter and begin work in spring.

13. Grant Research

Clerk **Donna Landry** reported, she had made several phone calls:

- Fitchburg has had limited success with grants.
- Leominster's grant writer, Wendy Weeks, will follow up with guidance.
- Concord recommended exploring SHRAB (State Historical Records Advisory Board).
- Research is ongoing, Donna Landry will provide further updates as information becomes available.

14. Burial Rights Agreement

Cemetery Superintendent Todd Holman reviewed the long-standing Burial Rights Agreement:

- Unchanged since the 1980s.
- Triplicate copies: family, superintendent, Town Clerk.
- Stored digitally as well.
- Manual signatures preferred; DocuSign not used.

15. Superintendent's Operational Update

Todd Holman reported:

- Leaves collected
- Compost bins and trash emptied
- Chains installed for winter
- Finance staff appreciate the Commission's new streamlined payment process

16. On-Site Meeting at North Cemetery

The Commission agreed to hold an on-site meeting:

- Friday, December 19 at 8:00 AM
- Members should bring the Rules & Regulations for review.

Chair Mike Clark will be away for the month of January.

17. Next Formal Meeting

- **January 22** - Chair Mike Clark will attend via Zoom.

18. Mausoleum Use and Future Possibilities

Todd Holman discussed:

- Families often prefer placing cremations in the mausoleum rather than leaving remains at funeral homes.
- The mausoleum is not temperature-controlled, but remains cool in summer.
- Capacity:
 - Newer mausoleum: 15 bodies
 - Older structure: 9 bodies
- Funeral directors have asked about renting space, which could generate revenue, though Holman feels cautious about the idea.

Holman described the placement process and noted that families often return later in the day to visit.

19. Public Records and Transparency

Todd Holman requested that letters and documentation he provided be made publicly accessible online:

- He wants the public to see both criticisms and the many thank-you letters he has received.
- The Commission agreed the material is public record.

20. Adjournment

Mike Clark moved to adjourn the meeting at **7:25 PM**.
Seconded by Donna Landry, unanimous.