



**TOWN OF WESTFORD
BOARD OF CEMETERY COMMISSIONERS
MEETING MINUTES**

DATE: November 20, 2025

TIME: 8:30 a.m.

PLACE: Zoom meeting facilitated by Kyle Fox, Director of Public Works

BOARD: Linda Greene, Chair; Jennifer Johnson, Mary Lyman, Terry Stader

STAFF: Kyle Fox, Director of Public Works; Lori Halverson, Assistant Director of Public Works; Connor Mendes, Cemetery Division Supervisor; Heather Monahan, Senior Administrative Assistant for Cemetery & Veterans Services (recording the minutes)

- I. **Recording Announcement:** The recording began at 8:37 a.m.
- II. **Call to Order:** The meeting was called to order at 8:37 a.m.
- III. **Open Forum/Announcement:** Mary announced the ongoing 300th anniversary celebration for the First Parish Church United of Westford, including a Forebears Service on 11/23 and the annual Holiday Greens Festival on 12/6 from 9-4. A special commemoration video is posted on their website. Linda announced that author David Brody will give a talk about the Westford Knight at the History Museum on 12/14; see the website for details.
- IV. **Approve Minutes: MOTION:** Terry made the motion, seconded by Mary, to approve the minutes of September 18, 2025. Linda, Jennifer, Mary and Terry voted in favor and the motion passed.

V. Department Reports:

Budget Report: Kyle was pleased to report no budget concerns. Town Manager Kristen Las will propose to the Select Board for FY27 that the Cemetery and Parks divisions be folded into the DPW budget to reflect the reality of operations. Having our public works divisions under one budget will provide more financial flexibility. Revenues for the Cemetery Div. will remain under the purview of the Cemetery Commission.

Burial/Sales Report, Deeds to be Signed: Lori presented the burial/sales report through October 2025. Linda will sign deeds for the Brownlie, Crider, Gadbois, Pritchard, and Antunes families.

Cemetery Operations and Grounds Report: Connor reported that fall cleanup has begun. Irrigation and water lines were winterized and required no repairs.

VI. Commissioner Reports: None.

VII. Old Business:

Summer House (Gazebo) at Fairview Cemetery: The public has not been allowed to access the gazebo for about three years. Linda asked commissioners for their thoughts on renovating or demolishing the structure. The commission entirely agrees that while they would like to keep the historic “summer house,” it is no longer structurally sound. Kyle said that his predecessor, Steve Cronin, could not find a contractor willing to rebuild it. While CPA funding is possible, they do not have time to apply before the January deadline. Commissioners feel they have been down this road many times, time passes and then they have to reassess from scratch. Kyle suggested that a public hearing might result in some solutions. They could also document the demolition and put up a historic marker. Commissioners decided to focus on the gazebo for the next six months to develop a plan, ask Building Commissioner Erik Tardif for an inspection, get estimates, and have DPW staff and historic commissioners view the gazebo. Forming a subcommittee is likely.

Hillside Cemetery Stone Wall: Connor reported that a section of the wall at Hillside that collapsed onto Nutting Road in April has been repaired, meeting their goal before winter begins. New drainage should help prevent further damage. Connor thanked DPW personnel for their collaboration and Kyle and Lori congratulated them on the fine results.

VIII. New Business:

Request from Former Residents in Nursing Home for Waiver of Non-Residency Fee: Commissioners reviewed an email from Maura Tierney on behalf of her parents Robert and Cynthia Tierney, who resided in Westford for more than 50 years. Ms. Tierney requested a waiver of the non-residency fee for the purchase of a 2-grave lot for her parents, who sold their home to move into a nursing facility. (Commissioners had discussed this very scenario a few months ago and decided to consider requests on a case-by-case basis). Terry spoke for all commissioners when he said that in light of Robert Tierney’s service to our country as a veteran, his term on the Select Board, his active involvement with the Senior Center, and the couple’s ownership of a business in town, he supported the waiver and thanked the Tierneys

for all their contributions to Westford. **VOTE: To waive the non-residency fee for the purchase of a 2-grave lot by the family of Robert and Cynthia Tierney. All commissioners voted unanimously in favor and the motion passed.**

Potential Expansion of Pine Grove: Linda said that she met with Connor at Pine Grove to discuss its future expansion. She suggested that the Commission think about future goals and put funding aside. Kyle said, based on lot sales, the green burial section would be full in five years. Commissioners discussed cemetery land left available. Mary asked about creating another green burial area. Terry, Kyle and Connor suggested creating a master plan that incorporates all the cemetery's needs, which had consensus. Kyle will contact the developer of the latest expansion for a preliminary plan, which would not cost anything. All agreed that time flies and they should consider Pine Grove's future use and expansion.

Wreaths Across America Event: Terry announced that volunteer coordinator Robin Pawlowski will again lead the annual Wreaths Across America event. An opening ceremony will begin at noon on 12/13 at Pine Grove before wreaths are laid at other cemeteries. Westford has been participating in this family-friendly event for several years and invites the public to help lay holiday wreaths on the graves of our veterans. There is no rain date.

- IX. Schedule Next Meeting: The next monthly meeting is scheduled for Thursday, January 8, 2025 at 8:30 a.m. on Zoom).** [Note: Governor Maura Healey has authorized an extension for virtual public meetings through June 2027.] Any member of the public who would like to attend will find the weblink on the next agenda. Agendas must be posted on the Town website and the Town Hall bulletin board at least two business days prior to the meeting date.
- X. Meeting Adjournment: MOTION: Jennifer made the motion to adjourn, seconded by Terry. Linda, Jennifer, Mary and Terry voted in favor, the motion passed and the meeting ended at 9:36 a.m.**

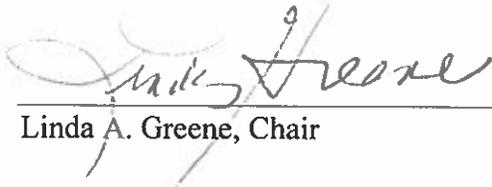
Documents Shared During Meeting:

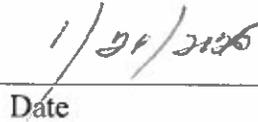
- Agenda for November 20, 2025
- Draft Meeting minutes for September 18, 2025
- Burial/Sales/Monument Reports through October 2025
- Budget Report FY25 YTD
- Email from Maura Tierney to Request Waiver of Non-Residency Fee

Video Link:

https://westfordma-gov.zoom.us/rec/share/dK252eOwhYR7XMpZsOK-JuFgOF2corSXHzZk_bJJJDfD2BK2TXhvjNEPGJxFICgR.qVehsu4X2Wa5KML8

Minutes Approved:


Linda A. Greene, Chair


Date