

NANTUCKET CEMETERY COMMISSION
Posted Meeting of December 8, 2021, at 3:00 pm
Virtual Meeting via Zoom Video Conference

FINAL AND APPROVED MINUTES

Attendance: Commissioners: Frances Karttunen, Allen Reinhard (Chair), Lee Saperstein, and Barbara White; Phyllis Ruguaru, DPW Office Manager.

Absent: Scott McIver.

1. Call to Order.

Chair Allen Reinhard called the meeting to order at 3:00 pm. He reminded participants that the session was being recorded. A roll-call of attendees showed that a quorum existed.

2. Public and Commissioner Comments.

There was no public comment.

3. Approval of Minutes from November 10, 2021.

Barbara White moved, Frances Karttunen seconded, and the Commission unanimously approved the minutes from the meeting of November 10, 2021. The vote was by roll call.

4. Approval of Lot Sales Since Last Meeting.

Allen Reinhard noted that there was one lot sale to approve, Joseph Chmielewski, Lot D-14, Polpis, and two to release, G-18 and G-19 from Tim Madden. He also reported on his message to the Tarlov family about placing a memorial for Mrs. Tarlov, mother to the correspondent, in the Quaker Cemetery. For the first item, he asked for a motion and Lee Saperstein moved approval of the Chmielewski sale, Barbara White seconded it, and the vote was unanimously in favor. For the Tarlov memorial, he has suggested to Scott McIver, who would engrave the stone, that the Commission is amenable to an addition to the existing stone or to replacing that stone with one that is sized for two named burials but is generally opposed to a second stone. Frances Karttunen and Barbara White disagreed and suggested that a second stone would be all right. Allen Reinhard said that he would get in contact with Mr. Tarlov to determine the family's wishes. The Commission agreed to refund the Madden family their purchase of the two lots. Lee Saperstein suggested that this action did not need a votable motion.

5. Polpis Cemetery Latest Developments.

Ken Beaugrand reported that there has been no formal action on the land swap at Polpis Cemetery. He notes that Town Counsel is reviewing the draft conveyance documents and working with Stephen Arceneaux on retaining a surveyor to complete the documentation required for this transaction.

6. Lot Sale Procedures and Forms Update.

Allen Reinhard reported that there has been a tremendous improvement in cemetery record keeping at the DPW and he credits Phyllis Ruguaru, Office Manager, with the improvements. All lot sales are now properly recorded in a data base and their paper work filed. She shared a short PowerPoint presentation of the modified procedures: attached. Lee Saperstein suggested that the new procedure flow chart reflect the Commission's action to review and approve lot sales. Phyllis Ruguaru agreed and will amend the chart.

7. Ledbetter/Swain Lot at Polpis, Gerhard Lot at Old North, Form for Ownership.

Allen Reinhard reported that he had e-mailed both the Ledbetters and the Gerhards to say that their ownership of their lots was confirmed and that each of these 10-ft by 10-ft lots could contain up to six inurnments. He thought that he and Phyllis Ruguaru could edit an existing ownership form that reflected the earlier sale to these families to present to them.

8. Monument Restoration Project.

Now that the survey of monument conditions in five cemeteries (Historic Coloured, New North, Newtown, Old North, and Quaker Cemeteries) is complete, which Allen Reinhard noted was done very thoroughly, the Town can expect an estimate of the cost to repair/restore damaged memorial stones. The Commission will, added Allen Reinhard, review the report and make a recommendation on the proposed work for restoration.

9. Cemetery Issues.

Allen Reinhard has spoken with Stephen Arceneaux, DPW Director, who said that there are work orders for maintenance at New and Old North Cemeteries. Allen Reinhard also asked that the DPW consider the work needed to inter the eight unclaimed cremated remains in the Clerk's Office. Frances Karttunen felt that it would be best if the eight burials could be done together so that some form of commitment could be done. Allen Reinhard will coordinate the grave digging and the installation of the memorial stones with Stephen Arceneaux and Scott McIver so that the urns can be placed during a commitment ceremony.

For the burial ground re-dedication and revealing of the new memorial stone at Quaise, Allen Reinhard said that he has asked Stephen Arceneaux to cut the brush and replace the fencing. Once that it is done, the Commission can make arrangements for the dedication. He felt that the signs at the parking areas may need to be replaced with ones that are more appropriate.

10. Old, New, and Other Business and Final Comments.

Allen Reinhard reviewed the Polpis lot numbers; 109 have been sold and 21 remain in inventory. These numbers emphasize the need to finish the land swap and lay out more plots.

Lee Saperstein reported that the Town Counsel wanted a brief summary of the regulatory changes for which the Commission is seeking approval.

11. Adjournment came by consensus at 4:15 pm.

Next regular meeting: Wednesday, January 12, 2022, at 3:00 pm by Zoom Video Conferencing. If regular face-to-face meetings resume, a notice will be sent with the agenda for the January meeting. The Zoom link remains the same.

Respectfully submitted: _____; Date: _____
Lee W. Saperstein, Secretary

Nantucket Cemetery Projects List.

Cemetery monument condition survey.
Consolidation of lots at Newtown Cemetery with recordable ground survey.
Split rail fence at Polpis Cemetery.
Survey to lay out additional lots at Polpis.
Toe and lot corner markers for new Polpis lots when laid out.
Dedication of new monument at Quaise Asylum Burial Ground.
Fencing at the Historic Coloured Cemetery.
Fencing and brush removal at New and Old North Cemeteries.



Town & County of
NANTUCKET, MA

Department of Public Works
CEMETERY PROCESSES OVERVIEW
Presented by Phyllis Ruguaru

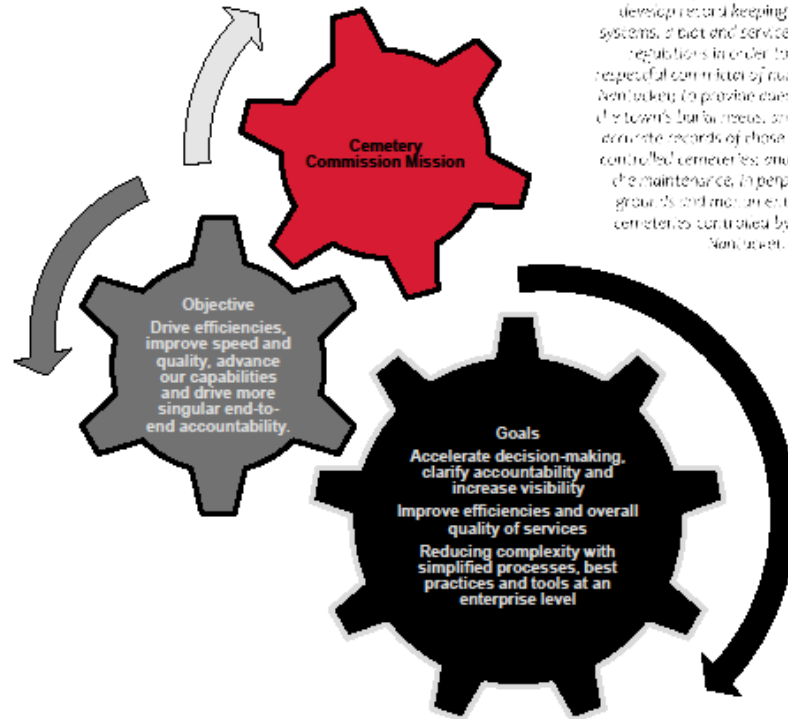


Agenda

- ❑ Objectives & Goals
- ❑ Process (Previous vs Current)
- ❑ Templates
- ❑ Next Steps
- ❑ Questions



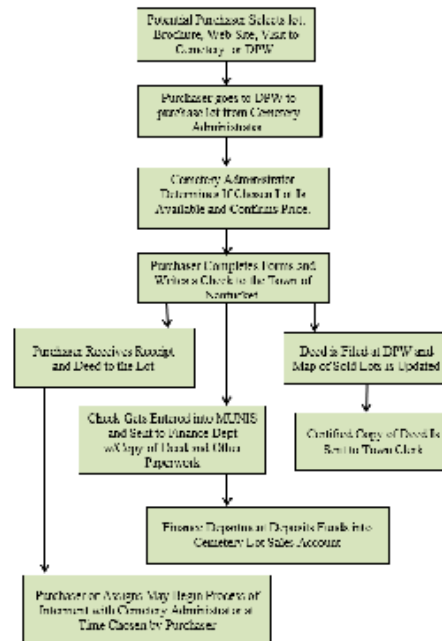
Objectives & Goals





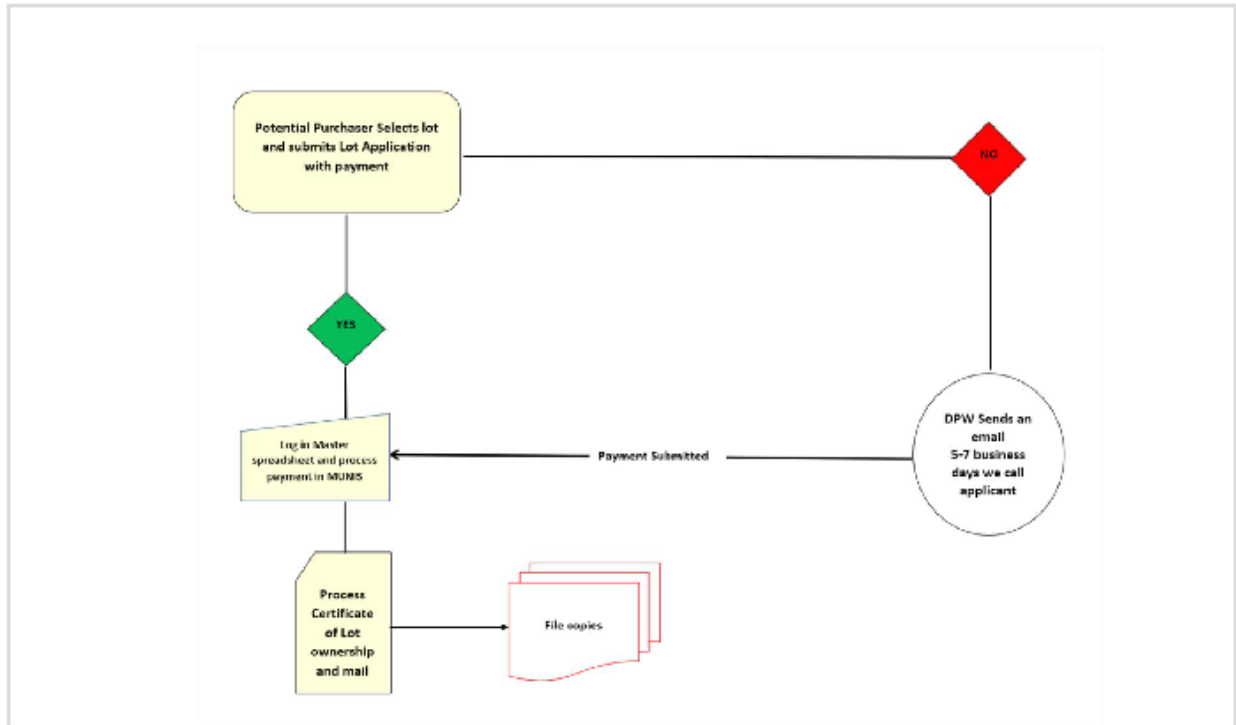
Processes (Previous vs Current)

STEPS TO PURCHASE RIGHT OF INTERMENT IN NANTUCKET CEMETERIES Draft of April 14, 2011





Processes (Previous vs Current)





Templates



Town of Montserrat - Department of Public Works
MUNICIPAL OFFICE BUILDING • 133 KINGDAKE ROAD • MONTSERET, MA 02534-FL (03) 228-7344

CEMETERY COMMISSION LOT APPLICATION

Name of Cemetery: _____ Lot #:

1. Applicant's Name:

LAST

FIRST

MIDDLE

2. Applicant's State:

STATE

CITY

ZIP CODE

Are you a Veteran? ☐ Yes ☐ No

E-mail:

Be it remembered and agreed by the undersigned of the professional meeting minutes:

☐ On-Island Address: _____

On-Island Phone Number: _____

☐ Off-Island Address: _____

Off-Island Phone Number: _____

Regulated Lot Size:

☐ Full Lot - Full Island and 7 Cemetery (10' x 10') \$1,000.00 Quantity: _____

☐ Partial Lot - The narrow strip (1' x 10') (1' x 10') \$500.00 Quantity: _____

For the purpose of this application I agree that the information given above is true to the best of my knowledge. I understand that the Cemetery is subject to the Cemetery Commission's rules and regulations and I agree to be bound by the Commission's rules and regulations and I agree to be bound by the Commission's rules and regulations.

Signed under the pain and penalty of perjury.

APPLICANT'S SIGNATURE

DATE

FOR CEMETERY COMMISSION

CEMETERY COMMISSION'S SIGNATURE

☐ APPROVED

☐ REJECTED

DATE



Templates

Phyllis Ruguoru

From: DPW
Sent: Sunday, December 4, 2021 1:04 PM
To: DPW
Subject: Lot Application Approved

Hello,
This email is to confirm that your Lot application was approved by the Cemetery Commission:

Name of Cemetery: Polak Cemetery

Applicant Name: Doe, John

Lot#: D-222 and D-223

To complete this process, please submit a payment of **\$1800** to the address below:

Make check payable to Town of Nantucket and include your lot # in the memo line. Mail payment or bring it to the address below

DPW
Attn: Lot Application
180 Madaket Road
Nantucket, MA 02554

If you have any questions, please contact us at

DPW Administration
508 228 7244

Thank you!



UNEDITED 15th day of November
2003 in the Town of MARIETTA,
Blount County



Templates



Town of Nantucket *Department of Public Works*

NANTUCKET OFFICE 100 MARCOMET AVENUE, NANTUCKET, MA 02554-1815 • Tel: 508/228-1100 • Fax: 508/228-1100

November 15, 2021

John Doe
60 Marcomet Ave.
Nantucket, MA 02554

RE: Lot F-100 Polpis Cemetery, Nantucket, MA

Dear John Doe,

Enclosed, please find the Interment Agreement Certificate for the right of interment in the Town and County of Nantucket, Massachusetts Polpis Cemetery.

Please retain the physical copy of this document in a safe place, such as a safety deposit box or a fireproof safe, as this is a permanent record.

Should you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Phyllis Reguero
Office Manager
Nantucket Department of Public Works
prraguero@nantucket-ma.gov



Templates



Town of Nantucket *Department of Public Works*
 15 LINDEN AVENUE • BUILDING 4 • 118 MAHASKET ROAD • NANTUCKET, MASSACHUSETTS 01904

CEMETERY COMMISSION REPLY REQUEST

Date:

Name of Cemetery:

Title:

Applicant's Name:

First

Last

Residential Address:

E-mail:

Mailing address:

Address:

Phone Number:

Reviewed and approved by Cemetery Commission.

CEMETERY COMMISSION SIGNATURE

DATE



Templates



Town of Nantucket - Department of Public Works
MUNICIPAL GOVERNMENT BUILDING • THE MAINTENANCE BUILDING • NANTUCKET, MASSACHUSETTS 02559-2000

CEMETERY COMMISSION MONUMENT INSTALLATION APPLICATION

The undersigned hereby gives permission to _____ (Monument Company)

Doing business at: _____ (Company address)

To erect a monument as described on this form and agree that the Nantucket Department of Public Works, Cemetery Commission shall have the right to refuse or remove said monument, if it does not conform to the Rules and Regulations as to the description as set forth below. All monuments must be approved by the Cemetery Commission prior to installation, and approval must be received by applicant prior to installation. The monument company will be responsible for installing foundation for all stone installations.

Cemetery: _____

I. Lot: _____

II. Grave #: _____

III. Grave Name: _____

IV. Length: _____

V. Width: _____

VI. Material: _____

Please attach personal monument inscription plan to form.

PERMITTEE'S SIGNATURE

DATE

PER CEMETERY COMMISSION

Cemetery Administrator:

SIGNATURE

DATE

DATE

Cemetery Commissioner:

SIGNATURE

DATE

DATE



Templates



Town of Nantucket Department of Public Works
MEDICAL OFFICE BUILDING - 101 SEABEACH ROAD - NANTUCKET, MA 02549-0001 254-7544

CEMETERY COMMISSION Order for Interment

Decedent's Name: _____

Date of Interment: _____ Time of Interment: _____

Lot Number: _____ ☐ New ☐ Reinterment ☐ Subsequent reinterment

Cemetery: ☐ Christian Cemetery ☐ Nantucket Island Cemetery ☐ Other: _____

Date of Death: ____/____/____ Place of Death: _____

Age: _____ Place of Birth: _____

Marital Status: ☐ Married ☐ Widowed ☐ Single ☐ Divorced

I hereby certify that I am the legal representative of the above-named Decedent and that this is your authority to make disposition of the remains of said Decedent as herein indicated. I hereby further certify that I am the legal right to make the interment and agree to hold the Town of Nantucket harmless and liability in respect of such interment and interment.

WITNESSED:

CEMETERY:

Witnessed by: _____

Date: ____/____/____

How this order for interment may be signed by the owner and the owner of the land on which the remains are to be interred is indicated below.

Official Use Received by: _____ Date: ____/____/____ Interment Type: ☐ Reinterment: ☐ Subsequent Reinterment: ☐ Other: _____ Signature: _____ Title: _____ Print Name: _____	Special Instructions Interment Status: This Interment Order is not considered authorized until the interment is confirmed by a member of the Town of Nantucket Cemetery Staff. Official Use: CONFIRMED WITH DATE: ____/____/____ BY: _____
---	---

Log for lot sales

The screenshot shows an Excel spreadsheet titled 'University of Phoenix, Inc.' with a 'Budgeting Worksheet' tab. The spreadsheet is organized into columns for the years 2014, 2015, 2016, and 2017. The rows are categorized into 'Revenue' and 'Expenses'. The 'Revenue' section includes 'Tuition', 'Books', 'Supplies', 'Scholarships', and 'Grants'. The 'Expenses' section includes 'Salaries', 'Benefits', 'Rent', 'Utilities', 'Insurance', 'Travel', 'Depreciation', 'Maintenance', 'Miscellaneous', and 'Total'. The 'Total' row shows the net income for each year, with 2014 being negative and 2015-2017 being positive.

	2014	2015	2016	2017
Revenue				
Tuition	1,000,000	1,050,000	1,100,000	1,150,000
Books	100,000	105,000	110,000	115,000
Supplies	50,000	52,500	55,000	57,500
Scholarships	200,000	210,000	220,000	230,000
Grants	150,000	157,500	165,000	172,500
Expenses				
Salaries	800,000	840,000	880,000	920,000
Benefits	100,000	105,000	110,000	115,000
Rent	50,000	52,500	55,000	57,500
Utilities	20,000	21,000	22,000	23,000
Insurance	30,000	31,500	33,000	34,500
Travel	10,000	10,500	11,000	11,500
Depreciation	10,000	10,500	11,000	11,500
Maintenance	10,000	10,500	11,000	11,500
Miscellaneous	10,000	10,500	11,000	11,500
Total	1,500,000	1,567,500	1,635,000	1,702,500
Net Income	-500,000	-517,500	-535,000	-552,500



Next Steps

- Cemetery Software - Help find companies that can meet your business needs
- Sharing lot information with Town Clerk Office
- Review spend YTD