

**NANTUCKET CEMETERY
COMMISSION
Posted Meeting of January 13, 2021, at 3:00 pm
Virtual Meeting via Zoom Video Conference**

DRAFT MINUTES FOR APPROVAL AND REVIEW

Attendance: Commissioners: Frances Karttunen, Scott McIver, Allen Reinhard (Chair), Lee Saperstein, and Barbara White; Staff: Hannah Nicolle, DPW. Attendance was verified by voice roll call and there was a quorum at all times.

1. Call to Order.

Chair Allen Reinhard called the meeting to order at 3:03 pm.

2. Public Comment.

None.

3. Approval of Minutes from December 9, 2020.

Barbara White moved, Frances Karttunen seconded, and the Commission unanimously approved the minutes from the meeting of December 9, 2020. The vote was by roll call.

4. Approval of Procedures for Lot Purchase, Monument Placement, and Inurnment.

Previously, Allen Reinhard had circulated the attached set of procedures for review by the Commission. He was seeking, now, Commission approval of the procedures. Lee Saperstein moved approval and suggested a minor formatting change: each paragraph have a subhead. Scott McIver seconded the motion and the Commission approved the procedures unanimously by roll-call vote. Hannah Nicolle agreed to insert sub-headings into the file copy of the procedures

5. Bench and Tree at Miacomet Burial Ground Surfside Entrance.

Allen Reinhard reported that he had gone out to Miacomet once again to look at the memorial bench that sits in front of the of the entry stone. He also looked at the plaque affixed to a nearby tree. The bench is attached firmly to the ground and cannot be moved casually. At this point, the Commission does not know who authorized the placement of the bench or to whom to turn to discuss moving it. Allen Reinhard asked Hannah Nicolle to research DPW records to see if she can find answers. He will send her copies of photographs of the bench and tree inscriptions. Frances Karttunen has information on the tree and bench that she received from Augie Ramos and will forward those to Allen Reinhard also. [Action: Allen Reinhard and Hannah Nicolle to assemble available records on the placement of the bench and tree.]

Lee Saperstein volunteered to re-examine the GIS map of the burial ground to see where the boundaries lie. It is possible that the stone and the bench do not lie within the boundaries of the burial ground.

6. Quaise Monument, location and signage.

When asked by Allen Reinhard about status, Scott McIver replied that the Quaise memorial stone, which lists all known interments, including the ten victims of the Quaise Asylum fatal fire, will be ready for placement in a few weeks. Allen Reinhard said that he had put a stake in the ground where he thought that it should go and asked commissioners to look at it and send him their opinion of suitability of location.

With respect to guiding signage, Allen Reinhard felt that the Town could approve a directional sign on the Polpis Road that said, "Historic Cemetery," similar to the one at the Historic Coloured Cemetery. He is still trying to reach the Nantucket Conservation Foundation for permission to put a small directional sign at the parking area on Altar Rock Road. Meanwhile, he will ask Ray Sylvia to make the signs in anticipation of approval for their installation. Hannah Nicolle asked Allen Reinhard to create an Action Item request so that a DPW work order can be created. She will also share the action item with the Traffic Safety Work Group for their consent to place a sign by the roadway. [Action: Allen Reinhard to create Action Item list; Hannah Nicolle to share with Ray Sylvia of the sign shop and the Traffic Safety Work Group.]

7. Pillars at Hospital Entrance to Historic Coloured Cemetery Installed.

Allen Reinhard reminded the commission that the granite pillars at the entrance to the Historic Coloured Cemetery from the Hospital parking lot have been installed. He said that he had taken a video of the walking route into the cemetery.

The visit to the Historic Coloured Cemetery raised the issue for Allen Reinhard of restoration of the monuments, there and at the other public cemeteries. He felt that the Commission needed to pursue a professional survey of monument conditions in anticipation of a contract to restore them. A complete survey can be used to estimate the cost of a contract and, when one is awarded, to monitor work done. Scott McIver offered to talk with Rob McNeil to identify potential companies. Scott McIver has the name of the company that did similar work for Prospect Hill. Barbara White asked if such a contract would cover the Quaker Cemetery in addition to the Historic Coloured Cemetery. A general response was that it might cover all public cemeteries. At a suggestion from Hannah Nicolle, Scott McIver said that he would e-mail Rob McNeil to get this search moving. [Action: Scott McIver will work with Rob McNeil to identify suitable monument restoration companies.]

In addition to the state of the monuments, Allen Reinhard talked about the split-rail fence around the Historic Coloured Cemetery and said that there is none parallel to Vesper Lane. All agreed that the entire cemetery should be fenced and brush cleared along the fenced boundary. Allen Reinhard added that the North Mill Street parking area needs to be trimmed so that cars can turn around in it. Hannah Nicolle offered to create a work order for brush clearance and fencing. [Action: Hannah Nicolle to create DPW work order for fence and brush cutting.]

8. Polpis Cemetery Update and Plan for Layout of New Lots at Polpis.

Allen Reinhard reported on Polpis Cemetery and said that there has been no progress in negotiating a land swap with the abutting owners. He proposed that we resume our plan to clear brush to the boundary of the cemetery and, then, lay out new lots on the cleared land. The DPW, Mo Moore, helped to establish the plan for brush and tree cutting and it is now time to effect it. Allen Reinhard added that he will keep Ken Beaugrand, who is pursuing an encroachment letter to be sent to the abutters, apprised of our actions.

When it is time to lay out lots, there is a need for more corner and toe markers. He asked Hannah Nicolle to research the purchase of these that was done some years ago. He also said that the Water Company surveyors have maintained their offer to help with the layout of new lots. Barbara While added that the delays have reached a point that we needed to remind everyone that there should be a sense of urgency in getting the work done. [Action: Hannah Nicolle to remind Mo Moore of the work to be done at Polpis; Allen Reinhard to talk with Ken Beaugrand.]

9. Commissioners Comments, Old, New and Other Business.

Frances Karttunen reported that Catherine Ruley, Perry Condon, Frances Karttunen, and Allen Reinhard removed four large bags of trash from the margins of the Quaker Cemetery on December 12, 2020.

10. Adjournment came by consensus at 4:00 pm.

Next regular meeting: Wednesday, February 10, 2021, at 3:00 pm by Zoom Video Conferencing

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

Procedure for Lot Purchase, Monument Placement and Inurnment

The Nantucket Cemetery Commission provides specific forms for purchasing lots in Town cemeteries, installing monuments and scheduling burials and inurnments. The purpose of these forms is to provide a permanent record of burials and inurnments in Town cemeteries for future generations. These forms are available by request through the Cemetery Administration at the DPW, 188 Madaket Road.

To purchase a right of interment/inurnment lot in a Town cemetery, contact the Cemetery Administrator at 508-228-7244 to request the proper form and schedule a time to meet at the cemetery to select an available lot. Once the form is approved by the Cemetery Commission, you will submit a check for payment. At that point a document will be issued and a permanent record of the lot sale made.

Once a lot is purchased and you wish to place a monument on the lot, you will need to request a Monument Approval application from the Administrator. The form requires the name of the cemetery, the lot number and a copy of the text to be included on the monument. Once the completed form is approved by the Cemetery Commission, installation of the monument may proceed. Monument requirements vary by cemetery. For example Polpis Cemetery requires all monuments be flush with the ground and have size restrictions.

Burial of inurnments or interments requires an Order for Interment form obtained through the Cemetery Administration. This form requires the decedent's name, the date and time of interment, the name of the cemetery and lot number, date of , age and place of birth of the decedent. Upon approval of this form, the DPW will make preparations for the lot to receive the remains. The information from this form will be recorded in Cemetery Commission records and with the Town Clerk as a permanent record for future generations.