



TOWN OF NAHANT
Greenlawn Cemetery
General Policy and Procedures

General

The Board of Selectmen shall exercise overall supervision of the activities of Nahant's Greenlawn Cemetery. The Selectmen, as a board, shall have final authority to set policy, rules and regulations, and related activities for the cemetery.

Town Administration

The Board of Selectmen conveys the general supervision, administration, and day to day operations of the cemetery to the Town Administrator, or his or her designee.

Conflicts/Resolution

Any problem, issue, and/or conflict with the policy, rules, or regulations that cannot be resolved by the Town Administrator shall be referred to the Board of Selectmen, who shall determine the proper course of action to address the problem, issue, etc.

Rules and Regulations; Conditions Specific to the Sale of Grave lot(s)

1. Lots in Greenlawn Cemetery shall be sold only for legal residents of the Town of Nahant except as provided in Section 5 & 6, and only for the following purposes and subject to the following Regulations, restrictions and conditions:
2. The Board of Selectmen, after approval of a request to purchase, shall, by any member of said Board, sign, seal, acknowledge and deliver in the name of the Town a deed, countersigned by the Town Clerk, conveying such lot in terms in conformity with these regulations and in the usual form of such instruments.
 - (a) The lot(s) of land shall not be used for any other purpose than as a place of burial for the dead; and all burials therein shall be under the personal charge and supervision of the Board of Selectmen or their designee.
3. Payment for a lot shall be made prior to and a deed delivered after any interment therein, provided however that the Selectmen may in exceptional cases waive the requirements of this section by a vote of the Board.
4. All deeds shall be recorded by the Town Clerk in a book kept for such purposes.

5. Lots shall be sold as follows:
 - (a) A lot of any regulation size for the immediate interment of the deceased. A second lot may be subsequently sold if necessary.
 - (b) With the approval of the Selectmen or Town Administrator, if in their opinion conditions warrant such action, a lot of not more than two graves may be sold for the immediate interment(s) of a child, parent, grandparent, brother or sister of the previously interred, while not a legal resident of Nahant. A second lot may not subsequently be purchased by the same person for a similar purpose.
 - (c) A one-grave lot for the interment of a living legal resident, without any requirement as to the time of its use provided the living legal resident has no wife, husband, child or parent living who could purchase a lot for such interment under the provisions of these regulations in the event of the living legal residents death; and provided further that the living legal resident is not already the owner of a lot with unoccupied grave spaces therein. If a lot purchased under the provisions of this sub-section (c) is used by the owner, without the consent of the Selectmen, for the burial of any other person, no other lot shall be sold to such owner for any purpose; and provided further, that if the owner of such a lot, which has not been used, subsequently applies for the purchase of a lot under sub-sections (a) or (b) of this section, he shall, before receiving a deed therefor, execute and deliver to the Selectmen, a deed conveying said one-grave lot to the Town and shall have deducted from the purchase price of said second lot the amount paid for said one-grave lot.
 - (d) Subject to the approval of the Selectmen as to the size and location thereof, a lot may be sold for use as a memorial to a legal resident or to a person born in the Town of Nahant, in the event of the death of such person at sea or through some other hazard, whereby the body is not to be buried.
 - (e) All cremains must be interred in a cremation lot unless a full lot is currently occupied by the immediate family or otherwise approved by the Board of Selectmen.
6. Suitable one-grave lots shall be sold or provided for the interment of persons dying within the limits of the Town, as required by law. The location of said lots shall be determined by the Selectmen.
 - (a) On a unanimous vote of the Board of Selectmen made on June 15, 2016, the Board of Selectmen, acting as the Cemetery Commission, voted to establish a policy prohibiting the installation of split vaults within the Greenlawn Cemetery.
7. No proprietor shall suffer the remains of any person to be deposited within the bounds of his or her lot for hire.
8. The size and location of all lots shall be as shown on the plan of the cemetery on file with the Board of Selectmen.
9. The purchase price of each grave lot shall be at the rate approved by the Board of Selectmen. A schedule listing the purchase price(s) and associated charges shall be attached to these regulations as an exhibit.

10. All burials shall be under the general supervision of the Town Administrator or an employee appointed to oversee the operations of the cemetery, to whom shall be paid such fee for opening a tomb, digging a grave, or assessments for additional services that shall be determined by the Board of Selectmen. A fee schedule and payment procedure shall be attached to these regulations as an exhibit.
11. The proprietor of a lot shall have the right to erect permanent commemorations to the dead (monuments, markers, cenotaphs, stones, etc.), subject to rules adopted by the Board of Selectmen. No tomb shall be allowed within the cemetery except by permission of the Board of Selectmen, and shall only be placed in such manner as said Board shall direct.
 - (a) Only one headstone will be allowed on each family lot.
 - (b) Flat markers: The maximum size of flat grave markers shall be as follows:

Single grave marker	30 x 12 x 4 inches
Two grave marker	48 x 12 x 4 inches
 - (c) Permanent commemorations will not be placed between December 1 and April 1, because of ground conditions during the winter months (markers may crack or break if they are placed during winter conditions). The Town may provide for reasonable alternatives to store commemorative markers during this time period, provided such storage space exists. Should weather conditions permit, markers, etc. may be placed, but this cannot be guaranteed, and is at the sole discretion of the person assigned to oversee the cemetery operations.
 - (d) Temporary decorations, flowers, etc. may be placed in accordance with the General Operating Plan of the cemetery.
12. If any commemoration, monument, effigy, cenotaph or other structure, or any inscription, is placed in or upon any lot which shall be determined by the Board of Selectmen to be offensive, or desirable or improper, they shall notify the proprietor to remove or correct the same. Upon said proprietor's failing to comply with the terms of such notice within a reasonable time, the Selectmen shall have the right, and it shall be their duty, to enter upon said lot with their agents and have the same removed.
13. To maintain the cemetery property for its purpose, the general scheme of its appearance and horticultural treatment shall prevail over possible individual preferences for the arrangements of the various lots. No fences or curbing shall be used to enclose or surround any lot. The Selectmen, who under the law have charge of the cemetery, shall decide the general scheme thereof in harmony with its present arrangement, and no trees or shrubs shall be cut or planted without their approval. They may at any time cause trees or shrubs to be set, moved or removed and paths to be altered, regraded or removed and also avenues, provided that no change of any kind shall be made which will curtail the rated grave capacity on any lot which has been sold.
 - (a) If any trees or shrubs situated on the said lot of land shall by means of their roots or branches, or otherwise, become detrimental to the adjacent lots, avenues or paths, or dangerous or inconvenient to passengers, it shall be the duty of said Board of Selectmen, and they shall have the right to enter into the said lot and remove the said trees and shrubs or such parts thereof as are thus detrimental, dangerous or inconvenient.
14. A general operating plan may be attached to this document as an exhibit. This operating plan may be amended without a formal vote of the Board of Selectmen so that. Responsiveness, flexibility And consistency in the daily operation of the cemetery can be maintained.
 15. Cemetery service includes: Opening lot
Closing lot

Removing old flowers
Graveside grass
Re-sodding or seeding
Cleaning and general maintenance of grave

All sales of lots include reasonable care.

16. A full schedule identifying the charges for the purchase of lots, and fees, assessments, etc. For activities of the cemetery shall be attached to this document as an exhibit. All charges, fees, assessments, etc. related to the cemetery shall be properly voted by the Board of Selectmen, and may be reviewed from time to time at the discretion of the Board
17. No money, gift, gratuity or favor shall be paid to any employee, official, or agent of the Town other than the charges, fees, assessments, etc. Approved by the Board of Selectmen. If gifts or gratuities are to be offered, they must be made through the Board of Selectmen at a public meeting, and properly accepted by the Board in accordance with current laws governing gifts and donations. Please call the Town Hall office if this procedure is unclear.
18. The lot(s) of land shall be held subject to the provisions of the laws of this Commonwealth in relation to cemeteries and cemetery corporations, and to all by-laws, rules and regulations made and to be made by the Board of Selectmen. The Town of Nahant hereby covenants to and with the said grantee, heirs and assigns, that the said Town is lawfully seized of the afore granted premises, and of the ways leading to the same, in fee simple; that they are free from all encumbrances; that the said Town has a right to sell and convey the said premises to the said grantee, heirs, and assigns forever.
19. These regulations, including any relevant attachments, exhibits, etc., shall become effective upon their adoption by the Board of Selectmen at a duly posted meeting, and after filing with the Town Clerk. Any and all modifications, updates, amendments, etc. Shall be handled in the same manner, except as stated herein.

Approved: December 19, 2019 Board of Selectmen

**Exhibit A
Greenlawn Cemetery
General Operating Plan**

Holidays

The key holidays we will target for special clean up and maintenance programs are:

Easter	Mother's Day
Memorial Day	Father's Day Veteran's
Day	Christmas

Annual Clean Up and Maintenance Schedule

During the course of the year, special effort will be made to effect a special cleanup of the cemetery starting approximately two weeks prior to the aforementioned holidays. Memorial Day is the exception. The Memorial Day maintenance program shall start approximately one (1) month prior to the date of the holiday. Public works employees shall be responsible for the cemetery care and maintenance programs.

Except as noted above, from the period starting April 1 through November 15, a full cleanup of the cemetery shall be conducted on or before the last Friday of each month. From Memorial Day to Labor Day, a weekly inspection of the cemetery shall be conducted, and maintenance performed as needed. American flags shall be displayed in the Veteran's markers for up to two (2) weeks after Memorial day and Veteran's Day.

The cleanup programs will include, but not be limited to: raking and grooming the grass areas; trimming the trees and bushes in and around the perimeter of the cemetery; working on the driveways and pathways; and general chapel maintenance. Individual lots shall be maintained as has been past practice.

Trash/rubbish receptacles shall be placed proportionately throughout the cemetery. Public works (cemetery) employees shall check and empty the receptacles and clean up the immediate area around the receptacles on a weekly basis during the period April 1 through Labor Day, and bi-weekly thereafter through December 1. From December 1 through April 1, public works shall check the cemetery weekly, remove rubbish and clean up the area as needed.

The public works employee assigned by the Town Administrator shall be responsible to follow these maintenance schedules and to enforce the rules, regulations and Selectmen's policies, etc.

Water will be available for use by the public from April 1 through November 15. From November 15 Until April 1, the water service will be winterized and not available to the public.

Final preparation of graves shall be completed within one (1) month from the date of burial, except as noted herein. From December 1 to April 1, the grave preparation will be completed as weather permits. During severe winter conditions, no preparation will be completed, but the Town will undertake final preparation of all new grave lots, not prepared because of the weather, between April 1 and May 1. Seeding or sodding the lots will be completed as weather conditions permit.

The cutting of grass and related trim work will be conducted as needed, and as permitted by weather conditions. The Town shall endeavor to keep the grass areas well-groomed and trimmed. Regular inspections of the cemetery shall be conducted to insure that this policy is upheld.

Cemetery General Rules

Cemetery hours: 7:00 a.m., until 8:00 p.m. Or until dusk, whichever is earlier. Special hours may be set by the Town Administrator for the holidays listed above and herein.

Town Hall office hours: The Board of Selectmen/Town Administrator's office at Town Hall, Nahant Road, shall administer all business related to the cemetery. Current office hours are:

Monday-Thursday 7:30 a.m. - 4:00 p.m.
Friday 7:30 a.m. - 12:30 p.m.

Traffic rules: The speed limit within the cemetery shall not exceed 15 mph. All vehicles shall stay within the driveways, pathways, or designated areas for parking. No motorcycles, motorbikes, or off-street vehicles of any kind are permitted on the cemetery grounds unless they stay within the existing driveways/pathways, or designated parking areas. Bicycles shall abide by the rules set forth for vehicles.

Purchase of burial lots (rights)/Cemetery charges (fees): All purchases of lots and payment of fees, charges, etc. Shall be made through the Town Hall office. No cash will be accepted by the Town for any fee or service. Returned checks will be subject to a charge established by the Town Collector. The Selectmen's General Policies and Procedures outline the process and conditions for the sale of lots.

Payment of money, fees etc.: No money, gift, gratuity or favor shall be paid to any employee, official, or agent of the Town other than the charges, fees, assessments, etc. Approved by the Board of Selectmen. If gifts or gratuities are to be offered, they must be made through the Board of Selectmen at a public Meeting, and properly accepted by the Board in accordance with current laws governing gifts and donations. Please call the Town Hall office if this procedure is unclear.

Cemetery Detailed Rules and Procedures

Office Procedures:

1. All fees or charges must be paid by check to the order of the Town of Nahant. All fees and charges shall be prepaid through the DPW office at Town Hall during normal business hours, or as otherwise directed if the office is closed.
2. All plots in the cemetery and all charges for making openings must be paid for before an interment takes place. Burial permits must be presented at the DPW office at the Town Hall before an interment takes place. Prior permission must be obtained from the Board of Health at the Town Hall before a body or the cremated remains are carried/transported in from outside the Commonwealth.
3. Interment or Removal Orders, furnished by the DPW office, must be filled in and signed by the owner of the plot, or his/her legal representative, before a grave is opened. However, when this is impossible because such person is absent from Town, electronic permission will be accepted in lieu thereof and the order must be presented at the office no later than 24 hours prior to aforesaid services.

Operating Procedures & Rules for the Cemetery:

1. Any person ordering an interment will be held responsible for any and all expenses resulting from said order.
2. All openings and all foundation work must be made and/or coordinated by the public works department.
3. No person or persons, firm, company or corporation shall bring into, or remove from Greenlawn Cemetery, any stone material, substance, article, merchandise, etc. Without the permission of the Board of Selectmen, or the Town Administrator.
4. Setting of monuments or memorials shall not be allowed on Saturdays, Sundays, or holidays, except by the special permission of the person in charge of the cemetery.
5. Flower beds will be permitted directly in front of monuments or memorials, not to exceed the length of the base of the monument or memorial, and not over one foot in width, and there shall not be any other flower beds allowed.
6. Temporary decorations such as potted plants, baskets, or other floral decorations placed on graves or lots for Memorial Day and the other holidays listed herein must be removed within fifteen (15) calendar days following the holiday. Failure to do so will result in same being removed by public works employees, as grass areas may be damaged if decorations stand too long in one place.
 - (a) Metal stands or similar holders may remain on site, as noted below.
 - (b) Decoration holders, metal or similar material, shall be removed from the individual grave sites between November 1 and May 1. The Town may remove those holders after November 1 without liability.
 - (c) Between May 1 and November 1, the Town may relocate holders in order to cut grass, perform maintenance or capital improvements, etc. The Town shall endeavor to replace those holders at the original location. Owners of the holders, decorations, etc. Should recognize the extent of work involved in the Town's clean up and maintenance programs prior to the holidays listed herein.
 - (d) Artificial flowers, rocks, glassware, containers, decorations or 'eternal lights' or other permanent structures, such as; benches and chairs are not permitted.
7. In relation to the above, shrubs and flowers, including funeral flowers left on graves or lots will be removed when they become withered or in any way objectionable to the appearance of the cemetery by order of the person in charge of the cemetery.
8. The public works department (Town) shall not be responsible for the disposition of any flowers or decorations placed on graves.

9. Debris, rubbish, wilted flowers and shrubs, or anything which would render unsightly the cemetery grounds, shall be deposited in the receptacles which are provided at convenient locations, or removed from the grounds if those receptacles are full or are not conveniently placed.
10. No person will be permitted to peddle flowers or plants or to solicit the sale of any commodity within the cemetery.
11. No signs, notices or advertisements of any kind will be allowed in the cemetery except those placed by the Board of Selectmen.

Approved by BOS on 12/19/2019

**Exhibit B
Greenlawn Cemetery
Fee Schedule-FY20**

New Full Grave:	\$ 1,500.00 each
New Cremation Lot (4):	\$ 750.00 each
Weekday Opening:	\$ 850.00
Weekend/Holiday Opening:	\$ 1,700.00
Weekday Cremation:	\$ 425.00
Weekend/Holiday Cremation:	\$ 850.00
Stone Prep:	\$ 100.00 each
Disinterment & Reinternment:	\$ 1,050.00
Disinterment & Removal:	\$ 800.00
Burial/Removal Permit:	\$ 10.00
Deed Recording:	\$ 5.00
Chapel Use for Funeral Services:	\$ 150.00

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