

**TOWN OF ENFIELD
MUNICIPAL CEMETERIES**

RULES & REGULATIONS

1. **DECLARATION OF POLICY.**

The Trustees of Cemeteries of the Town of Enfield hereby ordain that the following rules & regulations are hereby established for the proper operation and use of municipal cemeteries in the Town of Enfield. The Trustees of Cemeteries recognize that the municipal cemeteries are sacred grounds reserved as a final resting place for the people of the Town and desire to have the cemeteries maintained in the best possible manner and firmly believe that these rules & regulations are necessary for the protection of lot and grave owners, and for the proper conduct and good order of the cemeteries.

2. **APPLICATION OF THE RULES & REGULATIONS.**

These rules & regulations shall apply to any person, firm, corporation, association, club, partnership, society, or any other form of association or organization.

The Enfield Trustees of Cemeteries upon its own motion, or upon recommendation of the Town Selectmen, for good cause shown, may modify, suspend, repeal, or amend the provisions of these rules & regulations in whole or in part. It is the intent of the Trustees of Cemeteries that if any portion of these rules & regulations are held to be invalid or unconstitutional, such invalidity shall not affect the validity of the remaining sections or parts.

3. **GENERAL REGULATIONS.**

The following shall be the general rules & regulations for use of municipal cemeteries.

(a) **CONDUCT IN CEMETERIES.** No person shall:

- (1) Enter a cemetery except through an established gate or entranceway.
- (2) Deposit rubbish or debris on cemetery grounds, except in receptacles provided.
- (3) Pick or mutilate any flowers, either wild or domestic, or disturb any trees, shrubs, or other planted material.
- (4) Use the cemeteries as picnic grounds, or consume alcoholic beverages in a cemetery, or bring the same upon the premises.
- (5) Use any forms of advertising on cemetery premises.
- (6) Discharge firearms in any cemetery. This prohibition shall not apply to authorized volleys at burial services conducted by recognized military

organizations or associations of the United States.

- (7) In any way injure or deface any monument, stone, fence or other structure, property within any cemetery.
- (8) Allow any dog or other domestic animal to run at large within any cemetery.
- (9) Allow a child under the age of twelve (12) years in any cemetery unless accompanied by an adult.
- (10) Horseback ride within or through cemeteries expressly prohibited unless part of honor guard ceremony.
- (11) Hunt on cemetery property.

4. TRAFFIC REGULATIONS:

- (a) No persons shall operate or cause to operate any vehicle within a cemetery except on roads designed for that purpose, and no vehicle shall be driven at a speed in excess of five (5) miles per hour upon any roads within municipal cemeteries.
- (b) No persons shall enter any cemetery with a loaded truck, except the Grounds Keepers, unless permission has been received from the Trustees of the Cemetery or Grounds Crew.
- (c) No person shall unload any stone, dirt or other material from trucks in any cemetery, except the Grounds Keepers in the normal discharge of their work.
- (d) Any person operating a vehicle within any cemetery shall be subject to all of the traffic laws of the Town of Enfield and State of New Hampshire.

5. EXISTING CEMETERIES.

The following first eighteen named existing cemeteries shall be deemed to have been established as municipal cemeteries:

- | | | |
|------------------|----------------|-------------------|
| 1. Adams | 2. Burnham | 3. Butman |
| 4. Choate | 5. Countryside | 6. Enfield Center |
| 7. Follensbee | 8. George Hill | 9. Lakeview |
| 10. Lockhaven | 11. Marston | 12. Montcalm |
| 13. Morse | 14. Paddleford | 15. Purmort |
| 16. Small Shaker | 17. Town | 18. Whittemore |

MUNICIPAL, BUT NOT LOCATED.

- | | | |
|-----------|---------|---------|
| 18. Colby | 19. Day | 20. Fox |
| 21. Old | | |

PRIVATE AND NOT MAINTAINED BY TOWN.

- | | | |
|---------------|------------|---------------|
| 22. LaSalette | 23. Shaker | 24. Oak Grove |
| 25. Walker | | |

6. PURCHASE OF LOTS:

- (a) **CONDITION OF LOT PURCHASES.** Lots purchased in the laid out sections of cemeteries of the Town of Enfield shall be conveyed by special deed for burial purposes only, and shall be subject at all times to the provisions of the Town rules & regulations and applicable State Laws.

Lots at Lockehaven Cemetery will be sold as cremation only lots.

- (b) **PURCHASE PROCEDURE.** Lots in Countryside, Lakeview, or Lockehaven cemeteries of the Town of Enfield may be purchased at the Enfield DPW Facility located at # 74 Lockehaven Road. Contact William Shoemaker, Sexton

Lot purchases shall be evidenced by a deed prepared by the Sexton and signed by two of the three Trustees of Cemeteries. Such deed shall state the name of the purchaser, purchase price, amount paid, name of cemetery, lot number(s), grave number(s) and section in which located.

Emergency Purchase:

Perspective purchasers with the immediate need for a grave space may, for the purchase of that single grave, pay for it within a period of ninety (90) days subject to approval of one of the three Cemetery Trustees or the Town manager.

- (c) **LOT SIZE ESTABLISHED.**

Lot sizes for municipal cemeteries are hereby established as follows:

- (1) Each single grave = 4' X 11' or 44 square feet.
- (2) Single grave lot sections shall be established within cemetery areas for persons desiring single graves, and for the use of the Town for burial of indigent persons.
- (3) In the case of cremation interment, the following guidelines shall apply:
 - (i) Minimum purchase is one (1) grave space.

- (ii) Maximum number of cremation type interments shall be four (4) per grave space except in the case of combining full and cremation burials in which one full burial per grave will be allowed if done first.

(d) **RECORD OF CEMETERY LOT PURCHASE, AND BURIALS.**

The keeping of records of the cemeteries of the Town of Enfield shall be the responsibility of the Trustees. (The Trustees of the Cemeteries to receive copies of all sales, transfers and burials) from the Sexton within a period of five days after being executed. This includes all file cards showing burial information.

Copies of deeds and burial file cards will be placed in Trustees mail box at the Enfield Town office by the Sexton.

Original deeds conveyed for lot purchases shall stored in the Town Vault.

Burial information to be recorded in a file card system also located in the Town Vault.

(e) **TRANSFER OF LOTS.**

No transfer or assignment of a lot shall be made by any owner without the express approval by two of the Trustees of Cemeteries. Upon approval, the Sexton shall execute a Transfer Deed .and forward a copy to the Trustees.

A fee of ten dollars (\$10) is required by the Town to accommodate such deed transfers.

(f) **CHARGE FOR LOTS.**

The following price is hereby established as the purchase price, the full amount to go to the **CEMETERY MAINTENANCE TRUST FUND.**

EACH SINGLE FULL SIZE GRAVE LOT \$400.00
which includes general cemetery maintenance.

7. **CARE AND MAINTENANCE.**

The care and maintenance of lots shall include the mowing and trimming of grass at reasonable intervals, the raking and cleaning of lots, the grading and seeding of lots, maintenance of cemetery fences and gates, repair of grave markers* and the upkeep of drives and buildings.

*Only if no living owner or owners of Lot can be located.

Monuments which are tipped or not level due to improper installation are the responsibility of the lot owner to make arrangements with the monument company performing the original installation. If not possible, a private contractor may be hired to do the job.

8. **PLANTING TREES OR SHRUBS PROHIBITED.**

No trees or shrubs shall be planted in any lot in any municipal cemetery by any person or persons, except Grounds Keepers under the direction of the Trustees. Existing trees or shrubs may be removed by the Grounds Keepers if detrimental to the maintenance of lots. All natural flowers and plants shall be potted in containers readily movable for maintenance operations. Any plants or flowers permanently planted may be removed and disposed of by the Grounds Keepers. Flowers are to be set on one side of the monument (the side where the family name is engraved) and twelve (12) inches from the stone. Veteran's flags are to be set beside the monument.

9. **GRADING AND CARE OF LOTS.**

All grading of lots shall be done by the Grounds Keepers. No person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area. Only a licensed contractor shall discharge any chemical or organic fertilizer, herbicide or other substance on any lot.

10. **CEMETERY DECORATIONS.**

Cemeteries will be cleared of all decorations, including flowers, artificial or natural, on October 1st and may be replaced on May 15th of the following year. Any person wishing to retain their decorations, plants, flowers or pots (cement pots excluded) shall remove them prior to October 1st.

11. **CURBING AND FENCING.**

No curbs or fences shall be permitted around any individual lot or group of lots.

12. **MONUMENT AND MARKERS.**

All municipal cemeteries shall be permitted to have monuments, markers and corner stones of such dimension and material as shall be approved by the Trustees of Cemeteries. All reference to "Monuments" is to mean monumentation of a permanent nature that protrudes above the lawn surface.

The intent of this section is to allow only one (1) above ground monument per owner's Lot, (grave or group of graves). All cornerstones, grass markers, and markers shall be set flush with the lawn surface (so that no part shall protrude above the surface of the Ground).

In the event that the preceding rule is not observed, the Trustees of Cemeteries shall notify the lot owner, in writing, concerning the deficiency and advise a date corrective action must be taken, after which time the marker in violation may be pulled pending correct placement. Any work done by Grounds Keepers to correct above deficiency will be billed at \$50.00 an hour

13. **MONUMENT FOUNDATION AND MARKER SETTING.**

Foundations (sub-base) for monuments are to be the responsibility of the company installing the monument and shall be constructed of concrete. Corner Markers are to be

installed by the monument company at marks indicated by pins or wooden pegs placed by the cemetery Sexton or his assistants.

14. **BURIALS.**

No burial shall take place without a burial transit permit from the state where the death occurred. All conditions of laws and rules & regulations will be followed.

BURIALS ON SUNDAYS OR LEGAL HOLIDAYS not permitted.

15. **PREPARATION OF GRAVE.**

This shall be the responsibility of the funeral director handling the funeral and will include artificial grass, burial vaults and lowering device.

16. **WINTER BURIALS.**

The Grounds Keepers will open graves for burial from April 15 to November 15, weather and other circumstances permitting. In case circumstances are such that burial cannot be made, temporary interment shall be the responsibility of the funeral director.

17. **BURIAL RATES.**

The Town of Enfield burial rates shall be as follows:

Weekday Full Burials	\$250.00
Saturday Full Burial until 1 p.m.	\$350.00
Weekday Cremation Burial	\$ 75.00
Saturday Cremation Burial until 1 p.m.	\$125.00

18. **PLUS RATES.**

Overtime charges will be levied for any services the Grounds Keepers cannot complete by 3:00 P.M. on weekdays or 1:00 P.M. on Saturdays (\$50.00 per hour for each hour or part thereof.).

19. **TOWN NOT RESPONSIBLE.**

Neither the Town of Enfield, the Trustees of Cemeteries nor the Grounds Keepers shall be responsible for errors in location of graves on lots arising from improper instructions from persons making arrangements. In all cases, orders for grave openings shall be communicated to the Trustees of Cemeteries or Sexton in writing. Orders from funeral directors shall be construed as orders from owners.

20. **OUTSIDE BURIAL.**

In matters pertaining to burials coming into the Town from outside agencies, unless the exact lot and grave location is ordered with sufficient identification to the satisfaction of the Trustees of Cemeteries, the body will remain with the outside agency pending proper arrangements at family's expense.

21. **PERMANENT OUTSIDE CONTAINERS.**

In all interments, cremation or full, the remains shall be enclosed in a permanent outside container and shall be installed under the supervision of the Trustees of Cemeteries personnel. The owner of the lot or his agent shall provide the container. The following are considered permanent outside containers: concrete boxes with cover, copper or steel vaults, ceramic cremation urns, or any material made to withstand the elements of burial.

The Town of Enfield has no provision for entombment. Arrangements must be made through a funeral director.

22. **CARE OF LOTS.**

The monies from the sale of all cemetery lots sold after the effective date of these rules & regulations will go into a Cemetery Maintenance Trust Fund. The monies are used for care and maintenance of all municipal cemeteries or left in the Trust to increase the Trust Fund. (Burial and lot transfer fee costs are paid to the Town.)

23. **BURIAL OF INDIGENTS.**

The Town will provide space and maintenance of a section for single grave lots for burial of indigents. .

24. **PENALTY FOR VIOLATION.**

Unless otherwise provided by State law pertaining to cemeteries or burial of the dead, a maximum fine of fifty dollars (\$50.00) plus restitution of damages shall be imposed upon any person violating the provisions of these rules & regulations.

COUNTRYSIDE CEMETERY

The following addendum is specific to Countryside Cemetery

1. **HEADSTONES AND MONUMENTS.**

- (a) A permanent marker (headstone, monument or flat marker) is required within 6 (six) months of burial.
- (b) Headstones/monuments for a single grave site shall not exceed 30 inches width at the widest point and shall be centered on the gravesite.
- (c) Headstones/monuments for two adjoining grave sites may have individual stones as described above, or. A single stone not to exceed 52 inches in width at the widest point and centered from left to right, over two sites.
- (d) Headstones/monuments for three or four adjoining grave sites may have any combination(s) described above, or, a single stone, not to exceed 72 inches in width at the widest point and centered from left to right, over the expanse of the sites.

- (e) Bases for headstones/monuments shall be the responsibility of the company installing the headstones or monument..
2. CORNER STONES.
- (a) Corner stones are not allowed.
3. MARKER STONES.
- (a) A flat marker stone/foot stone, 1 foot by 2 feet, is required over each cremation site.
 - (b) The name, date of birth, and date of death shall be on the stone.
 - (c) The stone is to be placed, by the monument Company or funeral director, directly over the burial site. This is to be done under the supervision of the town sexton.
4. GRAVE CAPACITY.
- (a) One (1) full burial with up to four cremations above the full burial is allowed if the full burial is done first.
 - (b) If cremations are interred first, no full burial will be allowed after that.

Any exceptions to the above may be granted only with the written approval of the Cemetery Trustees.

**Revised June 9, 2011
Effective June 10, 2011**