

Centre Cemetery Rules (revised July, 2010)

Sanbornton Congregational Church, United Church of Christ, Sanbornton, New Hampshire

Preamble: These Centre Cemetery Rules will be reviewed annually by the Centre Cemetery Committee of the Sanbornton Congregational Church. If you have questions or comments, please write to: Cemetery Committee, Sanbornton Congregational Church, United Church of Christ, PO Box 126, Sanbornton, NH 03269. These rules were first approved by the membership of the Church on October 15, 2006. They were subsequently revised on August 20, 2007; December 6, 2008 and July 11, 2010 after membership approval.

Location: Centre Cemetery, West side of Tower Hill Road, Sanbornton, NH.

Governance: The Centre Cemetery is owned by Sanbornton Congregational Church, United Church of Christ. It was established in 1783 adjacent to the location of the original Meetinghouse. A Cemetery Committee is appointed annually by the Church Trustees and is responsible for the maintenance, enforcement of rules, and record management of the Cemetery. The Trustees manage all Cemetery funds and are responsible for setting maintenance standards for the Cemetery.

Definitions:

- Cremation: the process by which a body is reduced to ashes
- Cremains: human ashes
- Flat Marker: a flat stone set at ground level, marking a grave location, often inscribed with name and dates
- Gravestone or Tombstone: an upright stone usually inscribed with names and dates
- Monument: a pillar erected in honor of some person
- Grounds: perimeter walls, and all plots, paths and walkways located therein
- Plots: all full-body plots sold after 2006 are four feet by eight feet (4'x8'). For the purpose of preparing adjacent graves, additional margins shall be added to make each plot five feet by ten feet (5' x 10').
- Cremain plots are two and a half feet square (2.5' x 2.5') with no additional margin.
- Perpetual care includes seeding, fertilizing, and cutting of grass and other vegetation.

Information Management:

- All filing of required documentation regarding burials is the responsibility of the Plot owner. No interment (either of cremains or casketed body) will be made until a copy of documentation filed with the Town Clerk's Office is provided to the Cemetery Committee.

Environment Policy: Purpose: to create a safe, quiet, respectful, clean and attractive environment within and around the Cemetery grounds

1. The front gate on Tower Hill Road will be kept closed at all times to allow pedestrian traffic only, except as allowed in #2 below.

2. A hearse will be allowed on the grounds for an approved interment. All personal vehicles (motorized vehicles, bicycles, horses and other domesticated animals) are prohibited and are to remain outside the gates. An exception will be made for motorized wheelchairs.
3. No person shall gather flowers, either wild or cultivated, on the premises or remove, cut, break or mark any tree, shrub or plant other than as part of the maintenance function of the Cemetery Committee.
4. No person shall mark upon, deface or injure any monument or any other structure on the grounds.
5. Any person disturbing the quiet or good order of the grounds and surrounding area, by acts of, but not limited to, intoxication, loud noise, vandalism or disorderly conduct, will be subject to prosecution to the greatest extent of the law.
6. All gravestones shall have sufficient foundation to withstand weathering. Repairs to stones and markers will be the responsibility of the descendants/family members. When there is no known family/descendent, the Cemetery Committee will undertake the repairs to the best of its ability and affordability.
7. No stone, wood, metal, wire, hedge or other fence material shall be erected around any Plots. Any existing ones that are not properly maintained will be removed by order of the Cemetery Committee at the owner's expense.

Planting and Decoration Policy: Purpose: to create ease of maintenance in the Grounds plus a clean and natural appearance.

1. No shrubs, perennials or trees are to be planted on or around any plots.
2. If any plant becomes detrimental to the grounds for any reason, the Cemetery Committee will remove all or any part of it. Loose items such as dead plants and flowers, and any other item considered hazardous will be removed.
3. Bark mulch is not permitted.
4. Perimeter markers shall be flush with the ground. Markers which are placed above ground shall be considered hazardous materials.
5. All cut flowers placed on a burial site are to be removed within two weeks.
6. Artificial items, including flowers, signs, metal or glass items are not permitted.
7. Veteran or Fire Department flags or markers may be displayed between May 15 and December 1. They should be located as close to the monument or marker as possible.
8. Wreaths and other natural winter decorations may be placed on graves if fastened securely. Decorations are to be removed before March 1.
9. Granite benches may be placed on a plot under the direction of the Cemetery Committee. The size of the benches may not be larger than the size permitted for tombstones. i.e. 2.5' or half the width of the plot, whichever is greater.

Interment Policy: Purpose: to insure proper conformance with State and local laws and regulations as well as administration and maintenance of the site.

1. The cemetery is closed to interments from November 15 to April 15 of each year unless weather justifies an adjustment to the schedule by the Cemetery Committee.
2. Only human remains shall be interred in the grounds.

3. Before any interment, the Cemetery Committee shall be furnished with a permit, such as may be required by the Town of Sanbornton or the State of New Hampshire, together with a written order from the legal owner or their legal representative of the right of burial in the plot in which the interment is to be made.
4. All interments or distribution of ashes shall be made in compliance with state and local laws, and shall be recorded with the Cemetery Committee and the Town of Sanbornton.

Cemetery Management Policy Purpose: to maintain proper records and management of the site

1. The Cemetery Committee shall maintain a Master Plan, indexed by plot number, designating the owners of all existing plots (as of October 1, 2006) and indicating locations of proposed plots, to the best of its ability. This caveat is placed on this statement due to the age of the cemetery and the lack of complete records. All subsequent sales of plots shall be referenced by plot number
2. Purchase of plots must be made through the Cemetery Committee who will maintain a current map, registry of lots sold indexed by plot number as well as by owner's name, and a record of fees paid.
3. Plots, whether for full-body or cremain interment, shall be offered for sale as single or family plots (two or more contiguous plots) depending on availability
4. Upright gravestones may be erected on full-body plots as well as flat markers and headstones at ground level.
5. Not more than one casketed body shall be interred in a full-body plot
6. Plots that are designated for the interment of cremains shall be sold subject to availability and have only one flat marker for the site. A maximum of 2 cremains in urns may be placed in one 2.5' x 2.5' plot and all cremains must be at least 18 inches below ground. Only one flat stone marker may be placed on the plot.
7. Up to 6 cremain urns may be interred in a full-body (4' x 8') plot so long as the plot does not contain a casketed body.
8. One vertical marker and up to two flat markers are allowed on a single 4x8 foot plot. Monuments, headstones and benches shall have sufficient foundations to prevent cracking or sinking. Maintenance and repair of the headstones or other monuments is the responsibility of the family or descendent. The New Hampshire's Old Graveyard Association can provide information on how to best maintain the stones and gravesites. If a plot owner wishes the Cemetery Committee to arrange for the repair of a site, the Cemetery Committee will assess the potential cost and advise the plot owner of estimated costs for repair.

Cemetery financial arrangements: The Sanbornton Congregational Church, United Church of Christ has no obligation to assign interment rights to any person or persons, but has the right to do so at the established rates set by the Trustees of the Church and in keeping with the regulations of the State of New Hampshire and Town of Sanbornton.

1. The Cemetery Plot prices:
 - For a 4' x 8' lot: \$500.00 (\$150 for the site and \$350.00 for perpetual care.)
 - For a 2.5' x 2.5' lot: \$300 (\$ 100.00 for the site; \$200 for perpetual care).

The above rates are subject to change without notice by the Church Trustees but not more frequently than on an annual basis. Perpetual care fees cover the cost of seeding, fertilizing, and cutting of grass and other vegetation

2. A legal representative of the person assigned the interment right may sell back its plots to the Sanbornton Congregational Church, United Church of Christ, at the price it was purchased but will not be reimbursed for amounts relating to perpetual care.
3. No more than 4 contiguous lots may be purchased by one family or individual. The family/individual will be responsible for all costs associated with burial arrangements as well as the purchase of plots.
4. The Cemetery Committee maintains the grounds to a standard set by the Church Trustees based on affordability, appearance and environmental factors.

Centre Cemetery Burial Procedure:

1. If an individual or family wishes to acquire the rights for burial in Sanbornton Centre Cemetery, contact the Chair of the Centre Cemetery Committee by writing to the address provided in the Preamble.
2. Upon completion of the transaction, an individual or family will be issued a Certificate from the Church which will indicate that the individual or family has interment rights at a specified location.
3. To make arrangements for a burial, contact the Cemetery Committee, who will provide the following information:
 1. The requirement that the Town of Sanbornton to receive appropriate documentation;
 2. The contact name of a contractor who will make arrangements for opening and closing a plot. Sites for urns may be hand-dug at the family's discretion; however they must comply with all local and state regulations.
 3. The contact information for the Pastor of the Sanbornton Congregational Church or the Deacons to conduct a Memorial Service if appropriate or requested;
 4. Confirmation as to the location of the plot. This will require a meeting with a representative of the Cemetery Committee so as to work out the exact location and appropriate positioning for any headstone or marker.