

**Sanbornton Congregational Church, United Church of Christ  
Centre Cemetery Rules  
Opposite 63-65 Tower Hill Road,  
Sanbornton**

Effective Date: October 15, 2006  
Revised: August 20, 2007, December 1, 2008, July 8, 2020

**Preamble:** These rules were discussed and approved by the membership of the Church on October 15, 2006 and refreshed in August, 2007, December, 2008 and July, 2020 to reflect the fee schedule as passed in 2020. Any substantive modification to these rules will be brought by the Centre Cemetery Committee to the Church Council and Church members for discussion and approval. Reviews of the rules will be made at least one time per year.

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

**Ownership:** 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 church building. A Cemetery Committee is appointed annually by the church Trustees and is responsible for the maintenance and record management of the Cemetery. All funds are managed by the Trustees through the Treasurer and reported annually to the membership. Correspondence should be addressed to: Cemetery Committee, Sanbornton Congregational Church, United Church of Christ, PO Box 126, Sanbornton, NH 03269.

**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
- Corner Markers: Usually 6" x 6" or 8" x 8" made of stone that identifies the plot location
- Monument: a pillar or statue erected in honor of some person or event
- Grounds: all plots, paths and walkways located at the Cemetery location
- Plots: all plots are a set size of four feet by eight feet (4'x8'). For the purpose of digging adjacent graves, an area shall be added around the Plot size to make the area five feet by ten feet (5' x 10'). This is the same for family plots as well.

**Information Management:**

- All filing of required documentation regarding the burial of persons in the Cemetery is the responsibility of the Plot owner. No burials or interments will be made without the provision of documentation which has been filed with the Town Clerk's Office. *(See Addendum on current State Regulations)*

***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 for pedestrian traffic only, except as allowed in #2 below.
2. 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, monuments, corner markers, etc. that are placed within the Cemetery must have a good and sufficient foundation to withstand frost heaving and the environment. Repairs to the stones and markers resulting from environmental factors will be the responsibility of the descendants/family members when possible; otherwise the Sanbornton Congregational Church 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 a plot or to the grounds for any reason, the Cemetery Committee will remove any or all of it. Loose items such as dead plants and flowers may be removed during maintenance cleanups. Any other item considered hazardous to the mowers and trimmers will be removed during routine maintenance.
3. Bark mulch is not permitted.
4. Perimeter markers shall be flush with the earth so that a mower can clear them without adjustment. Any found too high shall be removed as hazardous materials.
5. Cut flowers must be placed within the plot within one foot of gravestone or headstone during a burial ceremony and shall be removed after two weeks of the interment. Flowers not removed within two weeks of interment shall be removed by the Cemetery committee.
6. The placing of any artificial items, including flowers, signs, metal or glass containers is not permitted and may be removed by the Cemetery Committee.
7. The placing of small flags or other Veteran or Fire Department markers on graves is allowed with the understanding that the Cemetery committee will have

- the right to remove them at any time, if necessary. Such flags should be placed against the tombstone base or marker, or if possible, placed in pre-drilled flag-holes located on or within the headstone of the plots.
8. Christmas wreaths and other natural wintertime decorations may be placed on, or immediately in front of the headstone or gravestone, and secured in such a way as to not be blown away by wind or weather. The owners shall remove all Christmas decorations before March 1 of each year.
  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.

***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 1 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 completed Plot Application available through the Cemetery Committee from the legal owner or the legal representative of the right of burial in the plot in which the interment is to be made. Additionally, for existing Plot Owners, the issued PLOT CERTIFICATE shall be surrendered to the Cemetery Committee for reissue.
4. All interments or distribution of ashes shall be made in compliance with the State and local laws and shall be recorded with the Cemetery Committee and the Town of Sanbornton.
5. All cemetery plots purchased shall have corner markers installed, at the owner's expense within one (1) year of purchase. Because of the irregularity of this Cemetery, corner markers are required to identify individual plot boundaries.

***Cemetery Management Policy***

***Purpose: to maintain proper records and management of the site***

1. The Cemetery Committee shall maintain a Master Plan, indexed by Section, designating the owners of all existing plots 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 Section Letter only.
2. Purchase of plots must be made through the Cemetery Committee who will maintain a current map, registry of lots sold indexed by Section as well as by owner's name, and a record of fees paid.
3. Plots 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 Plots as well as flat markers and headstones at ground level.
5. Up to 6 cremains in urns may be interred in plot so long as the plot does not contain a casketed body. If a casket is in the plot, up to four additional cremains

in urns may be buried between 18 and 24 inches below the ground, if the site permits and the casketed body is well below that depth.

6. Plots with cremains and a casket may have three markers: two flat ones and one vertical one or three flat ones. No markers (vertical or flat) may be wider than 2.5 feet or half the size of the plot whichever is greater.

### ***Cemetery fees and charges:***

1. The Sanbornton Congregational Church, United Church of Christ has no obligations 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.
2. No more than 4 contiguous lots may be purchased by one family or individual.
3. The Cemetery Plot prices:  
For a 4' x 8' lot: \$550.00 (\$150 for the site and \$400.00 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.
4. The owners of rights of burial or their heirs shall not grant, sell, alienate or convey the said exclusive right of burial to any person(s) without the approval of the Cemetery Committee. A Transfer Form can be found on the reverse of the Plot Certificate. New owners will be required to pay additional charges (if the fee schedule has been modified) to bring the rates up to the current rate for both the plots and perpetual care costs.
5. The 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.
6. Correct documentation must be presented to the Cemetery Committee prior to any interment.
7. Maintenance and Perpetual Care
  - The Cemetery Committee is responsible to make sure that the grounds are maintained to a standard set by the Church Trustees.

The Trustees of the Church are responsible for managing the Perpetual Care funds

### NOTES:

1. Lots are 4x8 feet but the Cemetery allows for the dimensions of 5x10 feet in order to ensure adequate access to each site.
2. It is important to have the proper foundation for headstones, foot-stones, corner markers and benches as the ground does heave which can crack stones, cause sinking of markers, etc.

Perpetual care includes the seeding and fertilization of grass, the cutting of grass on Plots, the raking and cleaning of the plots, and occasional pruning and trimmings of vegetation. Maintenance and repair of headstones or other monuments for any reason is

the responsibility of the Plot owner. The New Hampshire's Old Graveyard Association can provide information on how to best maintain the stones and gravesites. If an owner of a Plot wishes the Cemetery Committee to arrange for the repair of a site, the Cemetery Committee will assess the potential cost and get quotes if needed and advise the Plot Owner of estimated costs for repair.

#### Sampling of State of New Hampshire Regulations (for informational purposes only)

**290:3 Burial Permits, Obtaining.** –It shall be the duty of the funeral director, next-of-kin as defined in RSA 290:16, IV, or designated agent under RSA 290:17 to add to the death record the date and place of burial, and having certified the same by hand or other approved electronic process, to forward it to the division of vital records administration or as otherwise directed by the registrar of vital records, and to obtain a permit for burial from the division of vital records administration in accordance with RSA 5-C:67. In case of a contagious or infectious disease the record shall be completed and transmitted immediately.

**290:2-a Release of Body.** –No dead body of a human being shall be removed from a hospital, a nursing home, a private home served by a home care provider licensed under RSA 151, or a hospice without a pronouncement of death certified by hand or other approved electronic process by a physician or a registered nurse in accordance with RSA 290:1-b, including the time and date of death. Whenever a contagious disease is involved, the death record shall so state before the body shall be released from the facility.

**290:4-a Record of Interment Date.** –In any case in which the town where the death occurred and the town of residence or burial is different, the burial permit shall indicate the actual date of interment where the dead body is stored in a tomb or vault prior to burial.

**290:13 To Another Town** Any body for which a burial or removal permit has been secured, in accordance with the provisions of this chapter, may be taken through or into another town for funeral services without additional permits.

**290:11 Release; Transfer of Body; Liability Limited.** –

I. No dead body of a human being may be released or transferred from any residence, hospital, or other facility to any person other than a funeral director or designee, or to the next-of-kin as defined in RSA 290:16, IV, or designated agent under RSA 290:17 who shall be responsible for the completion of forms as required by RSA 290:12.

II. The body of any deceased person may be transferred to another town for preparation or for burial or cremation only under the direction of a funeral director, next-of-kin, or designated agent; provided that death was not sudden, or the result of violence, and provided that such body shall be returned to the town in which death occurred within 36 hours, or a permit for permanent removal, as required by this chapter, has been secured within that time.

III. Any person or institution releasing a body pursuant to this chapter shall be held harmless against and shall not be liable for, any harm, loss, cost, injury, damage, or claim of any kind whatsoever incurred by any party in connection with the release of the body.