

Cemetery Commission minutes April 17, 2020 Town Offices

10:00 am In attendance, Polly Freese, Ethel MacStubbs, Bridget Howell

1. Meeting called to order at 10:20.
2. Approval of Feb 28, 2020 minutes. Bridget moved, Ethel second. All in favor.
3. Budget for 2020 viewed. Andrew Grant cut fallen limb in Cemetery 3. Bill was \$250. Money will come out of item 4195-06, landscaping maintenance. There was \$60 invoice paid for professional development (\$20 per person. Under item 4195-01.
4. Discussion of COVID-19 policy for Cemetery. Trustees agreed interments and committal services are allowed if the COVID-19 rules for distancing and small group size limits are observed. After review of Monadnock Ledger article (brought in by Polly) and others, the Trustees decided to adopt policy set forth in Attachment A. Moved by Ethel, seconded by Polly. All in favor.
5. Posting of COVID-19 policy. All agreed it should be in Post Office, Town Offices and on Library Kiosk. Discussion of affixing to shed in Cemetery 3. Ethel moved question, Bridget seconded. Bridget and Ethel voted yes, Polly no. Motion to post on shed passed.
6. Polly will get estimate from Andy Grant on trimming maple trees. Will come out of Cemetery Trust Fund.
7. Polly received call asking about propriety of fir tree sapling in MacAdam plot near headstone. Ethel explained it spontaneously germinated and she will prune to size of shrub. Ethel recused herself from decision. Polly and Bridget agreed that this issue comes within R and R language under paragraph No. 2 of Plantings and Decorations, which gives discretion to Trustees make decisions about pruning and planting. Polly and Bridget agree the sapling can stay "as is" for now, and Trustees will monitor the situation.
8. Re: McLIne plot. Polly received phone call from woman related to ability to bury relative on McLIne plot. Polly asked for more information to ascertain if that would be within Rules and original purchase terms. Trustees agree we cannot give answer to inquiry until more information is obtained.
9. The following changes to the Rules and Regulations were unanimously agreed upon by the Trustees:
 - a) It was agreed that since the Rules DO allow artificial flowers, with conditions, that the artificial flowers provision should be omitted from its current position as NO. 1 in the "Specifically Prohibited" section and inserted as Paragraph 3 in "Plantings & Decorations", with minor wording changes requiring the flowers be placed near the headstone.
 - b) Paragraph 3 in Planting and Decorations, relating to prohibiting curbs, hedges, fences or similar borders will be inserted as No. 1 under the section titled "The Following Are Specifically Prohibited".The Rules and Regulations, as amended, are set forth as Attachment B to these minutes.
10. By unanimous vote, Bridget Howell is elected Secretary. Meeting adj 11:40.
Attachment A

COVID-19 RELATED PROCEDURES FOR TOWN OF FRANCESTOWN CEMETERIES

The three town cemeteries will remain open, in accordance with existing rules. However to promote the safety and well-being of all we require everyone to follow the guidelines established by the CDC and COVID-19 orders issued by Governor Sununu. Links to information as to government COVID-19 guidelines and orders are on the Town website.

Thus, we require everyone to keep a 6 foot distance between themselves and others. No groups of 10 or more people are allowed.

Interments and committal services will be allowed. However, we require groups be limited to not more than 9 people and stand at the recommended safe distance.

No military funerals or honors will take place during this time, consistent with the Procedures of the NH State Veterans Cemetery.

This policy shall be in effect during the period the applicable Orders and Guidelines are in effect.

TOWN of FRANCESTOWN

CEMETERY RULES AND REGULATIONS

The Rules and Regulations are for the mutual protection of the Town, Cemetery Trustees, Cemetery Deed-Holders and the general public. They may be amended or repealed from time to time as circumstances demand. These provisions supersede and previous rules, regulations, ordinances or policy statement concerning cemetery management.

GENERAL INFORMATION

1. The cemeteries are open from sunrise to sunset. They are closed for burials and vehicles from the first snowfall to a time in the spring when the Trustees and the Sexton determine the roads are firm enough for vehicular traffic.
2. Littering of any kind on the cemetery grounds is prohibited.
3. Animals are permitted on leash and under control. Owners are responsible for waste matter removal.
4. Grading, sodding, seeding, mowing, fertilizing and filling in lots by anyone other than cemetery employees is permitted only by the approval of the Trustees. Any concerns by the deed-holder(s) regarding the appearance of their lot may be brought to the attention of the Cemetery Trustees.
5. In all matters not covered by the Rules and Regulations, the Cemetery Trustees reserve the right to act in the town's best interest.

DEED HOLDER

1. The purchase of a burial lot grants the deed holder the right of burial for him, herself, family and heirs, and for no other purpose. The deed holder(s) will specify in writing who may or may not be buried in his/her lot.
2. A deed holder wishing to allow the burial of bodies other than those already Specified to the Trustees at the time of purchase, shall present a signed statement for approval and record purposes.
3. If the deed holder dies intestate, or if no provision is made in the final will for disposition of lot upon death, the interest in such lot shall descend in accordance with the provisions of the laws of the State of New Hampshire.
4. A deed holder cannot sell a lot privately. The Town of Francestown can be the only buyer and the amount paid will be the price for which the lot was originally purchased.

DEFINITIONS

1. LOT: The space required to accommodate an adult interment approximately 4 x 10, and will accommodate up to four cremains 4 x 5.
2. PLOT: Shall apply to two or more lots.
3. MONUMENT: A headstone of approved material that extends above the surface of the ground.
4. MARKER: A memorial that lies flush with the ground.
5. LOT MARKER: A device used by the Sexton to locate corners of the lot.
6. CORNER POSTS: The owner will have four by four by six (4x4x6) granite posts placed flush to the ground as marked by the Sexton to the dimensions of the owners' lot. This must be done as soon as possible after the purchase of the lot.
7. DEED-HOLDER(S): A person or persons who hold deeded interment rights, by purchase or inheritance.
8. INTERMENT: The permanent disposition by burial of the cremains or body of a deceased person.

MONUMENTS & MARKERS

1. One monument only, may be placed on a lot. Its foundation, or permanent base will be at least equal to the width and length of that monument and with the 18" in depth.
2. There shall be one monument at the head of a cremains lot. It may bear as many names as those buried, or multiple markers are allowed.
3. Monuments, memorials and markers are to be durable natural stone or bronze. No wood, limestone, sandstone, cement or metals, other than bronze, are allowed.
4. All markers and cornerstones shall be level with the surface of the ground.
5. Monuments, markers and cornerstones must be erected within a year after burial.
6. The placement of monuments, memorials and markers will be under the supervision of the Cemetery Sexton.
7. A military marker shall be placed at the head of the grave if there is to be no monument.

BURIALS

1. Prior to any burial, the Funeral Director will supply the permit along with the proper fees to the Sexton.
2. Prior to any burial, the Town Clerk or Sexton will contact a member of the Cemetery Trustees.
3. The Town Clerk and/or the Cemetery Trustee shall not be responsible for any interment orders given orally or by telephone.
4. Caskets shall be interred in a sealed cement vault or non-perishable material. Infants may be buried in a fiberglass container or vault.
5. Interment shall be conducted by a Funeral Director or Sexton.
6. Only the remains of a human being shall be interred in the cemetery.
7. Double-deep burials are not permitted, nor shall the burial of more than one person be in one grave except in the case of a mother and infant or two infants.
8. Burials on a holiday are prohibited, except in cases of emergency.

9. Once a casket containing a body is within the confines of the cemetery and prior to the ground being filled in, no one shall be permitted to touch the body without the consent of a legal representative or family member present.
10. In the case of an indigent resident of the town, a single grave and placement marker shall be provided and the Town shall cover the cost of the interment.
11. Disinterment or removal of the remains of any body will be permitted only under the following conditions:
 - a. In the presence of the Sexton and with approval of the Cemetery Trustees.
 - b. With a permit required by the laws of the State of New Hampshire.
 - c. A written consent of the deed-holder, his/her heirs or designated member of the family.
 - d. Payment for any work by the Sexton or other necessary charges will be made in advance.

CREMATIONS

1. All burials will take place after the Cemetery Trustees have been informed of the pending burial. The Trustees will confirm the location and the certificate of cremation will be presented to them at the time of the burial.
2. One 4' x 5' lot may hold four cremations. The ashes of two persons may be commingled in one container.
3. Cremations may be buried either in a vaulted urn, in a container or directly into the earth.
4. Location of cremations buried will be recorded by the Sexton for the Cemetery Trustee records.
5. A cremation may have one headstone and/or two flat markers.

GREEN BURIALS

1. Green burials are allowed in Cemetery #3 with an inverted sealed cement vault or non-perishable material over the body.

PLANTINGS & DECORATIONS

1. In-ground planting of flowers is permitted around the immediate base of the monument or marker and will not extend 15" beyond the face. Plantings will be the responsibility of the family or deed holder. Where unattractive growth occurs, the Cemetery Trustees reserve the right to trim or remove the plants.
2. Deed holder or family will consult with the Cemetery Trustees if they wish to plant a slow, low-growing shrub. Any trees or shrubs planted before January 2004 may remain until they encroach upon other lots. The Cemetery Trustees reserve the right to prune, trim or remove such plantings, as it deems necessary.
3. Artificial flowers or plants are allowed. However, they must be placed up against the headstone, because wires and/or plastic used in them become deadly projectiles if hit by a mower and could lead to injuries.

4. All summer plantings must be removed or cut back by fall of each year.
5. Christmas decorations must be removed by April 1st each year.
6. Funeral flowers will be removed within ten days following a burial by the Family or if they so wish, by the Cemetery Trustees.
7. Containers are available by the Cemetery shed for disposal of refuse. Please use.
8. The Town is not responsible or liable for the loss of flowers or decorations.

THE FOLLOWING ARE SPECIFICALLY PROHIBITED:

1. Curbing, hedges, fence or similar enclosures on or around any plot or lot.
2. Any gravel on a plot or lot.
3. Ornaments, toys, boxes, whirly-gigs, balloons, statues, mugs and similar memorabilia.
4. Glass or china as flower containers.
5. The State of NH Department of Fire Safety prohibits Sky Lanterns.

SEXTON'S DUTIES

1. Preparation and closure of all burials, both full casket and cremains.
2. Records of burial to be placed with a Cemetery Trustee, or placed at the Town Office, on the day of burial.
3. Burials are usually permitted between the hours of 10am and 4pm. Special arrangements may be made to select time other than those specified above.
4. Notification given to a Cemetery Trustee of any impending burial.
5. A copy of the Cemetery Rules and Regulations given to Undertakers and a family member of the deceased prior to the burial.

The Cemetery Trustees have the right and responsibility to remove, without notice, these and any other articles that seem inappropriate, improper, unsafe or detrimental to the maintenance and/or general appearance of the cemeteries. Items will be held for one month in the shed at #3 Cemetery where they can be collected upon notification to the Trustees.

Revised April 17, 2020.

Revised by the Cemetery Trustees

Polly Freese 547-6631 Ethel MacStubbs 547-2795 Bridget Howell 893-4931

Town Office 547-3469