

Maplewood Cemetery

HUNTINGTON, VERMONT



RULES OF OPERATION HANDBOOK

ADOPTED BY THE
HUNTINGTON CEMETERY BOARD OF TRUSTEES

JULY 2000

REVISED DECEMBER 2012

Huntington is home to three cemeteries managed by the Town of Huntington Cemetery Board of Trustees.

Two cemeteries - Huntington Center Cemetery and the Hanksville Cemetery - are inactive.

Maplewood Cemetery is the town's active cemetery.

Vision Statement of the Huntington Cemetery Board of Trustees:

The Town of Huntington Cemetery Board of Trustees will provide a well-maintained setting for the interment and commemoration of the dead and for the comfort and inspiration of the bereaved and the general public. The Trustees will strive to accommodate the desires of families and individuals within the Town's Cemetery rules adopted for the operation of Huntington's Cemeteries. The Cemetery Board of Trustees pledges to provide compassionate and efficient service in a manner that respects human dignity.

Huntington Cemetery Trustees

Rules of Operation

Hours and Season of Operation

Maplewood Cemetery, the Huntington Center Cemetery and the Hanksville Cemetery (Buels Gore) shall be open from dawn until dusk (or 8 pm) generally from May 1st through November 2nd, and after November 2nd as weather permits.

All persons shall leave the cemetery grounds at closing time.

Enforcement of Regulations

All persons, vehicles, funerals and works performed within the Huntington Cemeteries are subject to these Rules and Regulations.

The Cemetery Board of Trustees or its designee shall be responsible for the enforcement of all rules and regulations herein incorporated or adopted at any time by the Huntington Cemetery Board of Trustees, and for maintaining good order and decorum on the cemetery grounds.

The Cemetery Board of Trustees or its designee may take such action as may be necessary, although not expressly authorized by the rules, in order to protect the property of lot owners or the cemetery from damage and to preserve good order on the cemetery grounds.

No person shall in any burial ground or cemetery, disturb, mutilate or destroy a tree, shrub, vine, flower, tomb, monument or fence, or steal or, without the consent of the owner or the Cemetery Trustees or its designee, take and carry away a tree, shrub, vine, flower, vase, pot or other vessel used for flowers and plants, or any other thing placed in any burial ground or cemetery for ornamental use.

A violation of this section shall be punishable as provided for in Title 13 of the Vermont Statutes Annotated. Any police officer may issue a citation for violation of these regulations.

Definitions

Artificial Color: The coloring, painting, enameling, lacquering, bronzing or similar application to any part of a memorial.

Base: The above ground structure that is erected or placed upon the foundation and upon which the upper part of the monument or the die stone is placed.

Cemetery: A burial park for the disposition of the remains of the deceased.

Cemetery Board of Trustees, Huntington: Five residents of Huntington elected by the voters of the Town of Huntington. The Board is responsible for ensuring perpetual care of the Town's Cemeteries and is charged with ensuring that the Huntington Cemeteries are administered in a professional manner.

Cemetery Deed: A contract between the Town of Huntington Cemetery Commission and the holder of the Deed that grants the right to interment in a specified Huntington Cemetery lot(s) and is contingent upon adherence to current Town of Huntington Cemetery Board rules and regulations. (Note: A Cemetery Deed in no way implies ownership to land in the Huntington Cemeteries. Land in the Huntington Cemeteries is not sold.)

Corner Marker: (aka Cornerstones) a square granite stone that marks the corner of the lot, usually having the letter of the owner's last name.

Cremated Remains: The remains of a deceased person after incineration in a crematory. Also, known as Cremains.

Deed, Cemetery: Refer to Cemetery Deed.



Flag Holder/Memorial Marker: A stick-type device used to mark graves that holds an American flag.

Foundation: The underground concrete structure that supports the above ground monument.

Grave: A space sized to accommodate one full casket interment.

Interment: The act of burying the remains of the deceased in the earth.

Inurnment: The burial of the cremated remains of the deceased in an urn.

Lot: A numbered division within the Huntington Cemeteries as shown on the official Huntington Cemeteries Records.

Single lot sizes are 4 feet wide by 11.5 feet deep. There shall be only one casket burial per grave or one casket and one cremains.

Burial of cremains (cremation) is limited to four containers per standard size burial lot [4x11.5 feet].

Double lot sizes are 8 feet wide by 11.5 feet deep. The same rules apply as outlined above.

Lot size in the Memorial Garden is three feet by four feet which may contain up to two (2) cremated remains

Marker: A memorial which is flush with the ground.

Memorial: A monument, headstone, tablet and/or marker, including its below ground foundation.

Memorial Garden: That area of Maplewood Cemetery reserved for the burial of cremated remains.

Monument: That portion of a memorial that extends above the surface of the ground.

Perpetual Care: Specifically refers to the maintenance of cemetery lawns and access roads.

Urn: A container made of durable material used for the storage of cremated remains.

Vault-Burial: A one-piece unit with cover, usually made of concrete, and sized to receive a single casket in a grave.

Vault-Cremains: Not allowed in Huntington Cemeteries.

Payment

Purchase or Transfer of Lots

All lots can be purchased through the Town Clerk in the Town of Huntington for a fee per single lot, as follows:

Burial Lots

- \$400 for Huntington residents and members of their family
- \$500 for nonresidents

Cremains Lots

- \$250 for Huntington residents and members of their family
- \$350 for nonresidents

The purchase of the lot entitles the purchaser to perpetual care as provided by the workers of the cemetery under the supervision of direction of the Cemetery Trustees or its designee.

Additionally, a \$50 fee will be charged per burial or interment.

Payment Prior to Interment

All lots shall be paid in full before any interment shall be permitted. Arrangements for the purchase of lots can be made with the a member of the Cemetery Board of Trustees or its designee, who will issue a certificate to the purchaser at the time of purchase.

The Cemetery Board of Trustees shall not permit, on any pretext whatsoever, any interment in a lot or grave that has a debt against such lot or grave.

Transfer/Use of Lots to Third Parties

Transfer [or sale] of lots or parts of lots to a third person shall be reported to the Trustees for recording before the third person shall be allowed to use the same.

Lot owners desiring to allow the interment of bodies other than members of their own immediate family shall give a written statement signed by the lot owner or legal representative to the Trustees.

Reversion of Grave[s] to Cemetery

Whenever a single grave or lot has a debt against it and such grave or lot becomes vacant for any reason, the plot shall revert to the cemetery.

Authority to Increase Fees

When necessary, in order that the cemetery be self-sustaining, the Board of Trustees may change the prices of lots in the cemetery and fix prices thereof.

Similarly, the Board of Trustees may change the price of burial fees and fix new prices thereof.



Maplewood Cemetery has been the site of two Eagle Scout Projects by members of Huntington Troop 645.



2008: Owen Rachampbell created the Huntington Pet Cemetery in an alcove up the hill toward the back of the property

2012: Nayo Ogilvie built granite stairs to the first level of the terrace, so visitors can easily access the hill to visit family members.

Memorial Garden

A section of Maplewood Cemetery has been reserved for the interment of cremations. Each cremation lot may hold up to two (2) cremated remains.

One flush marker, no larger than 12 inches by 24 inches, will be placed in the designated area of each lot. The cremated remains will be inurned/buried in front of the marker.

An urn is not required for the burial of cremated remains in the Memorial Garden. However, when an urn is not used, retrieval of the cremated remains may not be possible.

By vote of the Huntington Cemetery Board of Trustees, vaults may not be used for cremains.

An Interment Order must be submitted to the Huntington Town Clerk's Office prior to an interment being permitted. In addition, a Cremation Certificate must be presented to the Superintendent of Cemeteries or his/her representative at the time of interment.

Non-floral decorations or artificial flowers are not permitted in the Memorial Garden.

Due to space constraints, plantings of any type are not permitted in Memorial Garden lots. Flower beds will be indicated on the plan and families are welcome to contribute to the cost of maintaining the plantings. Fresh cut flowers are permitted in in-ground vases.

An American flag, in a proper holder, may mark cremation lots in the Memorial Garden.

Monuments, Markers or Improvements

Size of Monuments

Monuments shall be no larger than 36” high or 4’ long per two-grave lot.

Markers for single lots shall not be over 26” long.

Foundation Requirements

All monuments shall be set with a proper foundation. The Cemetery Board has the authority to change such requirements as necessary; however, at the present time, all foundations must be at a minimum of 36” in depth and the length and width of the foundation must be equal or greater than the size of the base of the monument.

The Cemetery Trustees or its designee will monitor the installation of foundations.

Cornerstones

Granite corner markers shall not exceed 6” square and will be set flush with the grade. The cemetery workers will install marker, provided by the lot owner for a fee of \$15 each.

Monuments

All stones shall be made of granite.

Resetting of Stones or Markers

Any stone or marker heretofore set that has no foundation and becomes out of place may be required to be reset with a proper foundation at the discretion of the Cemetery Board of Trustees.

Markers in Memorial Garden

Flush marker, no larger than 12 inches by 24 inches, will be placed in the designated area of each lot.

Above-Ground Structures

No vault or other above-ground structure shall be built or erected except by special permission of the Cemetery Board of Trustees, after plans for same have been submitted to and approved by said Board.

Enclosures

No enclosure of any cemetery lot by a fence, hedge or curbing shall be hereafter allowed.

If any enclosure heretofore made shall become dilapidated, the Cemetery Board of Trustees is hereby authorized to have it removed.

Funerals & Interments

All funerals shall be under the control of and subject to the direction of the Trustees or their designee while in the cemetery.

Notice & Permission for Interment

Adequate notice of any interment shall be given, usually a minimum of two (2) days.

All Funeral Directors shall be required to present the burial permit as required by law to the Trustees or their designee prior to any interment.

All Funeral Directors shall be required to present payment in full for all cemetery charges at the time of interment. The Funeral Director will be apprised of balance due 24 hours prior to interment.

All openings of graves and all interments shall be made under the direction of the Trustees or their designee.

Vault Design Requirements

Every earth interment other than a burial of cremains will be made in a concrete container or bronze receptacle of 12 gauge or better in addition to the casket. The structural design and vault installation must be approved by the Trustees or their designee. All vaults must have a cover made in one piece and be properly seated prior to completion of the interment.

Landscaping & Flowers

Care of Lots

The grass on lots shall be cut regularly by the workers of the cemetery under the direction of the Cemetery Board of Trustees.

Trees & Shrubs

There shall be no permanent plantings without approval by the Commissioners (Trustees) or their designee.

Memory trees and shrubs can be planted in designated areas upon approval of the Board of Trustees. Barberries, roses and other plants with thorns or briars will not be considered. No invasive species are allowed in the cemetery.

Donations can be made for trees or shrubs to be planted in designated areas.

Flowers

The planting of flowers (annuals or perennials) in beds is allowed and shall be contained within 14” of the front face of the base of the monument.

As no water is available in the cemetery, water should be brought to the site.

No planting of flowers is allowed in the Memorial Garden.

Floral Arrangements

No limit is placed on the number of floral arrangements allowed to remain at the grave site after a burial. Floral designs and cut flowers shall be removed from lots by the owner as they become unsightly.

Gardeners, lots owners or others employed by them to plant flowers shall remove all trash and leftover materials once the project is complete. No on-site receptacles for said removal are provided and disposing of this material on or near the cemetery grounds is prohibited.

Glass and other breakable containers are prohibited on the grounds of the cemetery.

Other Commemoratives

Plastic flowers are prohibited.

Plastic wreathes or other objects made of plastic are not allowed.

The placement of photographs, ribbons or other mementos is discouraged. The Cemetery Board of Trustees will review and approve prior to placement. Objects interfering with the maintenance of the cemetery grounds will be removed by the workers.

Christmas trees are not allowed.

Natural wreathes are allowed and will be removed after the holiday season.

Objects that exceed the height of 36” are not allowed.

If anything shall be placed on any lot in violation of this chapter, the Trustees or their designee shall have the right to remove such object and dispose of it.

Damage

Any damage that may be done to driveways within the cemetery by any vehicle drawing monuments or any other materials shall be repaired by the contractor, or the expense of repairs shall be charged to the owner of the lots responsible for the work.

Owners and drivers of motor vehicles shall be responsible for any damage done by them to trees, shrubs or lots, or for damages to any monument or other structure through their own carelessness or that of their employees.

Dogs & Other Companion Animals

Dogs and other companion animals entering any Huntington Cemetery must be secured to a competent and responsible attendant at all times by a leash of not more than six feet (6') in length. No person shall permit any animal under its control within a Huntington Cemetery to disturb the quiet of any other person.

The person controlling a dog or other animal within a Huntington Cemetery shall be responsible for the immediate removal and proper disposal of the animal's feces in accordance with Huntington's Animal Control Regulations. No on-site receptacles for said removal are provided and disposing of such rubbish on or near the cemetery grounds is prohibited.

Dogs are allowed in the Huntington Pet Cemetery.

Other Information

Removal/Disinterment

By order of the Town of Huntington Cemetery Board of Trustees, no disinterment or removal of any body shall be allowed except as provided for by Title 10 of the Vermont Statutes Annotated.

Infectious Diseases

The cemetery shall comply with all regulations and recommendations of the Vermont Department of Health regarding the burial of bodies or individuals who have died of infectious or contagious disease.

Conduct

Disorderly conduct shall not be permitted within the cemetery grounds at any time. Violators shall leave the ground immediately upon the request of the Commissioners or their designee.

Speed Limit

The speed limit at all Huntington cemeteries shall not exceed 10 mph for all vehicles.

Prohibited Conveyances

No horses, skateboards, snowmobiles, ATVs or rollerblades will be permitted inside the cemetery grounds.

Firearms

Firearms shall not be permitted within or near the cemetery grounds or any monument or stone, excepting that hunters may pass through the cemetery carrying firearms or for official military services.

Children

Every child under the age of 14 years within the cemetery grounds shall be attended by an adult who will be responsible for the child's conduct.

Family Record

Maplewood Cemetery:

Section: _____

Lot # _____ Grave# _____

Maplewood Cemetery:

Section: _____

Lot # _____ Grave# _____

Maplewood Cemetery:

Section: _____

Lot # _____ Grave# _____

Maplewood Cemetery:

Section: _____

Lot # _____ Grave# _____

Your contributions are welcome to provide
for perpetual care and monument repair.

