

TOWN OF SHAFTSBURY VERMONT

SHAFTSBURY CEMETERY COMMITTEE OPERATING PROCEDURES

Approved by the Shaftsbury Select Board on November 7, 2016

Effective as of January 1, 2017

The Shaftsbury Cemetery Committee has the authority to oversee the management of Shaftsbury cemeteries according to these operating procedures, the 5-year maintenance plan and the current budget all approved by the Shaftsbury Select Board. All policies, procedures and decisions of the Shaftsbury Cemetery Committee must be recommended to and approved by the Shaftsbury Select Board before being implemented. Included with these procedures is a List of Shaftsbury Cemeteries Attachment A and Burial Rate Sheet Attachment B.

CEMETERY COMMITTEE ADMINISTRATION:

The Shaftsbury Cemetery Committee shall consist of five (5) members appointed by the Select Board. Annually the committee will elect one member to serve as Chair of the Committee. The Chair will schedule meetings and be the liaison between the Committee and the Select Board.

A Cemetery Superintendent will be appointed by the Select Board based on the recommendation of the Committee. The Committee will review resumes, interview candidates and check references for the superintendent position prior to making a recommendation to the Select Board.

The Committee will meet monthly as needed but must meet at least quarterly to oversee the superintendent and cemetery operations. Minutes will be kept of meetings and sent to the Town Administrator for posting as required.

All Shaftsbury Cemetery Fees and Operating Procedures will be reviewed every two (2) years. Recommendations for changes and updates will be made to the Select Board. The Select Board must approve all changes to Cemetery Operating Procedures including Fees.

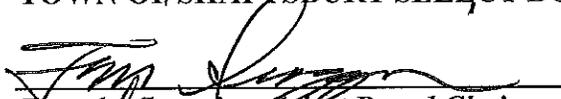
OPERATING PROCEDURES:

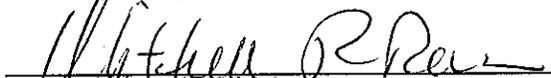
1. Sales of cemetery burial LOTS/SPACES are limited to Shaftsbury residents or land owners except for Grandview Cemetery where residents or land owners of North Bennington may purchase burial LOTS/SPACES
2. All cemetery LOT/SPACE sales include the following as outlined in Attachment B:
 - Grave LOT/SPACE fee for casket burial or cremation urns – 4.5 feet by 9 feet
 - Perpetual Care Fee – Goes to Endowment Fund
 - Deed Recording Fee - Goes to Town Clerk
 - Corner Marker Fee – Purchase and Placement
3. An itemized receipt for purchase of a LOT/SPACE will be provided at the time of sale. The deed for the burial LOT/SPACE will be delivered within ten (10) business days of purchase. Corner markers will be ordered at the time of purchase and put in place when delivered. Purchase of a LOT/SPACE must be paid in full before any remains will be accepted for burial.

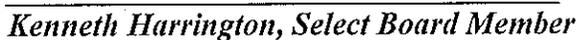
4. Burial within Shaftsbury Cemeteries is limited to human remains.
5. Cornerstones on all LOTS are mandatory and must be granite or marble.
6. All burials are overseen by the Cemetery Superintendent who coordinates with the funeral home.
7. All placements of cemetery memorials and headstones must be first approved by the Cemetery Superintendent. Monuments must be set on a foundation at the correct depth – three (3) feet deep for a memorial up to three (3) feet. Larger memorials/headstones require a deeper foundation of four (4) feet deep.
8. A vault is required for casket burials to resist collapse caused by the weight of the earth, moisture, snow, memorial stones and cemetery maintenance equipment.
9. Burials are permitted all year weather permitting. Winter burials during inclement weather are at the discretion of the Cemetery Superintendent. Any additional expense for snow removal, clearing of driveways and walkways or thawing of ground for a burial is the responsibility of the deceased's family.
10. All vehicles must stay within the designated roadways in the cemeteries. No unauthorized vehicular traffic across gravesites is allowed.
11. No equipment of any kind associated with grave opening or closing will be permitted in the vicinity or in view while any burial or memorial service is in progress.
12. Live annual and perennial plants and hanging baskets on shepherd's hooks are allowed and should be placed close to the gravestone so as not to impede maintenance. Artificial plants and flowers are not allowed and will be removed.
13. Trees, bushes, and shrubs are not allowed as their roots interfere with the stability of memorials/headstones. Existing trees/bushes/shrubs may be removed if they are detrimental to the stability of the gravestone. If such action is necessary, the LOT owner will be notified, if possible.
14. Vigil lights and honorary medallions are allowed. Seasonal decorations will be allowed but must be removed by those who placed them within 30 days after the holiday. All other items will be removed. ANYTHING that interferes with cemetery maintenance will be removed.
15. Only corner markers may mark a burial LOT. No fencing, curbing, hedges, or any type of enclosure is allowed around any LOT. Granite or Marble benches are permissible only if they serve as a grave marker. The bench must conform to the size of the LOT.
16. Mausoleums are permitted, provided the Cemetery Superintendent is made aware of them at the time the LOT is purchased.
17. Certain sections of Shaftsbury's cemeteries are designated as historic. New Memorials/Headstones in the historic sections must be in keeping with the color and general style of older markers in that section.

18. The practice of gravestone "rubbing" is prohibited in all of Shaftsbury's cemeteries.
19. Unneeded/unused burial LOTS/SPACES can ONLY be resold back to the Town of Shaftsbury at the original purchase price less any perpetual care fees, administrative fees, service fees and corner marker fees. Corner markers will be returned to family if not needed to mark a burial LOT/SPACE.
20. No activity of any kind that includes the disturbance of the ground, the crossing of or trespassing on burial LOTS , or any unauthorized presence in the cemetery is permitted without permission from the Cemetery Superintendent.
21. Anyone walking their dog in a Shaftsbury Cemetery is expected to clean up after the pet.
22. Each actively maintained cemetery will have a box containing a map of the cemetery showing historic sections and copies of these operating procedures.
23. Instances of cemetery vandalism will be brought to the attention of law enforcement and the perpetrators will be prosecuted.

THESE OPERATING PROCEDURES INCLUDING ATTACHMENTS "A" LIST OF CEMETERIES AND "B" CEMETERY BURIAL RATES ARE HEREBY APPROVED BY TOWN OF SHAFTSBURY SELECT BOARD:

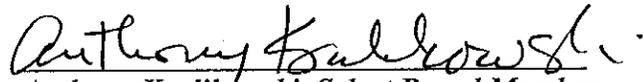

 Timothy Scoggins, Select Board Chair


 Mitchell Race, Select Board Member


 Kenneth Harrington, Select Board Member


 Judith Stratton
 Attest, Town Clerk, Town of Shaftsbury


 Arthur Whitman, Select Board Member


 Anthony Krulikowski, Select Board Member

DATED 1 November 22, 2016

A copy of these Operating Regulations will be issued to each purchaser of a space. The purchaser will have the responsibility of reading and adhering to all elements of these By-Laws.

2 Attachments: A List of Cemeteries
 B Burial Rates

SHAFTSBURY CEMETERIES OPERATING PROCEDURES

ATTACHMENT B

SHAFTSBURY TOWN CEMETERY BURIAL RATES

Effective ~~JANUARY~~ JANUARY 1 201~~6~~7

SALE COST PER BURIAL SPACE PER RULES & REGULATIONS:

Price per Grave space (4½ feet X 9 feet) Casket Burial plus (3) Cremation Urns \$900.00
(Space \$450.00 + Perpetual Care \$450.00)

Price per Grave space (4½ feet X 9 feet) Cremation Burial Limit 4 Urns \$900.00
(Space \$450.00 + Perpetual Care \$450.00)

ADMINISTRATIVE BURIAL FEE: \$100.00

CORNER MARKERS: Required for each space sale; charge includes placement of markers by the Cemetery Superintendent. \$150.00

SERVICE FEE: Deed Preparation and handling. Separate check; payable to Shaftsbury Town Clerk. \$ 25.00

SERVICE FEE (other): service specific costs; such as additional expense for snow removal, clearing driveways and walkways, or thawing ground required for burial; also rock and ledge removal required for burial. The above would be the responsibility of the deceased's family. The preceding would be determined by the Cemetery Committee. TBD

NOTES:

- A) Rates remain the same for all Shaftsbury Town Cemeteries.
- B) Maximum size of a LOT is 8 burial spaces. A space can hold (1) casket burial and (3) cremation burials; or (4) cremation burials alone.
- C) All burial space sale monies should be paid by check; and made payable to: Town of Shaftsbury Cemetery Account.

List of Shaftsbury Cemeteries

Location	Date of First Burial		Currently Active	Historic Sections	# of Graves	Remarks
	Date	Last				
Actively Maintained by Town of Shaftsbury						
1	Maple Hill	1778	yes	yes	300	
2	Shaftsbury Center	1765	yes	yes	500+	Many Zerubabel Collins Stones. He is buried here.
3	South Shaftsbury Village	1787	yes	yes	300+	
4	Waite	1825	yes	yes	300	
5	Grandview	1767	yes	yes	500+	
Annually Maintained by the Town of Shaftsbury						
6	Little Rhode Island	1792	no	no	50	Restored 1977. Also called Matteson Cemetery
7	Shaftsbury Hollow	1800	no	no	60	
Private - Not Maintained by the Town of Shaftsbury						
8	Spencer (Pelag & Adria)	?	no	no	2	
9	Stanley	1825	no	no	12	
10	Josiah Fuller	1796	no	no	8	
11	Aylesworth	1818	no	no	3	
12	Fuller	1796	no	no	6+	Abandoned
13	Millington	1813	no	no	6	Abandoned. Last found in 2008.
14	Niles	1825	no	no	20-Dec	
15	Wheeler (Elias)	1777	no	no	1	Abandoned - can no longer be found
16	Elwell	1795	no	no	19	
17	Williams	1980	no	no	2	Joseph & Ruthe Williams are buried here.
Location - Directions						
1	East side of East Road just south of junction with Potter-Montgomery Road					
2	East side of Rt 7 adjacent to Shaftsbury Historical Society's restored meeting house					
3	South Shaftsbury on west side of Rt 7A at corner of Cleveland Avenue					
4	On Waite Cemetery Road off East Road just north of Holy Smoke Road					
5	East of Upper Main Street at junction of Lamb Road					
6	Take Depot Road off Rt 7A then take 4th Road to right to its end. Cemetery is on left about 1/4 mile up path					
7	First Road to right north of Bouplon corner on a hill to the right					
8	East side of Rt 7A about 1/4 mile north of Depot Road Junction					
9	In a field on west side of Old Coach Road north of "Circle N Farm" house					
10	North side of White Creek Road on west side of Wally Mead's house on the corner					
11	In a field on west side of road just north of Bouplon Corner					
12	South of Bouplon Corner in a field on a hill to the west					
13	On a hillside south of Bouplon Corner. Can no longer be found.					
14	North side of Myers Road behind barn at Bishops "High Wind Farm"					
15	South side of Myers Road west of the junction of Bennett Hill Road					
16	East side of East Road just north of junction of Lower East Road through a field on top of gravel pit. Not visible from road.					
17	On knoll in field on Ronald Nadeau's farm 500 feet west of Bennett Hill Road.					

Updated August 2016