



# Cemetery Commission Town of Boxborough

## Cemetery Rules, Regulations, and Policies

### Intent and Purpose

This document outlines the supervision, procedures, and costs of burials and maintenance for Boxborough’s cemeteries.

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### Superintendent Role

All burials and removals therein shall be conducted under the supervision of the Superintendent. The Superintendent or Clerk will, upon application, furnish to persons who desire to purchase lots or individual rights of burial, information relative to the cost of the same and cemetery rules and regulations.

The Superintendent is empowered to delay or re-schedule any interment in the cemetery, as necessary, due to extreme weather conditions.

The Superintendent has responsibility for the direct care of the cemeteries and is empowered, authorized, and required by the Commissioners to enforce these Rules and Regulations.

### Monuments, Memorials, and Headstones

Every monument, headstone or memorial structure must have a foundation. All foundations must be laid and built under the direction of the Superintendent and must be finished off to a depth of 12 inches or ½ inch below grade by smooth cement measuring 10 inches longer and 10 inches wider than the base of the monument to provide a border 5 inches wide on all sides of the monument.

Designs, locations and materials of all markers or other structures must be submitted to the Superintendent and one Commissioner for approval. This must be done before contracts are signed or orders are placed. If the decision of the Superintendent and/or Commissioners is disputed, a hearing may be requested before the full Board of Commissioners at their next regular meeting, at which time their majority decision will be final.

No monument or headstone shall be constructed of any material other than stone or bronze. No artificial material will be permitted. Maximum monument and marker sizes are as follows:

<b>Flat Markers</b>	
Single grave lot	2 x 1 feet
Double grave lot	3 x 1 feet
<b>Monuments</b>	
Single grave lot	none permitted
Double or triple grave lot	1'2" x 3'2" x 3 feet
Four grave lot	1'2" x 3'10" x 3 feet

Monuments are permitted only on lots containing two graves or more and only one monument is allowed per multiple grave lot. If a monument is to be placed on a lot with pre-existing headstones or markers, said headstones or markers must be removed if they are oversized. All information inscribed on them must be inscribed on the monument at this time.

Grave markers must be set flush with grade. A marker shall be flat and intended to indicate the location of a particular grave.

No interments shall be made except in a vault.

Curbing, corner posts, buttresses, wooden structures, etc. are not allowed. Mounds over graves and stones or other enclosures around graves or lots are not permitted. No iron or wire work will be allowed except iron vases; and when any article of iron begins to rust it shall be removed from the lot.

### Work Order Process

All work orders to be done by people not employed by the Town of Boxborough must be submitted to the Superintendent and one Commissioner for approval before commencing and approval of the work must be obtained before work can be considered finished. It is within the Superintendent's discretion to suspend or postpone any work being performed in the cemeteries, as he deems necessary.

Immediately upon the completion of any work on lots, those doing the work must remove all surplus material. Avenues or lots other than the ones upon which the work is being done must not be occupied but must be kept clear at all times.

No materials of any kind will be provided by the Cemetery Department to outside parties without charge.

### Cemetery Etiquette

Any improper trespass, vandalism, or other illegal act shall subject the offender to liability or arrest and prosecution in the Courts. Dogs will not be allowed in the cemetery.

## Baskets and Other Removable Objects

Notice to save funeral baskets must be given to the Superintendent within forty-eight (48) hours of the funeral; otherwise, he shall dispose of them.

Lot owners are requested to limit the number of baskets, flower pots, etc. placed upon a lot. The Commissioners cannot be responsible for turf on Perpetual Care lots destroyed by baskets, flower pots, etc.

Tin cans, glass containers, and similar articles on lots are inconsistent with the proper keeping of the grounds and will be removed.

No artificial flowers or lighting will be allowed in the Cemetery. Funeral pieces are excepted since they are removed by the Superintendent in the process of completing the grave.

## Plantings

Permission must be obtained from the Superintendent for the cutting of flower beds or otherwise disturbing the turf. If permission should be given, it is with the understanding that flower beds and vases be kept weeded and cared for. While the employees of the cemetery will take all reasonable care when mowing the grass, the Department cannot be responsible for accidental damage to plants on lots. Unless vases or flower beds on lots are filled with plants and cared for each season, it will be necessary to remove the vases from the lot or sod over the flower beds. All permanent plantings must be done by the Cemetery Department at the rate set by the Board of Commissioners after approval by said Board. Shrubs may be removed by the Cemetery Department upon majority vote of the Board of Commissioners if said shrubs are interfering with the normal maintenance of the cemeteries.

Flush government markers giving the veteran's record of service to the country are permitted. Non-veteran organization membership should be indicated on flush markers if such mention is desired. Flags are not permitted without flag holders.

All persons are forbidden to gather flowers, either wild or cultivated, or break or remove any tree, shrub or plant, except by permission of the Superintendent and one Commissioner.

## Lot Owners' Rights

Burial lots needing improvements may, at the discretion of the Commissioners, be duly improved by the Commissioners at the expense of said lot owners or their legal representatives if they can be found; otherwise at a reasonable expense to the Town.

Lots and burial rights may not be sold by the owner, his heirs or assigns. They must revert to the Town through the Commissioners who will refund the original purchase price. Rights for the interment may be transferred or granted only upon approval of the Commissioners.

The owner of a right or rights of burial in any lot may establish a trust fund to provide for flowers and special care of lot or grave, including maintenance of shrubs and plantings.

## Lot Costs

All lots must have Perpetual Care, which is included in the initial cost of the lot.

All money due on a lot shall be paid before opening a grave unless satisfactory arrangements have been made with the Cemetery Commissioners for payment. All fees should be made payable to the TOWN OF BOXBOROUGH.

The purchase price of the lots may be adjusted by the Cemetery Commissioners, with the approval of the Select Board. Changes will be posted three months prior to effectivity and filed with the Town Clerk.

All additions or amendments to these Regulations shall be made by the Cemetery Commission, with the approval of the Select Board, to take effect thirty (30) days after such additions, or amendments have been filed with the Town Clerk.

<b>Cemetery Lot Costs*</b>	
One Grave	\$ 600.00
Two Graves	\$1,200.00
Four Graves	\$2,400.00

\*Costs above include perpetual care. Perpetual care is 50% of each lot fee. The cemetery shall be closed to non-residents.

<b>Fee Schedule for Ashes</b>	
With or without graveside committal (Mon. – Fri.)	\$ 200.00
With or without graveside committal (Saturday)	\$ 250.00
<b>Plantings Fee Schedule</b>	
Shrubs to be provided to the Cemetery Department	\$ 25.00/shrub
<b>Interment Charge (April 1 – November 30)</b>	
Monday – Friday	\$ 500.00/grave
Saturday	\$ 600.00/grave
No Sunday or Holiday Interments	
No charge for infants	
<b>Interment Charge (December 1 – March 31)</b>	
Monday – Friday	\$ 550.00
Saturday	\$ 650.00
No Sunday or Holiday Interments	
No charge for infants	
<b>Frost Unit</b>	\$ 200.00
<b>Disinterment Charge</b>	
Fee will be determined by the Cemetery Commission based on the situation. No Sunday or Holiday Disinterment.	\$1,000.00 <i>Minimum</i>

*This policy revokes and replaces all previous policies on this topic including the policy titled Rules and Regulations & Fees approved by Cemetery Commission, May 31, 2017 and by Select Board, July 17, 2017.*