

Waterford Selectboard Meeting

August 9, 2021

7:00 pm

**Meeting at the Davies Memorial Library**

Meeting Called to Order:

Modification to the Agenda:

Approval of Minutes: Approve the minutes for the July 12<sup>th</sup> Selectboard meeting

Budget Report:

Citizen's Concerns:

Town Boards: NEK Broadband Update (Bill Piper)

Highway Department: Lower Waterford Road project update  
Other

Old Business: Inspection of the Town Office/Davies Library Building Update  
VLCT Hazard Survey Update  
Cemetery Update Cemetery Sexton Policy  
(See attachments) Cemetery Operations Policies  
Public Meeting  
ARPA Funding  
Hazard Mitigation Plan Update – Summary of Proposals  
Waterford Historical Society storage cabinet  
Other

New Business: Digitizing and Records  
Town Internship Program with UVM

Other Items:

Adjourn:

## **CEMETERY SEXTON POLICY**

### **Town of Waterford**

**PURPOSE.** The Cemetery Sexton is a supervisory position appointed by the Selectboard to oversee the operation and maintenance of the Town cemeteries, and to ensure compliance with State statutes and Town policies. The position involves:

- Coordination with individuals, funeral directors, and contractors to arrange for an interment.
- Recordkeeping including burial maps, handling burial permits, assessing cemetery fees, and the sales of cemetery lots.
- Providing input for budgeting, record keeping, and supervising the work of volunteers and contractors.

The cemeteries are generally active from April 1<sup>st</sup> to November 1<sup>st</sup>.

The Sexton is appointed annually by the Selectboard and is responsible to the Selectboard.

**DUTIES.** The duties of the Sexton include, but are not limited to:

- Upkeep of Town cemeteries, including arranging for mowing and trimming, brush removal, leveling and loaming sunken graves.
- Coordination the removal of floral arrangements and other mementos left in the cemeteries, and the removal of all trees from the cemeteries.
- Supervising all hired, contracted or volunteer personnel.
- Fielding phone calls and inquiries from individuals, funeral directors, and contractors.
- Assisting those who would like to purchase a cemetery lots by arranging visits to available plots and handing out the Policies related to the Town Cemeteries.
- Overseeing the preparation of gravesites for burials, and gravesite fill-ins after the services.
- Collecting fees for burials, opening and closing gravesites, installing footers for headstones, installing headstones or individual grave markers, and similar activities.
- Periodically checking Town cemeteries to see that they are in good condition.
- Recommending cemetery maintenance items to the Selectboard and overseeing the straightening and repair of fallen and broken gravestones when the expense is approved.

- Preparation for special events such as Memorial Day and Veterans Day and coordinating placement and removal of flags on graves of veterans.
- Monitoring and reporting any non-compliance of with the Town Cemetery Policies to the Selectboard.
- Working with the Town Clerk on cemetery recordkeeping, including ownership of lots, burial records, and lots available for sale.
- Preparing input to the annual operating cemetery budget and presenting it to the Selectboard.
- Participating in the review and updating of cemetery policies.

#### Position Requirements

1. Exercise sound judgement in evaluating situations and making decisions.
2. Ability to exercise discretion, tact and diplomacy consistently.
3. Strong interpersonal skills in dealing with people.
4. Communicate effectively orally and in writing.
5. Commitment to protect the confidentiality of the citizenry.
6. Ability to research and interpret cemetery maps and data.
7. Ability to directly observe and supervise cemetery grounds and activities.
8. Ability to establish priorities, organize, assign, supervise, and review cemetery work.
9. Ability to establish and maintain effective working relationships with local, county, and state officials and organizations.
10. Commitment to protect the confidentiality of the citizenry.

Adopted by the Selectboard on

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**CEMETERY POLICIES AND PROCEDURES**  
**Town of Waterford**

**PURPOSE.** For the mutual protection of the relatives of individual interred in the Waterford cemeteries, cemetery lot owners, and the Town cemeteries, Waterford has established these Policies and Procedures. Deviations from these policies and procedures that are not approved by the Cemetery Sexton may be appealed to the Selectboard.

**DEFINATIONS**

**“Cemetery”** – A burial park for earth interments.

**“Cemetery Sexton”** – The individual appointed by the Selectboard to manage the Town cemeteries and to enforce the Town Cemetery Policies and Procedures.

**“Deed”** – The original conveyance given by the Town of Waterford to the original purchaser or their heirs or assigns.

**“Grave”** – A place for burial that is designated within a cemetery lot.

**“Interment”** – The permanent disposition of the remains of a deceased person by traditional burial or cremation.

**“Lot”** – The numbered division as shown in the Town records, which consists of one or more graves.

**“Lot Marker”** – Any means the Cemetery Sexton uses to locate the corners of a lot or grave.

**“Marker”** – Small, flush stone items used to identify the interred or the corners of a lot. Includes those items given to a Veteran to identify the interred.

**“Monument”** – A large memorial placed at the head of a lot centered upon deeded graves.

**GENERAL RULES**

**A. CEMETERY LOTS**

1. All inquiries concerning lot purchases will go to the Town Clerk. Arrangements will be made with the cemetery Sexton to do a site visit prior to final lot selection.
2. Upon full payment for the lot the Town Clerk will issue cemetery deed and such deed will be recorded in the records of the Town Clerk.
3. Residents: Individuals residing in Waterford may purchase lots.
4. Non-Residents: All requests for purchase of a cemetery lot from non-residents are to be in letter form addressed to the Waterford Selectboard and must contain a valid reason for the application. Valid reasons must include long-term family ties to Waterford.
5. The use of a lot is for interments approved by the owner(s).
6. Cemetery lots are for the interment of human remains and may not be used for any other purpose.
7. No lot shall be enclosed by any fence, railing, wall, hedge, ditch, or embankment.
8. Any bench or other marker requires approval of the Cemetery Sexton prior to placing.
9. Everything placed on the lot must be entirely within the lot limits.
10. Lots may be sub-divided only with the permission of the Selectboard.
11. The sale of a lot must be to the Town of Waterford at the original purchase price for future sale at the current comparable price.

B. MONUMENTS CORNERSTONES, ETC.

1. One vertical headstone allowed per lot.
2. Cornerstones must be installed within 60 days of lot purchase or when a headstone is placed, whichever comes first.
3. Cornerstones must be flush with the ground.
4. All headstones must have a base, of concrete or stone, extending 4" outside the stone dimensions and a minimum of 8" thick.
5. Marker stones for all graves and cremains shall be flush with the ground, no base required.
6. Monument and foundation installation charges are paid directly to the monument company.

C. DECENT OF TITLE

All burial rights in a cemetery lot purchased from the Town occupy the same position as real estate at the death of the owner or owners. If a cemetery lot is disposed of by Will, a certified letter from the executor of the Will must be delivered to the Town Clerk's office before a change of ownership will be recognized.

D. INTERMENTS

1. The Cemetery Sexton must be notified at least 48 hours in advance of a burial.
2. Winter burials will be at the discretion of the Cemetery Sexton.
3. Burial charges for opening and closing graves are paid directly to the Cemetery Sexton at the time of burial.
4. Every interment, including cremations, shall be recorded in a permanent manner by the Town Clerk.
5. Cremains may be buried up to 4 per single grave lot. A three grave lot could accommodate up to 12 cremains.
6. Cremains shall be interred in an indestructible outside container.
7. Cremains may be buried by family or designated person, but only after verification of all statutory requirements and the site is marked by the cemetery Sexton.
8. A cremains certificate must be filed with the Town Clerk.
9. Documentation for full burials will be provided by the funeral director.
10. Fees for interments handled by local funeral directors are to be paid by the funeral director within forty-five (45) days of the burial. Fees for out-of-town funeral directors are to be paid in advance.

E. PLANTS AND SHURBS

1. No trees or shrubs may be planted anywhere in the cemetery, no exceptions.
2. Flowers and other mementos will be removed by the family or Sexton when they become unsightly.
3. Use of glass containers is not permitted. The Town of Waterford is not responsible for urns, wreaths, receptacles, baskets, or other items placed by the family.

F. VEHICLES, PETS, ETC.

1. Waterford town cemeteries are open to visitors between 8:00am and sunset. Permission to enter a cemetery at any other time must be obtained from the Cemetery Sexton.
2. Vehicles in the Town cemeteries must always be under complete control.
3. Pets may not roam free in the town Cemeteries, and pet droppings must be removed immediately.

Adopted by the Selectboard on

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