

WATERFORD CEMETERY POLICIES AND PROCEDURES
Town of Waterford

PURPOSE. For the mutual protection of the relatives of individual interred in the Waterford 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 Waterford 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

2. 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.
3. Upon full payment for the lot the Town Clerk will issue cemetery deed and such deed will be recorded.
4. Purchase of Lots: All requests for purchase of a cemetery lot are to be in letter form addressed to the Waterford Town Clerk.
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 or gift of a lot must be to the Town of Waterford unless approved by the Selectboard.
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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. Every interment, including cremations, shall be recorded in a permanent manner by the Town Clerk.
4. Cremains may be buried up to 4 per single grave lot. A three grave lot could accommodate up to 12 cremains.
5. 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.
6. A cremains certificate must be filed with the Town Clerk.
7. Documentation for full burials will be provided by the funeral director.

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 September 13, 2021






