

HANCOCK CEMETERIES

Rules and Regulations

July 2006

Rules and Regulations for Cemeteries in the Town of Hancock, New Hampshire

A. Hours:

The cemeteries are open from sunrise to sunset. They are closed for burials and vehicles from first snowfall until a time in the spring when the Sexton determines that the roads are firm enough for vehicular traffic.

B. Purpose:

These rules and regulations are for the mutual protection of the deed holder and the cemeteries as a whole and they have been adopted by the Cemetery Trustees following state statute guidelines.

C. Definitions:

Cemetery Trustees: A committee of three or more members elected by the Town to administer the financial and physical business of the Town cemeteries.

Sexton: The person appointed by the Trustees to manage daily operations of the cemeteries, showing and selling plots, arranging for burials, and maintaining the records of both sales and burials.

Plot: The space required to accommodate an adult interment – approximately 3-1/2 feet wide by 8 feet long.

Lot: An area that is covered under a single deed consisting of one or more plots.

Monument: A headstone or memorial which extends above the surface of the ground.

Marker: A memorial flush with the ground.

Lot Marker: A permanent means of locating the corners of a lot, made flush with the ground.

Deed-Holder: A person or persons who hold deeded interment rights, by purchase or inheritance. Deeded interment rights apply only to the right to inter. The deed gives no other rights, assumed or otherwise, to the actual land in the lot.

D. Burial Plots:

1. All plots are purchased subject to the Rules and Regulations in force on the purchase date and those which may, from time-to-time, be adopted by the Trustees. The sale of burial plots is restricted to residents of Hancock or verified former residents of Hancock. Exception: A non-resident may purchase a burial plot for a family member if Hancock had been, at some time, the principle place of residence for that individual and provided that there is a valid legal document from the deceased requesting such interment.
2. The purchase of a burial plot or lot(s) grants to the deed-holder the right of interment for himself/herself or family and heirs, and for no other purpose.
3. Any person wishing to allow the burial of a body or bodies, other than those of their immediate family, in their deeded plots, may do so upon written request, signed by the deed-holder (or his/her heirs), and approved by the Trustees.
4. If the deed-holder dies intestate, or if no provision is made in the final will for the disposition, after death, of the plot or lot(s), then the interest in such plot or lot(s) shall descend in accordance with the provisions of the laws of the State of New Hampshire.
5. A deed-holder of a plot or lot(s) in which no burial has been made, nor monument or marker installed, may surrender the deed to the Town of Hancock only. The deed-holder will then receive a full refund for the amount originally paid for said plot or lot(s) minus the one-time maintenance fee.

E. Care of Plots:

1. Perpetual Care: The cutting of grass at reasonable intervals and such general care as may be necessary to keep the plots and cemeteries in neat condition. Perpetual care does not include the care or replacement of monuments, markers, nor other unusual work.
2. Maintenance Care: The Town of Hancock cares for these plots for the single charge required at the time of purchase. Maintenance of the plots follow the same conditions as those for Perpetual Care.
3. The Town of Hancock is not responsible for damage caused by an Act of God, thieves, vandals, nor unavoidable accidents.

F. Burials:

1. The burial of all bodies or the interment of ashes will both be subject to the same Rules and Regulations.
2. All interments must be scheduled and confirmed with the Sexton at least 72 hours prior to the services and before arrangements are made with the family or church.
3. Every full burial shall be lined with a vault of permanent material.
4. Full burials will require that a representative of the funeral home remain at the cemetery until the vault is sealed.
5. All permits and payments are due prior to the time when the funeral home representative leaves the cemetery (unless prior arrangements have been made with the Sexton).
6. Sunday and Holiday services will not be allowed unless such services are approved by the Sexton at least two (2) weeks in advance.
7. The Funeral Director is responsible for confirming the plot which is intended for the interment. In the absence of such confirmation by the funeral director, the Sexton will use best judgment to identify the plot. If a problem arises with the selected plot, the sexton will notify the Funeral Director regarding the change and the reason.
8. The burial of the remains of more than one person in one grave shall not be permitted except in the case of mother and infant, or of sibling infants.
9. When the location of an interment plot in a lot is uncertain, or when the interment plot cannot be opened, the Sexton may open ground in such a location within the lot as he/she deems best and proper.
10. Once a casket containing a body is within the confines of the cemetery, no Funeral Director, assistant, nor anyone else, shall be permitted to open the casket or to touch the body, without the consent of a legal representative of the deceased, or a signed court order that authorizes such activity.
11. No disinterment or removal of the remains of any body will be permitted except under all of the following conditions:
 - a. In the presence of the Sexton and with the approval of the cemetery Trustees.
 - b. With a permit required by the laws of the State of New Hampshire.
 - c. With the written consent of the deed-holder of the plot (or his/her heirs), or a designated member of the family.
 - d. Payment for any work by the Sexton or Town or for any other necessary charges will be made in advance. Charges will be based upon current hourly rates for labor and equipment.
12. If a plot is found to be unusable, the Town will offer another plot and deed at no additional charge.
13. Before any burial is made in a plot, full payment for the lot must be made to the Town. All checks must be made payable to the Town of Hancock.
14. The ashes of cremated bodies may or may not be placed in a vault of permanent material at the discretion of the deed-holder or his/her heirs.

15. Eight (8) cremated burials are allowed per plot, either in an unused plot or over an existing grave. The depth of a vault for ashes, when used, shall not exceed 3 feet.
16. Winter openings of the cemetery and any plot(s) will be at the discretion of the Cemetery Trustees. All costs for any winter opening will be paid to the Town in advance. Charges for any work done will be based upon current hourly rates for labor and equipment.

G. Monuments and Markers:

1. Monuments, memorials, and plot markers should be made of durable natural stone or bronze. None shall be installed on any plot until the deed-holder is in possession of the deed.
2. Only one monument will be allowed on a lot.
3. No monument shall be erected without a foundation, approximately 4 feet in depth.
4. The face area of a monument shall not exceed 15% of the square foot area of the lot and the width of the monument shall not exceed 60% of the average width of the lot.
5. No monument that is subject to disintegration will be permitted. Prohibited materials include, but are not limited to, limestone, sandstone, cement, metal (except bronze), and wood.
6. All markers must be set level with the ground.
7. A marker must be placed over a cremation vault. The marker must be engraved with the name(s) of the person(s) and the appropriate dates.

H. Plants:

1. Flowers and plants may be planted only around the base of the monument or marker.
2. The Town is not responsible for the loss or damage of floral pieces or decorations.
3. Funeral flowers will be removed after a few days at the discretion of the Sexton and cemetery staff.
4. No trees are permitted. Shrubs may be allowed with the approval of the Cemetery Trustees. Shrubs which have become overgrown will be pruned or removed in keeping with the area limitations.
5. Artificial flowers and ornaments are not permitted. Only annual or perennial in ground plantings are acceptable grave decorations, all others will be removed without notice.

I. Headstone Rubbing:

Headstone rubbing is permitted only by the Sexton. Persons wishing to perform rubbing must register with the Town Clerk and the Town Hall. Instructions for headstone rubbing will be issued at time of registration.

J. General:

1. No workers will be permitted to do any work in the cemeteries without permission from the Sexton.
2. Employees of the cemeteries will not be permitted to do any work for the deed-holders except with permission from the Cemetery Trustees.
3. No trucks or heavy vehicles will be permitted in the cemeteries without the approval of the Sexton.
4. Domesticated animals (pets) are not permitted on cemetery grounds at any time.
5. Any object placed on a grave that is offensive, improper, or detrimental to the general appearance of the cemetery, will be removed without notice.
6. Littering of any kind is prohibited within the cemetery or nearby roadside.
7. Grading, sodding, seeding, fertilizing, or filling on plots by anyone other than cemetery employees is permitted only with prior approval from the Trustees.
8. The Trustees reserve the right to refuse admission to the cemeteries for bicycles, motorcycles, or any other recreational vehicles.
9. Motorized vehicles must be kept under control at all times. Driving across or parking on the lawns is prohibited.
10. Deed-holders are requested to notify the Sexton or Town Clerk if there is any change in mailing address.
11. In all matters not covered by these Rules and Regulations, the Trustees reserve the right to do what they determine to be fair and reasonable.

K. Norway Plain Cemetery (Cremation Only Section):

1. The Hancock Cemetery Trustees have made additional spaces available at the Norway Plain Cemetery (hereafter referred to as the Cremation Only Section).
2. Eighteen (18) lots will be designated as **ASH BURIAL** only.
3. Each lot will have the capacity of up to 12 Ash Burials.
4. Certain lots will be reserved for individual burials (no more than one (1) plot to a customer).
5. Other lots will be designated for sale in plot combinations of 2, 4, 6, 8, and 12.
6. All plots sold must have an occupant, or heir designate, recorded at the time of sale.
7. All markers must be flat and of the in-ground type. Raised headstones will not be permitted.
8. Urns and vaults must be two (2) feet square or smaller.
9. No permanent shrubs or trees will be allowed in the Cremation Only Section.
10. All burials in the Cremation Only Section will follow the rules in Section F of the cemetery rules and regulations booklet.

L. Amendments

These Rules and Regulations may be amended by the Trustees at any time when the best interests of the cemeteries and the deed-holder(s) may demand. Public notice of any changes will be posted at the Town Hall.