

# TOWN OF BELLINGHAM MASSACHUSETTS CEMETERY RULES AND REGULATIONS

These regulations have been amended by the Bellingham Cemetery Committee and Sextons on April 9, 2009 after closure of an advertised public hearing.

## **I. Gravesite Sales and Ownership**

1. Gravesites and Columbarium Niches at Cemeteries under the control of Bellingham Cemetery Committee and Sextons will only be sold to:
  - a. Existing residents of the Town of Bellingham
  - b. Past residents of the Town of Bellingham
  - c. Family members of individuals whose remains are interred in Cemeteries under the control of the Bellingham Cemetery Committee and Sextons.
2. The DPW will print and issue deeds for gravesite and columbarium niche sales. The DPW is only authorized to issue deeds and sell gravesites and columbarium niche to town residents and former town residents. A vote of the Committee is required for any gravesites or columbarium niche sale to non-residents is approved.
3. All deeds are considered legal if signed by a majority of the Cemetery Committee, its authorized agent, or the DPW Director or his authorized agent.
4. A single individual can purchase one (1) to four (4) gravesites, if available, by completing an application and paying the fee (land and perpetual care). If an individual wishes to purchase more than four (4) gravesites, they should submit a written request to the Cemetery Committee. The Committee will act on requests for over four (4) gravesites at their regularly scheduled meetings.
5. A single individual can purchase one (1) columbarium niche, if available, by completing an application and paying the fee. If an individual wishes to purchase more than one (1) columbarium niche, they should submit a written request to the Cemetery Committee. The Committee will act on requests for more than one columbarium niche at their regularly scheduled meetings.
6. A single gravesite can be used to intern no more than the following:
  - a. One Casket and two urns, or
  - b. Six urns
7. A single columbarium niche can be used to intern as many two (2) urns. Niche owners are solely responsible for purchasing urns that will allow two urns to fit within the area inside the niche.

8. Gravesite and Columbarium Niche Deeds cannot be sold between private parties or transferred outside of the private owner's family without the endorsement of the Committee.

## **II. Work at and Access to Town Cemeteries**

1. Only Town personnel or Town hired contractors are allowed to perform any work on Town cemeteries.
2. The gates to Town Cemeteries will be closed on or about January 2nd and reopened on or about March 31st annually.
3. The opening of graves for interment will be entirely at the discretion of the DPW during the months of December, January, February and March, with consideration of the depth of frost and the mud condition common in the late winter and spring.

## **III. Gravesite Decorations, Markers, and Monuments**

1. The planting of trees, shrubs or bulbs in the ground is not permitted. Any plantings may be removed at the discretion of the Town without notice.
2. No gravesite borders of any kind are allowed. Any such placed may be removed at the discretion of the Town without notice.
3. Temporary decorations and markers must be durable, suitably anchored, and easily removable. Temporary decorations become the property of the Town as soon as they are placed and can be removed or modified at any time without notice. The Town will remove all decorations annually after January 2<sup>nd</sup> and before March 31<sup>st</sup>.
4. Memorial Lights and candles will be allowed and will not be annually removed, but as with any temporary decoration, the Town reserves the right to remove or modify these memorials should they become unsightly or a nuisance to maintenance efforts.
5. Permission must be received from the Town before any raised monuments are installed. The Town has sole discretion in establishing the location and orientation of monuments and markers.
6. The maximum dimensions for granite monuments for two gravesite lots are as follows:
  - a. Base width 2'-10" (34")
  - b. Die width 2'-4" (28")
  - c. Total Height 3'-0" (36")
7. No items or decorations are allowed on the Columbarium. Any such items placed may be removed at the discretion of the Town without notice.
8. All Columbarium Cover engraving will be done by the Town approved contractor and with font and size of text approved by the Committee to maintain a consistent appearance.

9. The Information engraved on a Columbarium Cover must at a minimum include the full name, date of birth, date of death of any individual interned there in. Additional information, and terms of endearment, will be allowed within the limitations of engraving text size and font as determined by the Committee.
10. The Committee may sell space on the end of the Columbarium for engraving as they see fit. Typically this space will be used to inscribe the name of individuals whose cremation ashes that have been spread. Applications for engraving on the end of the Columbarium must be submitted to the Committee in writing. The fee for such engraving shall be as noted in Section V Fees and Charges. All Columbarium end engraving will be done by the Town approved contractor and with font and size of text approved by the Committee to maintain a consistent appearance.

#### **IV. Internment**

1. Sealed covered vaults must be provided for all casket burials. The Town does NOT provide casket vaults. All urn burials will be placed in vaults provide by the Town.
2. All buried remains will be marked with a permanent marker provided by the Town and paid for at the time of Interment Order Application. This marker will be a flat gray granite marker measuring approximately 6" by 12" with the name of the interned, date of birth and date of death.
3. All Columbarium Niches will be marked with an engraving font and size determined by the Committee. The Town will perform and charge for engraving at the time purchase identifying the owner of the niche and modification as needed at the rate set by the Committee.
4. A minimum of 16 working hours notice is required from the time of application of an interment order to the time of burial.
5. No burials or Columbarium Niche openings will be scheduled on the following holidays that are observed by the Town employees:
  - a. Full Day Holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.
  - b. Half Day Holidays: Good Friday (half day), the day before Thanksgiving, the day before Christmas, the day before New Years Day. (The holiday begins at 11:00 AM on half day holidays.)
6. Any burial scheduled such that any Town employee is required to perform tasks outside of regular working hours will include additional Interment Overtime Charge. The following are the parameters that determine when the Interment Overtime Charge will be applied:
  - a. Any interment scheduled on a weekend,

- b. Any interment scheduled for Monday morning for which the DPW was not notified before Noon on preceding Friday.
7. All interments must arrive at the Cemetery by 2:00 PM and all services must be completed by 2:30 PM or an Interment Extended Service Charge will be applied.
  8. No remains will be interred until and unless a Gravesite Deed has been issued and Interment Order has been received with all related fees paid.
  9. Any columbarium niche opening scheduled such that any Town employee is required to perform tasks outside of regular working hours will be charged at the DPW Off Duty Hours rate as set by the Committee. The following are the parameters that determine when the DPW Off Duty Hours will be applied:
    - a. Any interment scheduled on a weekend,
    - b. Any interment scheduled for Monday morning for which the DPW was not notified before Noon on preceding Friday.

**V. Fees and Charges**

| <b>Fee &amp; Charges</b>                  | <b>Amount</b>                                   |
|---|---|
| Gravesite Land Purchase Price             | \$150.00 per gravesite                          |
| Gravesite Perpetual Care                  | \$150.00 per gravesite                          |
| Interment Order (Casket)                  | \$600.00 per casket interment                   |
| Interment Order (Urn)                     | \$400.00 per urn interment (includes Vault)     |
| Interment Order (Infant)                  | ZERO  |
| Interment Overtime Charge                 | \$400.00 per interment (if applicable)          |
| Extended Service Charge                   | \$200.00 per half hour (if applicable)          |
| Columbarium Niche Purchase Price          | \$400 per niche                                 |
| C. Niche Cover Engraving - Initial        | \$250.00 at time of purchase & per Modification |
| C. Niche Opening (Regular DPW Duty Hours) | \$100.00 per opening                            |
| C. Niche Opening (DPW Off Duty Hours)     | \$200.00 per opening                            |
| Columbarium End Engraving                 | \$100.00 per Two Lines of Text                  |