**LANDGROVE CEMETERY BOARD BYLAWS**

**Updated by the Landgrove Cemetery Board in August, 2023**

**Organization**

The Cemetery Board consists of five members elected at the Town Meeting. The terms are staggered and run for five years. One mandate expires each year and the outgoing member must be re-elected or a new member voted in to take his or her position.

One member of the board is elected Chairperson by the members of the board. The Chair serves until s/he resigns, is voted out, or is not re-elected to a position on the Board at the end of his or her term as a board member.

The Chair of the Cemetery Board carries out the function of selling lots, dealing with the Sexton, arranging for burials, etc. In his or her absence another member of the board may be designated by the Chair to carry out the above functions.

The Town Treasurer keeps the accounts of the Cemetery Board. S/he also disburses Cemetery funds and makes transfers between accounts as requested by the Chairperson of the board.

The Town Clerk records the sale and transfer of cemetery lots.

A Sexton will be chosen and employed by the board normally under a one year renewable contract. The Sexton is responsible for the digging of graves and the maintenance of the cemeteries. S/he works under the direction of the Chair of the Cemetery Board.

**Cemetery Properties**

There are four cemeteries in the town:

1. The “Old Cemetery” on the Landgrove Road adjacent to Leurich Field.
2. The “New Cemetery” opposite the Church.
3. A small cemetery opposite the Landgrove Tennis Club.
4. A small cemetery on the south side of Route 11 and south of the Henson property.

Burials and sales of lots are only made in the “New Cemetery”.

**Sales of Lots:**

Cemetery lots/plots will be sold to Landgrove property tax payers only.

The practice is to limit sales of lots to two per family. Any request to purchase more than two lots will have to be considered and voted by the Cemetery Board.

Any lots sold will be marked by four corner stones placed just inside the four corners of the lot. The stones can be provided by the Cemetery Board. The location of the corner stones and their placement in the ground is the responsibility of the Cemetery Board and its Sexton.

Lots will be sold that are adjacent to other lots already sold. Isolated lots will not be sold.

Owners of lots can transfer/resell their lots.

**Interments:**

Interments, when requested by the family or a funeral home, will be approved by the Chair of the Cemetery Board who will:

1. Verify that the plot is in fact owned by the family of the deceased or the burial has been authorized by the owner of the plot.
2. Verify the location of the plot.
3. Verify that there is space in the plot for a burial The State of Vermont requires that caskets be placed within a concrete burial vault. This means there can only be two casket interments in a lot which is nine feet wide.
4. Agree with the family on the location in the plot of the grave and the headstone or other markers.
5. Record on the “plot sheet” the location of the vault, the urns or cremated remains, the headstones or other markers, and the name of the deceased along with any other particulars that appear appropriate.
6. Request the Sexton to dig the appropriate hole and to fill it in after the interment. The Sexton will collect from the funeral home the appropriate documentation and give it to the Chairperson or the Town Clerk. The Chair of the Cemetery Board will receive a $50 fee for each interment of whatever type from the family or funeral home.

No animals will be in interred in Landgrove cemeteries.

Interments will not be allowed in the winter when the ground is frozen or at any time when the ground conditions are considered too difficult by the Chair of the Board.

**Monuments:**

Monuments, including their base, will be placed completely within the plot and their location will be agreed upon by the Chair of the Board and the family or funeral home.

The practice is to place the monuments for graves on the upside (east) of the main path at the upside of the plot with the lettering facing the main path. For graves on the lower (west) side of the eleven foot wide main path the monument will be on the lower side of the plot with the lettering again facing the main path. The Cemetery Board would like to stress that the main path is only eleven feet wide. It appears wider, but approximately half of the width (on the west) is occupied by graves.

Normally only one headstone will be allowed in a 4 ½ foot plot, two in a 9 foot plot, and three headstones in a 12 foot wide plot. Exceptions will have to be approved by the full Cemetery Board.

The Cemetery Board reserves the right to reject the placement of a monument that is out of character with the rest of the monuments in the cemetery.

**Decorations of Graves:**

The decoration of graves with artificial flowers and other decorations is not permitted and a discreet sign to that effect will be posted near the access gate. Small plants can be planted within the plots, however, bushes and/or trees may not be planted unless approved by the Cemetery Board. Artificial lights are not permitted within the cemeteries.

**Security:**

The main cemetery gate will be locked at all times except during interments, interment ceremonies, and when access for equipment is necessary. Keys to the gate are in the possession of the Chair of the Board, the Sexton, and the Town Clerk. The Chair has extra keys for other members of the Cemetery Board if desired.

Motorized equipment will not be allowed off the eleven foot wide main path except in the case of a mower, a backhoe needed to dig a grave, or equipment required to emplace a monument or headstone. Any exceptions require the approval of the Chairman of the Cemetery Board or the Sexton.

The pedestrian access gate off the main road allows access to the cemetery by anyone on foot.

**Maintenance:**

The cemeteries will be maintained by the Sexton under a yearly contractual arrangement. The cemeteries will be kept neatly mowed during the growing season. Special maintenance such as tree trimming etc. may be necessary from time to time and must be authorized by the Chair. If the work required exceeds the Cemetery Commission’s available maintenance funds, the full Board must authorize the expenditure.

Repairs of gravestones/monuments in the old cemeteries may be made by the Cemetery Board if the funds are available. Repairs of gravestones/monuments in the “New Cemetery” will be made by the owners of the plots.

**Cemetery Funds:**

Cemetery funds come from the following sources:

1. Interest from invested cemetery funds.
2. Town funds approved by the Selectmen and/or at Town Meeting.
3. Interment fees.
4. Fees from the sale of plots.
5. Donations.

It is the policy of the Cemetery Board that all maintenance, whether normal or exceptional, be covered by the interest from the invested cemetery funds, town funds, interment fees and donations sought for that purpose. Funds from the sale of plots will be added to invested funds. Donated funds will be applied for the purpose the donor intended.

Cemetery funds will be accounted for and disbursed by the Town Treasurer. Investments will be made to provide reasonable protection of capital and gather the maximum interest. A Trustee of Public Funds and the Town Treasurer will meet with the Cemetery Board at least once a year to discuss its accounts, Bylaws, investments, investment policies, and specific decisions affecting the cemeteries.

**Records and Documentation:**

The Town Clerk will keep a record of plots sold and transferred in the Town Hall. A “Master Plan” of the “New Cemetery” will also be kept in the Town Hall. This “Master Plan” will show the location of all plots in the “New Cemetery” and their owners. The Chair of Cemetery Board selling is responsible for recording the appropriate information on the “Master Plan” when cemetery plots are transferred or sold. Copies of the “Master Plan” will be provided to members of the Cemetery Board from time to time. The date those copies were made will be recorded on them and the “Master Plan” to avoid confusion.

The Chair of the Cemetery Board or his/her designated representative will maintain a log of significant happenings and a file of correspondence regarding the cemeteries.

The Chair will maintain in the Town Hall a loose-leaf notebook with a page for each plot sold in the “New Cemetery”. The page will include information regarding the current and past owners of the plot, the location of the plot, the names of the persons interred, the locations of graves and monuments within the plot, and verification of appropriate documentation of the deceased person’s status as a United States military veteran (such as a DD Form 214 or other documents).

David S. Bigelow, Chairman, September 18, 1995

Updated by the Cemetery Board January 16, 2007

Updated by the Cemetery Board August, 2023

**Appendix A**

**Sales of Cemetery Plots**

1. Choose with the purchaser an available plot using the “Master Plan” in the Town Hall, or a copy if there have not been any recent sales. Ensure that the plot is adjacent to an existing plot. Try to fill in the rows as much as possible.
2. Respect the maximum limit of two plots per family.
3. Calculate the purchase price using Appendix B.
4. Obtain a check made out to the “Town of Landgrove” for the appropriate amount due.
5. Fill out a blank deed.
6. Send or give the check and the completed deed to the Town Clerk, then return deed to the purchaser.
7. Record the sale information on the “Master Milar” in the Town Hall.
8. Prepare a “Plot Sheet” for the loose-leaf notebook.
9. Ensure that the Chair of the Cemetery Board has the needed information to record the sale in the log.

**Appendix B**

**Opening and Closing Fees:**

The opening and closing of graves must be coordinated with the Cemetery Board and carried out only by the Sexton. All charges for opening and closing graves will be billed and received directly by the Town.

The cost for a casket burial/interment is $800 for the Sexton for opening and closing the grave, $100 for the Landgrove Cemetery Fund for perpetual care, and $50 for the Chair of the Cemetery Board to cover his/her associated paperwork and time (total $950).

The cost for the burial of cremated remains is $175 for the Sexton for opening and closing the grave, $100 for the Cemetery Fund, and $50 for the Chair (total $325).

Checks will be made payable to the “Town of Landgrove” for the total amounts. The Town Treasurer will then pay the Sexton and the Chair and deposit the rest in the appropriate account.

**Prices for Plots (Updated July, 2023):**

 **Town resident/landowner** **Non-resident**

9x12” plot $300 $900

Cemetery Endowment Fund $200 $200

Cemetery General Fund $100 $100

Cornerstones $100 $100

Recording Fee (Town Clerk) $15 $20

**Total $715 $1320**

Add $150 for the sale of 13x12’ plots.

Subtract $75 for the sale of 6x12’ plots.

Subtract $150 for the sale of 4.5x12’ plots.