

**NORTH HERO CEMETERY COMMISSION
PROCEDURES FOR SELLING LOTS**

ADOPTED BY THE NHCC ON 21 MAY 2007

REVISED AND ADOPTED BY NHCC ON 28 JULY 2008

REVISED AND ADOPTED BY NHCC ON 29 DECEMBER 2008

1. Check MASTER PLOT SHEET of subject cemetery to verify which lots are available using the up to date copy of the MASTER PLOT SHEET of said cemetery. This master is kept in the vault at the Town Office. Verify that the lots are clear by driving metal probe into the ground area of the plot and making sure to probe the entire area of said lot.

2. Sell lot to the buyer using the current fee schedule below. This fee schedule is also on the inside cover of the Cemetery Sales Receipt Book. Notify the buyer that they must have the square stone markers installed at all four corners of said lot within sixty (60) days of the sale. Burials will not be allowed unless these makers are in place. KUHN MEMORIALS, SENESAC MEMORIALS, PLOPUFF'S MONUMENT COMPANY or a like business of the plot owner's choice may be used. In the Hazen West View Cemetery there are metal pins at the four corners of each single plot. This means that square stone markers are not needed, and in fact, are not allowed.

~~Prices current as set by the NHCC on 29 December 2008~~

Residents:	Single Plot	\$250 with an \$8.00 registration fee.
	Double Plot	\$400 with an \$8.00 registration fee.
Non-Residents:	Single Plot	\$400 with an \$8.00 registration fee.
	Double Plot	\$700 with an \$8.00 registration fee.

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3. Have check made out to North Hero Cemetery Commission. Make out a receipt from the Cemetery Sales Receipt Book (the receipt book is kept at the Town Offices along with the MASTER PLOT SHEET and the MASTER TRANSACTION LOG BOOK) and give a copy to the Buyer. Give the check to the Town Clerk/Treasurer so that it can be deposited in the NHCC's account. A copy of the receipt should also be given to the Town Clerk so that she/he may use it as a reference to make out the deed.

4. The cemetery commissioner who sells the lot(s) must mark the changes on the original MASTER PLOT SHEET, enter the sales in the MASTER TRANSACTION LOG BOOK, and notify all other commissioners of the transaction(s) so they can update their copies of the MASTER PLOT SHEET.

PRICE INCREASE FOR CEMETERY PLOTS

As of 31 July 2009, the North Hero Cemetery Commission is establishing the following prices for purchase of burial sites for all North Hero Cemeteries:

Residents: Single Plot \$250 with an \$8.00 registration fee.
 Double Plot \$400 with an \$8.00 registration fee.

Non-Residents: Single Plot \$400 with an \$8.00 registration fee.
 Double Plot \$700 with an \$8.00 registration fee.

Price for preparation/digging for cremation burials will be raised to \$125 as of 1 July 2009. Price for preparation/digging for traditional casket burials is established between the family and the funeral home of their choice.

If you have any questions or wish to purchase a plot, please contact a member of your Cemetery Commission:

Bob Greenough (372-3321)
Roger Poquette (372-4275)
Mike Tranby (372-5853)
Louis Dorwaldt (372-5357)
Tracy Giroux (372-5544).

5. The Town Clerk will then make out a deed from the Cemetery Blank Deed Book. Make sure that the Town Clerk/Treasurer has the check for deposit. After the deed is made out, the NHCC commissioner will verify that the deed is correct, will sign it, and will return it to the Town Clerk.

The cost for the corner marker stones should be verified with Kuhn (372-3306), Senesac (928-3318), and Plouff's (524-5145) so that this information may be given to the buyer.

NORTH HERO CEMETERY COMMISSION PROCEDURES FOR BURIALS

ADOPTED BY THE NHCC ON 21 MAY 2007
ADOPTED BY NHCC ON 29 DECEMBER 2008

1. Contact is usually made from the funeral home or from a family member. At the initial contact, inform the funeral home that there is usually a one hundred dollar burial fee paid to the North Hero Cemetery Commission. This fee may be waived in cases where there is a financial burden. Examples would be low-income families and Town Burials.
2. Communicate with the family or funeral director to identify if an existing lot(s) is owned by the family. If a lot(s) is available, decide with the family where they want to bury the deceased. Make sure that you ascertain whether it is to be a casket or ashes burial. Burial of ashes in an urn has a seventy-five dollar (\$75) burial fee. Note: if the urn is contained within a vault, then the fee increases to one hundred fifty dollars (\$150). There is a limit of four ash-burials per single plot.
3. Verify that the lot is clear by probing with a probe bar. Stake out the lot. Note: Hyde and Jerusalem cemeteries have single lots of 5 x 10 feet and double lots of 10 x 10 feet.
4. When the burial is completed, the grave-diggers (hired by the funeral director) are responsible for finish grading and replacing sod and/or planting grass seed as applicable. Note, that it is not the responsibility of the NHCC to contract for or to dig the grave. The digging of graves and burials will be conducted by the funeral home chosen by the family. The NHCC will, upon scheduling with the family or the family's chosen funeral director, dig for the placement of urns containing ashes.
5. Make appropriate entries on Master Mylar kept in the Town Office, add the burial to the Master Transaction Log Book kept in the Town Office, and communicate to the other NHCC commissioners so that they can update their Mylar.

6. If a person dies without the means to pay for a burial, or if his/her family do not have the means to pay for a burial, the NHCC will pay for the purchase of a plot, a burial, and a headstone. There is not an area reserved for these types of transactions, and so the NHCC will choose a vacant plot (single or double depending on the situation) for the deceased.

CEMETERY AREA RULES

ADOPTED BY THE NHCC ON 21 MAY 2007

ADOPTED BY NHCC ON 29 DECEMBER 2008

1. No trees, shrubs, or bushes may be planted within the confines of the Town Cemeteries. All planting of trees, shrubs, or bushes will be, if at all, planted by the NHCC. This policy is in order to protect headstones from damage due to root systems and to make the upkeep (mowing and trimming) easier for the Town of North Hero Public Works Department.
2. Planting of flowers is allowed and encouraged by the NHCC. These plantings should be limited to the foot of the headstone. The family or friends of the family of the deceased shall be responsible for cutting back and/or removing said plantings in the fall. If holiday decorations (Christmas wreaths, etc.) are left at the headstones, they must be removed at the appropriate time by the family or friends of the deceased. The NHCC reserves the right to remove unsightly and/or abandoned decorations.
3. Veterans Memorial American flags are displayed on the gravesite of all those who served in the United States Armed Services. It is the responsibility of the NHCC to see that these flags are purchased and displayed before Memorial Day each year.
4. The NHCC will continue to monitor the maintenance of the five North Hero Cemeteries (South End, West View, Hyde, Jerusalem, and North End).

CEMETERY HOURS
ADOPTED BY THE NHCC ON 21 MAY 2007
ADOPTED BY NHCC ON 29 DECEMBER 2008

1. The North Hero Cemeteries (South End, West View, Hyde, Jerusalem, and North End) are unlocked and open year around when weather permits. The cemeteries are not plowed out for winter use.
2. Families, friends, and interested parties may contact any Commissioner for information regarding the five cemeteries.
3. The NHCC will facilitate the location of burial sites for those seeking information regarding the burial of ancestors.

NORTH HERO CEMETERY COMMISSION RESPONSIBILITIES
ADOPTED BY THE NHCC ON 21 MAY 2007
ADOPTED BY NHCC ON 29 DECEMBER 2008

1. The NHCC will meet as soon as possible after the annual Town Meeting to elect officers and to confirm the policies, rules, and regulations for the cemeteries.
2. The price set for burials will be reviewed at this first meeting.
3. Responsibilities of the individual commissioners will be voted at this first meeting.
4. All meetings will be in accordance with the Vermont Open Meeting Laws.
5. The NHCC will write an annual report to the people of North Hero for inclusion in the Annual Town Report and will submit this report to the Board of Selectmen by the end of the third week of January.
6. The NHCC will submit a budget to the Board of Selectmen by the end of the second week of December each year.
7. The NHCC will review the funds allocated to and the accounts for the cemeteries with the Town Clerk and the Auditors on an on-going basis. These reviews should be at least on a quarterly bases.
8. The NHCC will monitor the care of the five town cemeteries (South End, West View, Hyde, Jerusalem, and North End). It is the responsibility of the NHCC to make sure that old gravestones are restored when necessary and funds are

approved in the annual budget. The NHCC sees these restorations as part of a responsibility to historical preservation of the Town of North Hero.

9. The NHCC will maintain the fences surrounding the cemeteries. At present (May 2007), there are fences around the South End, Jerusalem, and North End cemeteries. It is the intent of the NHCC to see Hyde and West View cemeteries secured by fences.
10. All the rules and regulations set forth in the other sections of the NHCC Policies shall be followed by the NHCC.
11. The master plot mylars for active cemeteries will be secured in the Town vault. Those wishing access to review these mylars are encouraged to make an appointment with the NHCC.