

**Town of Wheelock
Cemetery Policy
Adopted 2023-10-10
Amended 2024-04-16
Amended 2024-05-21**

I. Hours of Operation:

- a. All Cemeteries shall be open from 7:00 a.m. until dusk from May 1st until November 11th. Burials will not be performed outside of this time frame without specific authorization from the Selectboard.
- b. Everyone shall leave the grounds by closing time and shall not enter the grounds except as specified in Section 1a herein.

II. General Cemetery Rules:

- a. No person shall remove any objects from a lot unless it is on their own lot.
- b. Destruction of property in any Town of Wheelock Cemetery is prohibited and will be dealt with under the fullest extent of the law.
- c. No commercial trucks, snowmobiles, automobiles or other motorized vehicles shall be allowed inside the burial area of the cemetery except with permission from the Selectboard. An exception is made for disabled access. Four wheelers and other small motorized vehicles may be used to allow access to all areas of the cemeteries to accommodate those with disabilities.
- d. All animals shall be leashed and kept under control at all times. Owners shall clean up after their animals.
- e. Children under the age of fourteen (14) within cemetery grounds must be accompanied by an adult who shall be responsible for the child's conduct.
- f. No solicitation of any kind shall be permitted at or within any Town of Wheelock Cemetery. This includes distribution of business cards, pamphlets and posters.

III. Volunteers, Contractors and Other Workers:

- a. All workers, in any capacity, in the cemeteries, shall be subject to the direction and control of the Selectboard.
- b. Any worker who does not abide by the regulations or respect the property of the cemeteries shall not be permitted to enter the cemeteries.
- c. Any contractors and/or businesses working in any Wheelock Cemetery must maintain current insurance as follows:
 - i. A certificate of liability Insurance shall be required annually provided to the Town Clerk's Office by May 1st and such other times during the year as coverage expires. Insurance coverage must include: commercial general liability, automobile and worker compensation.
 - ii. The Town of Wheelock must be identified as the Certificate Holder.

- d. Any contractors and others working in any capacity in any cemetery shall give notice to the Selectboard through the Town Clerk liaison before performing any work in the cemeteries. The Sexton, grounds keepers, and members of the Cemetery Task Force are granted full access for the year.
- e. In all cases, all excavated material shall be removed or, if permission is given, be placed in a designated area.
- f. Any damage that may be done to cemetery property by any person or entity shall be repaired by the person or entity, at the expense of the person or entity.
- g. All workers engaged in the vicinity of a burial shall suspend their labors during a service and all equipment shall be moved outside the cemetery and shut off.
- h. All volunteers working in any Wheelock cemetery, including as part of the efforts organized by the Wheelock Cemetery Task Force, must sign a liability waiver with the Town Clerk. Liability insurance is not required for volunteers.

IV. Lot Sales:

- a. Current residents and former residents of the Town of Wheelock may purchase lots or half lots. See summary of fees in Section IX.
- b. Non-residents may purchase lots. See Summary of fees in Section IX.
- c. The sale of multiple lots together by one purchaser shall be considered a plot. The minimum number of lots to make up a plot shall be two (2).
- d. Full lots: Four (4) full burials or eight (8) cremation burials are permitted in each full lot.

Half lots: Two (2) full burials or four (4) cremation burials are permitted in each half lot.
- e. Persons desiring to purchase cemetery lots or plots shall contact the Town Clerk and shall obtain a copy of the Cemetery Policy from the Wheelock Town Clerk.
- f. The Town Clerk shall draft a Sales Agreement between the Town of Wheelock and the purchaser for the sale of a plot or a lot within the cemetery. The Agreement shall include the following information: the size of lot (half or full); row # and lot #, name of the individual(s) whose remains are intended to be buried in the lot, price paid (in accordance with the fee schedule) including perpetual care. Example below:

"one full four person lot, in Row ____ Lot ____ of the Sulphur Spring Cemetery for the amount of \$_____, which includes perpetual care. The remains or cremains of the following persons thereof shall be permitted to be buried in said lot: _____, _____, _____, _____."
- g. Cornerstones are required at the time of purchase of a lot. Cornerstones are procured through the Sexton. Proof of purchase and intent to install (in coordination with the Sexton) must be presented to the Wheelock Town Clerk prior to the issuance of the

Sales Agreement mentioned above in f.

- h. The Selectboard has the authority to designate certain sections of a cemetery where lots shall not be sold.

V. Lot Transfer/Sales - Private:

- a. Any transfer of ownership or interest in any lot shall become valid once recorded with the Town Clerk, and must include a Sales Agreement signed by both parties, as well as any transfer or assignment endorsed by the Town Clerk. Sales of private lot(s) are between the owner and the purchaser and may be donated back to the Town. The Sales Agreement shall indicate the name(s) of the individuals to be buried in the plot.

VI. Lot Owner's Responsibilities:

- a. Lot owners shall be allowed to plant flowers and place artificial flowers on their lots. Lot owners are not permitted to plant trees or shrubs. Artificial flowers must be removed from the cemetery property by November 1st. Winter wreaths must be removed from the cemetery property by May 1st. Any miscellaneous items placed on graves that have been strewn about by the weather will be removed at the discretion of the Sexton.
- b. All plantings must be contained within fifteen (15) inches of the monument, must stay within the boundaries of the lots and must be maintained by the lot owner.
- c. Any plantings that infringe upon the boundaries of any adjacent lots must be trimmed back or removed by lot owners. When plants are not maintained by lot owners, cemetery personnel and/or their representatives may trim or remove plantings, if necessary, to prevent damage to property and monuments.
- d. Lot owners assume the risk and take full responsibility for any items left at a grave site.
- e. No glass containers, other than eternal lights, shall be allowed in any cemeteries.

VII. Monuments and Markers:

- a. All monuments shall be installed by the monument company. This includes all military, footstones and cremation markers.
- b. Only one monument will be allowed on each single lot.
- c. New cornerstones must be purchased through the Town of Wheelock by the new lot's owners. See Section IV. Lot Sales above and Section IX. Fees.

VIII. Interments and Burials:

- a. All arrangements for all interments shall be made a minimum of forty-eight (48) hours in advance.
- b. Funeral directors shall bring and turn over to the Sexton who prepares the grave site, or his/her designee, a burial permit or cremation certificate, whichever applies, with all information completed prior to any burial service or burial. No burial will take place without the above, duly noted permit or certificate.

- c. Persons desiring to allow the internment of bodies other than as indicated in the lot Sale Agreement (see Sect. IX) shall give written permission of the same signed by the lot owner or by his/her legal representative and recorded in the Town Clerk's Office.
- d. No interment and/or cremated remains of a body, other than human, shall be permitted in the cemetery.
- e. All workers refer to Section III.
- f. No disinterment or removal of a body shall be allowed except as provided by Title 18 of the State of Vermont Statutes Annotated.

IX. Lot Fees

The following fees are payable to the Town of Wheelock for the right to be buried in the Sulphur Springs Cemetery. The fees are not for purchasing land.

- a. All fees shall be paid in full before interment.
- b. Lot fees do not include opening and closing the grave site. See Section X for fees to the Sexton for opening and closing a grave site.
- c. Lot prices do not include headstones, lettering on headstones, or cornerstones.
 - 1. Lot prices to be paid to the Town of Wheelock:
 - i. Lot price for full (4 person) lot including perpetual care:

Resident \$400	Non-resident \$600
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 - ii. Lot price for half (2 person) lot including perpetual care:

Resident \$250	Non-resident \$400
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- d. The sum of \$100 per lot sale shall be added to the Town's Cemetery Endowment Fund. The remaining balance of the sale price shall be deposited into the Town's cemetery operating account.
- e. Corner stones are required at the time of lot sale. All corner stones will be ordered and installed by the Sexton. There is a charge for the corner stones payable to the Sexton that is in addition to the charge for the lot (to the Town) and for the burial fee (to the Sexton) (see Section X.)

X. Burial Fees:

The Town of Wheelock coordinates with the Sexton who prepares the grave site and installs the cornerstones.

Only the Sexton is allowed to open and close a grave site. Private individuals and family members are not allowed to prepare the grave site (dig a hole) for a burial or install lot corner stones.

Amended by Wheelock Selectboard on 5/21/2024
