The following is a Proposal drafted by the Cemetery Trustees in cooperation with the Selectmen. We would appreciate comments before we ultimately adopt the Guidelines for our Town.

Town of Roxbury: Cemetery Guidelines

#1 General Regulations
All considerations should promote and protect the best interests of the Roxbury Cemetery and the Nye Cemetery.

All interments and removals are subject to orders, laws and permissions of the properly constituted authorities of the city, county and state.

No interment of any body, or cremated body, other than that of a human being is permitted in the cemeteries.

Sites shall contain no more than one body or the remains of one body. Exceptions may be made at the discretion of the Selectmen and the Cemetery Trustees.

Lettering on monuments, markers and headstones shall be hand cut (carved) or sandblasted letters and numerals.

All plots within the cemetery must be mowed and maintained so as to contribute to the general appearance of the grounds.

No type of fencing shall be permitted around any lot or multiple lots. The placing of memorabilia (shells, wind chimes, stuffed animals, boxes etc.) around a gravesite is not permitted except on the one day of a funeral after which memorabilia must be removed.

Plastic flowers or plastic decorations of any kind are discouraged and will be removed seasonally. Glass jars or tin cans (for water) are also discouraged and will be removed by the groundskeeper. Christmas wreaths or winter plants must be removed by the end of April or will be removed by the first mowing by the groundskeeper.
No bicycles, motorcycles or off-highway recreational vehicles are allowed in the cemetery grounds. **Dogs must be leashed, according to the Town’s leash law.**

No signs, notices or advertisements of any kind shall be allowed in the cemetery.

No person is allowed to gather flowers, wild or cultivated, break, cut or remove trees, shrubs or plants, litter or in any way deface or damage monuments, structures or headstones. The Town shall exercise all possible care to protect the individual structures and sites in the cemeteries but it disclaims all responsibility for damage from causes beyond its reasonable control (weather, thieves, vandals, mischief makers, explosions, unavoidable accidents or an act of God).

Plans or designs for any oversized or family memorial must be approved by Cemetery officials who shall have the authority to ask the family to reconsider any plan or design because of size, design, inscription, or quality of stone unsuited to the lot on which it is to be placed. Notification of and reasons for the reconsideration request must be given within 15 days. (Rule of thumb: the face area of the memorial shall not exceed 15% of the total area of the lot and its length shall not exceed 60% of the average width of the lot.)

#2 Who can be buried in the Roxbury Cemeteries?

Any resident of Roxbury may have space in which to be buried in either the Roxbury Cemetery or the Nye Cemetery, free of charge.

Space permitting, a long-term Roxbury resident, or one who has contributed to the Town in a positive manner, and who has moved away from Roxbury, due to retirement or medical conditions, may, at the discretion of the Selectmen and combined with Trustee input, be granted space, free of charge. **LONG TERM** shall be defined as living in the town and paying taxes for ten years or more.

Space permitting, any non-residing adult offspring of a current Roxbury resident, whose untimely death occurs elsewhere, may at the discretion of the Selectmen and
combined with Trustee input, be granted space. Also, at the discretion of the Selectmen, a burial fee of $250 or a cremation fee of $150 may be assessed.

Decisions may be rendered on an individual basis with specific concern given to any hardship which might occur or had not previously been considered as these guidelines were written.

#3 Green burials: There is no specific regulation against a green burial as long as it adheres to State Regulations and is 100' from any house, school or business and not within 50' of a known source of water. However, inasmuch as wooden boxes collapse after a comparatively few years, the use of fragile containers should be seriously considered. Presently, a body buried in a single grave is enclosed in a regulatory concrete or other permanent vault. Burials on private property (not in an established area) must comply with local zoning ordinances and State Regulations.

#4 Town Responsibilities:

The Town will maintain a record of all interments and note them on the Cemetery Map.

For historical purposes, a record of all interred Veterans should be maintained. Flags shall be placed on these sites just prior to Memorial Day. Also, for historical purposes, periodic photographs of both town cemeteries should be taken by the Trustees and maintained in the archives.

All plots within the cemetery will be mowed and maintained by the groundskeeper so as to contribute to the general appearance of the grounds. Gates at the entrance of both cemeteries will also be kept in good repair. The groundskeeper will, in timely manner, remove piles of brush or raked leaves.

Before beginning work, workmen or independent contractors must have permission and plan approval from the Selectmen and/or the Cemetery Trustees. This also holds true for people wishing to conduct stone rubbings.
#5 Cemetery Trustees:

* Keeper of Town Records and burial layout map: Responsible for the placement of geraniums at both the Roxbury and the Nye Cemetery Gates just prior to Memorial Day. Present receipts for reimbursement. At present: Lynn Bueckner

* Flag Designee: Purchase flags and place them appropriately at the various sites just prior to Memorial Day. Remove flags that become torn or faded. Present receipts for reimbursement. At present: Robin Buffum

* State Reports: M9 and M10: Prepare and mail to Attorney General’s Office before March 1st. Prepare materials needed for Town Auditor. Oversee Cemetery Trust Funds. At present: Betsy Gilcreast

As a committee: report any damage to the Police; report brush or leaves needing to be removed to the groundskeeper; compile and make recommendations for necessary adjustments to the town’s Cemetery Regulations using State guidelines and other appropriate rules adopted by surrounding towns.

Adopted by the municipality of Roxbury on ________________, 2009