

DUXBURY CEMETERIES POLICY AND PROCEDURES

Adopted: 7/26/2005

Revised: 12/20/2006

Revised: 11/23/2009

- **Changed “Northfield Savings Account” and “Banknorth Account” to “Merchant Bank” under “section 7.A.”**

Revised: 8/26/2010

- **Added on page 1 the words “One is owned by St. Andrews Catholic Parish in Waterbury: Holy Cross Cemetery – Route 100 adjoining Duxbury Corner Cemetery” as the 10th cemetery in Duxbury**

Revised: 10/28/2010

- **Added on page 1 the words “CLOSED to sales, memorials, planting, burials etc.” for Landon/Hayden, Sprague and Crossett Hill cemeteries.**

Revised: 12/18/2011

- **Under “Procedure for Selling Lots” Section B, changed \$150 to \$400 per single lot.**
- **Under “Attachment B” changed \$150 to \$400 for single lot and \$300 to \$700 for Double Lot.**
- **Added to “Policy” section: Adhere to the state of Vermont cemetery statutes Title 18 Chapter 121. <http://legislature.vermont.gov/statutes/chapter/18/121>**

Revised: 9/23/2015

- **Changed the wording on page 1 for the Landon/Hayden cemetery from “CLOSED to sales, memorials, planting, burials etc.” to “CLOSED to sales, memorials, plantings adjacent to stones inside burial areas, burials etc. Any changes or improvements must be approved in advance by the DCC.”**

Revised: 12/2/2015

- **Changed the wording on page 1 for the closed town-owned cemeteries from “CLOSED to sales, memorials, planting, burials etc.” to “CLOSED to sales, memorials, plantings adjacent to stones inside burial areas, burials etc. Any changes or improvements must be approved in advance by the DCC.”**
- **Revised Meeting schedule information on page 3**

DUXBURY VERMONT

Incorporated 1763

POLICY AND PROCEDURES

by

Duxbury Cemetery Commission

Pursuant to the Vermont Statutes Title 18 Chapter 121 sect. 5301-5537 and 5571-5579

There are ten cemeteries in the town of Duxbury.

Four are owned by the Town:

- Phillips (Route 100 - This is the ONLY Town-owned cemetery open for selling lots)
- Landon/Hayden (Scrabble Hill Road – CLOSED to sales, memorials, plantings *adjacent to stones inside burial areas*, burials etc. Any changes or improvements must be approved in advance by the DCC)
- Sprague (Crossett Hill Road – CLOSED to sales, memorials, plantings *adjacent to stones inside burial areas*, burials etc. Any changes or improvements must be approved in advance by the DCC)
- Crossett Hill (Devlin Road – CLOSED to sales, memorials, plantings *adjacent to stones inside burial areas*, burials etc. Any changes or improvements must be approved in advance by the DCC)

Four others are held in private association:

- South Duxbury - Route 100 (OPEN for selling lots. Contact: Eleanor Chris Pratt 802-496-3802)
- Old South Duxbury - Route 100 (CLOSED for selling lots. Contact: Eleanor Chris Pratt 802-496-3802)
- Old Duxbury Corner - Route 100 (CLOSED for selling lots. Contact: Bill Morse 802-244-8850)
- Graves – River Road (CLOSED for selling lots. Contact: Skip Flanders 802-244-5529)

One is owned by the State of Vermont:

- Monroe – Camels Hump Road (CLOSED for selling lots. Contact: Vermont State, Barre Office, 5 Perry St. Suite 20, Barre VT 05641; 802-476-0170)

One is owned by St. Andrews Catholic Parish in Waterbury:

- Holy Cross Cemetery – Route 100 adjoining Duxbury Corner Cemetery

The care, supervision and management of the Duxbury cemeteries shall be overseen by a board of no less than three commissioners, to be selected by the Town, with the authority to convey lots for burials. At present, there are three Duxbury Cemetery Commissioners elected at the annual Town Meeting – held the first Tuesday in March – on a staggered basis with one commissioner position available each year. Basically, the membership is of chair, secretary and treasurer.

POLICY

(def. Merriam Webster's Deluxe Dictionary Tenth Collegiate Edition 1998)

- a definite course or method of action selected from among alternatives and in light of given conditions to guide & determine present and future decision.
- a high level overall plan embracing the general goals and acceptable procedures especially of a governmental body

It is the Policy of the Duxbury Cemetery Commission to:

- Meet to conduct business of the commission.
- Join state and regional cemetery associations which promote educational programs about cemetery issues.
- Gather/research history of town cemeteries to provide education to town's people.
- Maintain active and inactive cemeteries in Duxbury not under private ownership. The DCC (Duxbury Cemetery Commission) and ultimately the Town will assume maintenance of a private Association cemetery if it becomes insolvent. (Title 18, Chapter 121, Section 5321 of the Vermont Statutes)
- Sell lots and when needed, acquire new cemetery property.
- Set reasonable regulations to carry out these policies.
- Maintain accurate financial statements, and provide annual report at Town Meeting of yearly activities.
- Adhere to the state of Vermont cemetery statutes Title 18 Chapter 121. <http://legislature.vermont.gov/statutes/chapter/18/121>

- **PROCEDURE**

(def. Merriam Webster's Deluxe Dictionary Tenth Collegiate Edition 1998)

- a particular way of accomplishing something or of acting
- a series of steps followed in a regular definite order
- a traditional or established way of doing things

1. Procedure for **Holding Meetings**

A. The DCC holds meetings when an agreed agenda is presented or when the need arises. This generally occurs once a month in Duxbury. The meetings are open to the public.

2. Procedure for **Involvement at the State and Regional Level**

A. Commissioners may attend the Fall and Spring meeting of the Vermont Cemetery Association (VCA) and pay yearly dues of \$25 (currently). VCA meetings include speakers and field trips and luncheon. The basic expense is borne by the DCC. Commissioners may also attend the New England Cemetery Association (NECA) meeting – a three day meeting held annually. There are scholarships available through VCA and NECA. Annual dues for NECA are \$50 (currently).

3. Procedure for **Cemetery Research**

A. Because of involvement in education, from time to time the commissioners may embark on a study of interest about cemeteries, and report its findings to the citizenry in a timely manner. This can be done by calling a special meeting and/or showing exhibits at Town Meeting.

4. Procedure for **Maintaining Cemeteries** (See Rules and Regulations for “Maintenance”)

- A. Hire mower/grounds keeper for all cemeteries
- Phillips - as needed (often weekly)
 - Landon/Hayden - once a month or as needed
 - Crossett Hill - branch pick up; mow regularly around parking lot and path to boardwalk
 - Sprague - branch pick up
- B. Establish the cost (salary or hourly) and the payment methods (monthly) for the mower/grounds keeper.
- C. Investigate all accidents or acts of vandalism, and report to Vermont State Police as necessary.

5. Procedure for **Selling Lots**.

A. Establish price per lot. Each lot (or combination of lots sold to one family) will have a deed per single lot, which must be recorded in the Duxbury Town Records. (See Rules & Regulations for “Costs”)

B. Procedure for **Purchaser**

- Contact one of the three commissioners.
- Make appointment to meet at Town Office and discuss lot location.
- Commissioner and purchaser go to cemetery to establish lot location.

- Purchase lot - \$400.00 per single lot. (Write check to Town of Duxbury)
- Pay \$10.00 per page for recording fee of each single lot. (Write check to Town of Duxbury)
- Pay \$100 to purchase four 6x6 granite markers with family initials to be installed at each corner of the lot. (Write check to Duxbury Cemetery Commission) (Note: See “Attachment A” for possible corner stone sellers)
- Pay \$50 for the installation of the four corner granite markers. (Write check to Duxbury Cemetery Commission)
- Purchasing a grave marker is left to the discretion of the purchaser, and the approval of the marker is made by the Duxbury Cemetery Commission. (See Rules and Regulations for “Markers”)
- Cost of digging a grave and burial is borne by the purchaser.
- Purchasing of Perpetual Care is optional. (Write check to Duxbury Cemetery Commission) (See Rules & Regulations for “Perpetual Care”)

C. Procedure for **Commissioner**

- Issue cover letter on procedures for purchasing a lot. (See “Attachment B” for copy of cover letter)
- Give copy of Rules & Regulations to purchaser.
- Commissioner and purchaser go to cemetery to establish lot location.
- Fill out deed to be recorded.
- Give deed to Town Clerk for recording.
- Make out 3x5 card for owner and file in vault at Town Office. Note on card Book # and page of deed.
- Using magic marker on map of cemetery, show location and name of who will be buried there.
- Stake out location of lot and install initialed corner markers.

D. Procedure for **Burial**

- Funeral director contacts the Town Clerk or a member of the commission that a burial will be taking place. Commissioner works with the funeral director on all aspects. (Note: See “Attachment A” for possible funeral directors)
- Commissioner stakes out the area for the burial.
- Commissioner contacts grave digger or vault company, who digs the grave and installs the vault. (Note: See “Attachment A” for possible grave digger and vault company)
- Attend service if possible as friend of the Town.

6. Procedure for **Setting Rules & Regulations, Policy & Procedures**

- A. Set aside one meeting a year to review Rules & Regulations, Policy & Procedures (i.e. Cremation lots, how many per lot).
- B. These Policies and Procedures and lot expenses, may be amended, or altered by the commission at any duly held meeting called for, among other things, that purpose.

7. Procedure for **Maintaining Financial Records and Providing Annual Report**

- A. Designate one commissioner as Treasurer (bond & have second signature at bank).
 - Checking account – Merchant Bank
 - Perpetual Care account – Merchant Bank

- Provide financial report at each commission meeting
 - Financial report printed in town meeting annual report
- B. Provide Annual report of yearly activities at Town meeting.

Adopted July 26, 2005
 Date

Duxbury Cemetery Commission

Chair

Secretary

Treasurer

Attachment A

Possible corner stone sellers and installers:

Perkins Parker Funeral Home and Cremation Service
48 South Main Street
Waterbury, VT 05676
802-244-7223
www.perkinsparker.com
Chris Palermo Director

Rock Of Ages Corporation
558 Graniteville Rd
Graniteville, VT 05654
800-421-0166
www.rockofages.com
Steve Benoit

Possible funeral directors:

Perkins Parker Funeral Home and Cremation Service
48 South Main Street
Waterbury, VT 05676
802-244-7223
www.perkinsparker.com
Chris Palermo Director

Guare & Sons Funeral Home
30 School Street
Montpelier, VT
802-223-2751

Barber & Lanier Funeral Service
139 Main
Montpelier, VT
802-223-5414

Stafford Funeral Home
91 Main
Stowe, VT
802-253-4073

Possible grave diggers:

Lewis (Tink) Amell 485-8126
Scott Amell (son) 485-7074 (H) 316-6869 (C)

Possible grave digger, and vault company:

Don Robertson 864-6027

Attachment B

Duxbury Board of Cemetery Commissioners

Town of Duxbury
5421 VT Route 100
Duxbury, Vermont 05676

Date

Dear

The Duxbury Cemetery Commission strives to make your purchase of a cemetery lot as easy as possible and is available to answer any questions you may have with this process. This letter explains the process and the fees for purchasing a lot in the Phillips Cemetery.

The Purchaser must contact one of the cemetery commissioners listed at the bottom of this letter so they can assist you with choosing a lot.

Cemetery Fees

Single Lot	Double Lot	Check Made Out To
\$400 / Lot	\$700 / Double Lot	Town Clerk
\$100 4 - 6x6 granite corner markers	\$100 4 - 6x6 granite corner markers	Duxbury Cemetery Commission
\$50 corner marker installation	\$50 corner marker installation	Duxbury Cemetery Commission
\$10 per page of deed recorded	\$10 per page of deed recorded	Town Clerk
Note: Contributions to the Perpetual Care Fund are voluntary		Duxbury Cemetery Commission

The commission asks your cooperation by following the enclosed “Rules and Regulations” adopted by the Duxbury Cemetery Commission.

Respectfully,

Erin Campos, Chair 802-244-8643
Wayne Langlais, Secretary 802-244-8616
Gloria Rapalee, Treasurer 802-244-7243