

Forest Hill Cemetery

Policies & Procedures

May 2003

Welcome to Forest Hills Cemetery
Owned and Operated by the Town of Derry, NH
Public Works Department
Municipal Center
14 Manning Street
Derry New Hampshire
Telephone (603) 432-6144

Our goal is to maintain the cemetery and keep its neat appearance and beautiful landscape.

For your safety and for the safety of our staff, we ask you to follow this summary of policies & procedures. Please share this information with family members to offset any future confusion. These uniform rules will be strictly enforced. Copies may be obtained from the cemetery office and the Public Works Department located at the Town's Municipal Center. Your cooperation will be greatly appreciated. The sale of cemetery lots is limited to Derry residents only.

The following policies & procedures are adopted for the mutual protection and benefit of the lot owners and the cemetery with a view in keeping and maintaining the Forest Hill Cemetery as beautiful as possible. All lot owners and people within the Forest Hill Cemetery shall be subject to the said policies & procedures and to any amendments thereto which shall be adopted and/or revised from time to time.

Purchase of Lot

Burial lots purchased at the Forest Hill Cemetery are sold with provisions of perpetual care.

Burial lots shall be sold exclusively to current residents of the Town of Derry; however, exceptions may be granted and/or reviewed by the Cemetery Trustees. Hereafter, upon purchasing any lot at the Forest Hill Cemetery, proof of established residency is required, illustrating that the individual(s) is a current Derry resident and/or a Derry property owner.

Lots may be purchased from the:

Town of Derry
Public Works Department
14 Manning Street
Derry, New Hampshire 03038
Telephone: (603) 432-6144

Payment

Payment for a lot(s) is accepted via check payment only. The deed of the lot shall not be delivered, memorials erected, or work performed on the lot until the purchase price is fully paid.

Deed

- A. All lots are conveyed by a special deed and are subject to all the policies & procedures governing the Forest Hill Cemetery. Conveyance of lots is prohibited except by special approval rendered by the Cemetery Trustees.
- B. Lost deeds will not be replaced by new deeds, but copies may be obtained upon receiving a payment fee of \$2.00 for each copy and sufficient proof of ownership.

The following are special requirements for lot owners, funeral directors, monument companies, and all other related cemetery services contracted.

Burial lots shall not be used for any other purpose than its original intent.

No Lot to be enclosed

A lot shall not be fully enclosed by any fence, railing, wall, hedge, embankment or ditch. However, the limits of each lot may be marked by granite, cement or other posts, which must meet with prior approval by the Cemetery Trustees. These posts shall be sunk in the ground so that the tops shall be level with the surface area of the ground. Historical sites are the exception.

Subdivision of Lots

The subdivision of lots is allowed in order to make use of all lots in the Forest Hill Cemetery. The purchase of a lot by two or more people is not favored. However in case of such tenancy, the Public Works Department may at his/her discretion allow a conveyance to be made by one of the owner's of a lot, of his/her interest therein, to the other owner or owners thereof, but not to any other person.

Grading

Lot owners must receive approval from the Public Works Department in order to grade and seed lots, the use of urns for real or artificial flowers, or any other related decorative/remembrance material. Planting of shrubs, bushes, or trees is strictly prohibited without cemetery authority/approval. Shrubs and bushes are not to exceed the height of the monument. Flowerbeds, annuals, and perennials are permitted provided lot owner cares for them. Flowerbeds are not to be more than 18" from the front of the monument, and not to exceed the width of the monument. Plantings are permitted on the side of the monument but must not exceed the width of the base and not to exceed 12" out from the base. The rear of the monument is to remain clear. The back of the monument is flush with the boarder of the adjacent lot (exception: family lots with the monument located in the center of the lot). Planting is permitted on your lot only. This rule is enforced by the Public Works Department & Cemetery Trustees. Any damages to cemetery property and/or lots by the above-mentioned are subject to replacement and/or repairment costs.

Personal Mementos

Personal mementos are acceptable on or at the base of the monument. Glass is prohibited. Wood or other designs made of materials impervious to weather conditions must be maintained or will be removed by cemetery staff. Flag holders are welcome and must abut the side of the monument. Tattered and worn flags will be removed. Plastic, not glass, vigil lights are permitted providing proper upkeep is taken.

Unightly Lots

After due notice, if the rightful owner of a lot(s) shall neglect to care for the same properly, and the condition thereof is such, in the opinion of the cemetery staff as to detract from the appearance of the Forest Hill Cemetery, the Public Works Department may have the lot put in order at the expense of the owner. Shepherd hooks, plant hangers, birdhouses, windsocks and chime posts are not permitted.

Orders for Work

All requests and/or orders for work on lots must be addressed to the cemetery crew chief.

Annual Care – Perpetual Care

As defined by the Policies & Procedures of the Forest Hill Cemetery, the term care pertains to only grass cutting and trimming. Necessary additional services, such as seeding and grading, dressing, filling or care of monuments is to be the sole responsibility of the owner, who shall pay the appropriate fees for the above mentioned services under fees pre-established by the Forest Hill Cemetery Trustees.

Rules for Urns

Urns and receptacles for cut flowers will be inverted when not in use and if permitted and/or determined unsightly, or if not in proper use, will be removed. Flowers, wreaths, etc. left on all lots will be removed when they become unsightly. Urns should be removed when a central monument is installed as the same area is reserved for one or the other. The Forest Hill Cemetery / the Town of Derry is not responsible for any damage or theft of urns, receptacles, or baskets placed within the cemetery.

Number of Containers

The placing of several flowerpots and containers on lots is not permitted and will be enforced by cemetery staff. These should be placed in a large urn or one container for the general appearance of the cemetery and in order to prevent grass from dying. The removal of sod and digging holes for inserting pots of flowers, etc. is permitted.

Orders & Permits

Funeral directors are required to furnish to the Town of Derry all necessary burial permits. All services rendered and/or required are to be approved by the Public Works Department. All fees in conjunction with interments, use of receiving tombs, additional costs for funerals/burials on Saturdays, or after cemetery working hours, etc. are to be established by the Town of Derry Public Works Department, the Town Administrator, and the Cemetery Trustees. Any and all the above established and mentioned fees are to be paid to the Town of Derry. Orders and/or request for interment must be given and/or scheduled with the Public Works Department at least twenty-four hours before the time of burial. Funerals upon arrival at the Forest Hill Cemetery shall be under the direction of the cemetery crew chief, or their representatives, and the funeral director.

Graves

For safety precautions and Town liability, graves may only be dug by cemetery division employees and/or under the direction of the Public Works Department. All interment procedures are to be performed solely by cemetery division personnel.

Removals

Removal or disinterment of remains from a grave will be allowed only with the approval of the Public Works Department and upon written order of the owner of the lot and/or his/her legal representative. Cemetery division employees under the direction of the Public Works Department must make any removal.

Tombs

Remains placed in the tomb may be removed and interred, when it may be necessary for sanitary and/or other reasons, upon a twenty-four hour notice to the funeral director or the authorized legal representative of the deceased.

Cremation remains within a concrete container, or metal vault are allowed, (Wood or Cardboard are not allowed), but not to exceed, four burials to a grave lot.

Opening of Graves

When instructions regarding the location of an interment space in a lot cannot be attained, or are indefinite, or when for any reason the interment space cannot be opened where the specified location in the lot as deemed best and proper, so as not to delay the funeral, the Town of Derry and the Public Works Department shall not be held liable and/or responsible for any damages/errors made. No more than one body may be interred, except in a case where the cemetery authority grants permission.

As a minimum standard, all concrete outer containers are to consist of a one-piece case with a two (2)-piece cover and are subsequent approval of the cemetery authority. Any previous or past burial interred without a proper specified vault cannot be disinterred and/or opened hereafter.

Equipment

Artificial grass, lowering devices, and all other relevant equipment owned by the Town of Derry Public Works Department, Cemetery Division, shall be used exclusively in making interments, disinterments, and removals.

Memorials & Monument Manufacturers / Companies

Monument companies must receive either in written and/or verbal form approval from the cemetery crew chief and/or the Public Works Department in order to install only memorials/monuments that conform to lot sizes, installation methods and/or material use. Wooden crosses and other designs made of materials subject to deterioration from weather conditions are not allowed and are enforced by the Town of Derry Public Works Department, employees/representatives. Previously installed wooden crosses may be allowed to stay until painting and/or repair work is necessary. Wooden crosses/fixtures that are determined unsightly will be removed.

Only one (1) above ground monument is permitted on a lot.

Individual grave memorial markers and corner posts must be set flush with the ground level and grade of the same material as the family monument is installed.

Monument Sizes

- (1) Grave Lot - base length is not to exceed 2'2" width 12"
- (2) Grave Lot - base length is not to exceed 4' width 12"
- (3) Grave Lot - base length is not to exceed 4'6" width 12"
- (4) Grave Lot - base length is not to exceed 5' width 12"
- (8) Grave Lot - base length is not to exceed 6' width 12"

On all lots, monuments are not to exceed 3'6" in height, which includes the base.

Variations from the above established monument sizes are subject to approval by the cemetery crew chief and Public Works Department. The above provisions are to be enforced by the Cemetery Trustees.

Foundations

Foundations for monuments and headstones will be constructed under the supervision and approved by the cemetery crew chief and Public Works Department. This must be on a written order from companies/manufactures who furnish monuments. The order shall show a sketch and shall be accompanied with the signature of the lot owner and/or legal representative.

Use of Cemetery Property

Forest Hill Cemetery, Town of Derry, is not responsible for any damage, theft, or act of nature. Flower beds, edging, personal items are the responsibility of the lot owner. If shrubs, flowerbeds, or personal mementos impede the opening of a gravesite, the responsibility for the re-establishment is the lot owner's responsibility.

Cemetery roads are narrow with a speed limit of 10 miles per hour. U-turns are not permitted. Vehicles allowed only on designated roadways.

All trucks, vans, buses, and tours must have authorization by either cemetery crew chief or the Public Works Department prior to entering the premises.

The Heritage Commission must authorize historic tours and stone rubbing.

Dogs are not allowed on cemetery premises per RSA 422-30B. Note: service animals to assist the disabled are permitted by law.

Please have respect for the lots of others.

Do not remove and/or pluck wild cultivated flowers from the grounds.

Loitering is prohibited at all times.

Discharging of firearms is prohibited, except in the case of a military funeral or Memorial and Veterans Day Holiday.

No solicitation permitted.

The cemetery is open 7:00 a.m. till 7:00 p.m. Enter at your own risk after dark.

Receptacles are provided at various convenient locations and visitors are requested not to litter in any capacity.

All patrons having official business that pertains to work performed at the Forest Hill Cemetery must check with the cemetery crew chief and/or Public Works Department prior to entering the grounds and/or performing any work therein.

Consumption of alcoholic beverages and/or mind-altering substances on cemetery property is not permitted. No employee shall receive any fee or gratuity from any person except for salary, which is issued by the Town of Derry.

Regulations – Veterans Lots

Urns will be permitted on top of monument base anytime. Temporary urns may be placed one week prior to Memorial Day. _____

Exclusive use of grass markers are to be maintained.

Organization markers and flag holders are permitted.

Bouquets in metal containers are not allowed on individual graves, flags are the exception.

Information Lot Owners Should Provide About Their Lot at the Forest Hill Cemetery

It is important to provide your family, relatives and/or legal representative with certain essential information about your lot; its exact size and location; who is to be interred into it; in which graves; and the location of the memorial/monument.

The pages that follow will provide a permanent record for this information. Fill in the diagrams and other spaces. It is always helpful to indicate the approximate size, as well as location, for the memorial for your lot. Consult with the Public Works Department and/or funeral director, for any of who will be glad to assist you in any capacity.

Do not leave these important decisions to others and do not put them off. Failure to settle these questions now may easily result in costly mistakes and misunderstandings later.

INTERMENT INSTRUCTIONS

Lot Owner's Name: _____

Name of Cemetery: _____

Address of Cemetery: _____

Section Number: _____ Lot Number: _____

Size of Lot: _____ Number of Graves: _____

(Dimensions)

Interments should be made in graves (as indicated on the diagram on the following page) as follows:

Grave No.	Grave No.
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Permanent care provisions of my lot have been made as follows:

My preference of funeral director is: _____

Additional Instructions: _____

Date: _____

Signature of lot owner: _____

Diagram of lot and Location of Graves and Memorial

Note: The following examples will help you in filling out the following diagram. Your cemetery representative or funeral director should be consulted.



Use this space for making a diagram of your cemetery lot, showing the number of graves, to whom each is assigned {as listed on the preceding page} and where the memorial should be located. It is important to suggest the size of the memorial.

Sample Diagrams of Lots

On the following page are sample diagrams of cemetery lots, showing the size of lots, number of graves, location and suggested size of the memorial.

Use these examples as guides in making the diagram of your cemetery lot.



Two Grave Lot

Three Grave Lot

Four Grave Lot

Eight Grave Lot

-----**APPROACH**-----

The Town of Derry Public Works Department reserves and shall have the right to correct any errors that may have been made on its behalf, either in approving memorial work which is contrary to Policies & Procedures or by improper authorization for work to be done. The Town of Derry Public Works Department disclaims all responsibility for loss or damages caused beyond its reasonable control, and especially from damages resulting from and/or caused by an act of God, the elements, riots, thieves, vandals, unavoidable accidents, and/or any cause similar and beyond its control, whether the damage be direct or collateral. In the event it becomes necessary to reconstruct or repair any lot, including graves, monuments, crypts, or any portions thereof in the Forest Hill Cemetery which have been damaged by such causes, the Town of Derry Public Works Department / Director shall give a written notice of necessity of such repair to the lot holder of record. The notice shall be given by depositing the same in the U.S. mail, with postage prepaid, addressed to the plot holder of record at the address stated on the books of the Forest Hill Cemetery. In the event that the lot holder fails to repair the damage within a reasonable time, the Town of Derry Public Works Department may direct that repair be made and to the charge and expense to the lot holder of record.

Special cases may arise in which literal enforcement of a rule may impose unnecessary hardship. The Town of Derry Public Works Department reserves the right without notice, to make exceptions, or modifications, in any of these Policies & Procedures when in its judgement, the same appear advisable; and such temporary exception, suspension and/or modification shall in no way be construed as affecting the general application of these Policies & Procedures. All charitable cases are to be referred to the Town of Derry's Human Services Administrator and, upon adequate approval/referral, the Public Works Director may waive all interment fees. The Town Administrator shall have the sole responsibilities and authority to approve the official release of a burial lot without a monetary transaction. If any of the above instances should occur, all burials or interments will transpire Tuesday through Friday only.

Acting in the best interest of the Forest Hill Cemetery, Cemetery Division personnel shall have the authority to prune, remove or transfer any plant or shrub that they deem necessary.

Also, department personnel have the authority to remove unsightly real or artificial flowers, vases, etc. from the grave lots.

Definitions

- **Lot Owners:** Shall mean person or persons who have fully paid for deed, including perpetual care, to one (1) or more grave lots.
- **Perpetual Care:** Shall mean the Town of Derry's responsibilities to provide needed grass mowing of the lot and grass trimming around monuments.
- **Deed:** The Town of Derry as an official title to the lot issues including perpetual care. The proceeds from the sale of lots, appropriations by the Town, and other related monetary revenues shall be paid to the Town Treasurer, to be kept separate from all other funds of the Town and are subject to the Town of Derry shall be devoted to the care, improvement, and enlargement of the Forest Hill Cemetery, under the direction of the Public Works Department.
- **Grave Lot:** Shall mean a space for a burial.
- **Lot:** shall mean one (1) or more grave lots.

Coordinating List for Forest Hill Cemetery

All funeral directors will be asked to send necessary payments to the Town of Derry, Public Works Department. Please make all checks and/or payments payable to the Town of Derry.

Funerals scheduled on the same day will not be held closer than three (3) hours. Funeral directors must schedule all burials/interments with the office of the Public Works Department.

At least twenty-four (24) hour notice is to be given for all burials. Weekend burials are the exception and require notice prior to 12:00 noon Friday notice.

Veterans' stones will be installed within two (2) weeks, except in winter. If there is a delay, the Public Works Department will be notified.

Funerals are not to occur on Sundays and major holidays, such as Thanksgiving, Christmas, New Years, Easter, Memorial Day, Fourth of July, Labor Day, etc. Monday morning funerals are not encouraged.

Any problems or special requests from any source should be directly referred to the Cemetery Division and Public Works Department.

Winter burials from December 1st – April 1st shall be charged an additional fee.

When a child's burial / interment requires the use of a concrete outer container, this in itself constitutes rendering an adult interment fee, applicable to the adopted interment / burial fee scale.

Funerals occurring on any weekday arriving after 3:00 p.m. shall be charged an additional fee.

Funerals occurring on any given Saturday after 12:00 p.m. noon shall be charged an additional fee. An additional fee will be charged for Saturday funerals after 3:00 p.m..

A new burial category shall be established pertaining to the burial of cremations with a vault and/or cement container shall be charged at a higher fee scale, both for weekday and weekend burials.

All fees rendered for weekday services occurring after 3:00 p.m. and Saturdays after 12:00 p.m. noon are also applicable.

The Department will also charge a flat fee of \$150.00 interment fee for storage of caskets for Derry residents, whereas a fee of \$250.00 for nonresidents, in the storage room at the Forest Hill Cemetery until later interment. For clarification pertaining to this fee, the Derry resident rate shall be applicable if the deceased was a Derry resident only. Funeral Directors must note that the Cemetery Crew is not responsible for the movement of caskets.

A fee of \$50.00 will be charged for the relocation of grave markers, nameplates and numbers.

The use of "Way's Vault" is prohibited for use in Forest Hill Cemetery.

Revised: June 2000
July 24, 2001

Director Public Works

Date

Town Administrator

Date