

Princeton Cemetery Commission Policies & Procedure

Section I. General regulations for cemeteries in Town of Princeton as defined by the Princeton Cemetery Commission (PCC).

1. Defacing or removal of gravestones is prohibited and punishable by law.
2. Disturbing and/or altering of gravesites is prohibited and punishable by law.
3. No loitering or unauthorized gatherings are allowed on cemetery property.
4. No vehicles are allowed on cemetery property during closed season as posted
5. Princeton cemeteries are open from dawn to dusk. No admittance at other times.
6. Only gravestone rubbings authorized by the PCC are permitted.
7. Only markers, monuments or permanent personal property authorized by the PCC may be placed or erected in Princeton cemeteries as explained in Section IV 2.b of this document.
8. Planting regulations
 - a. Permission of the PCC is required before planting of trees or shrubs
 - b. Artificial flowers and plantings are not allowed in any Princeton cemeteries and will be removed by cemetery personnel
 - c. Seasonal evergreen and floral placements are allowed.
 - d. Worn and tired displays will be removed and disposed of at the discretion of the Cemetery Department.
9. Letters that require a response will be discussed at the next PCC meeting and should be answered in a timely fashion by the PCC or Superintendent. Copies of the response are to be filed with the PCC Secretary.

Section II. Burial in Princeton cemeteries rules and regulations

1. All burial arrangements must be made with the Superintendent. Funeral directors are required to inform the Superintendent of burial date, time, cemetery in which burial to take place, lot # and name of owner of lot PRIOR to any commitment to the deceased family or public press release of the obituary. If the Superintendent is absent, a Cemetery Commission Member, starting with the Chairmen, must be informed in place of the Superintendent.
2. Either a family member of the deceased with decision-making power must meet with the Superintendent at the burial site to mark the burial location or agree to waive their rights in such decision-making, giving sole discretion to the cemetery Superintendent or Commission Member(s). Problems, occurring after the initial siting and digging, are the sole responsibility of the deceased's family. Such problems will be mediated by Cemetery Commission Member(s).

3. The Superintendent will make all arrangements for digging, covering and finishing gravesites. The Superintendent is responsible for overseeing monument placement and erection. See Monument Procedure (Section III). See Appendix A for pricing information.
4. In the event that the Superintendent finds that a prior burial has infringed on an adjacent plot, the Superintendent is to consult the Commission for resolution.
5. Commission Members may mediate any problems that may occur where the Superintendent's advice and direction are questioned and where the Superintendent feels he has no further recourse.

Section III. Monument rules and regulations

1. All monuments placements and installations must have the permission of the Superintendent before being installed, erected or placed
2. All monuments must have footings
 - a. The Cemetery Department, under the supervision of the Superintendent, will install footings.
 - b. All footings must be poured concrete, installed to a depth of at least 3 feet below grade.
 - c. The monument company must supply the Superintendent with the monument's dimensions, date to be installed, type of monument and any other pertinent information at least one week prior to such installation.
 - d. The length and width of all footings must be at least the length and width dimensions of the base of the monument to be erected upon it
 - e. See Appendix A for pricing and billing information.
 - f. Any existing monument as of June 2004 is the sole responsibility, financial or otherwise, of the lot owners and family of the lot on which it stands. If no owner or family can be located the Princeton Cemetery Department will takeover the responsibility of placing the monument back properly if disturbed.
 - g. Any monument currently in any Princeton cemetery, which must be replaced or put back up, must adhere to above footing regulation or to an appropriate footing based on the type or condition of the stone.

Section IV. Superintendent (Superintendent) rules and regulations

1. The Superintendent will be hired by the PCC and be under the direction of the PCC.
 - a. The Superintendent will report to the PCC all matters relating to Cemeteries in the Town of Princeton.
2. The Superintendent's duties:
 - a. He will oversee the maintenance of all cemeteries in the Town of Princeton.
 - b. He will oversee all burials, monuments, plantings and other related issues in the cemeteries of Princeton.
 - c. He will be the liaison between the public, funeral directors, monument companies and any agents doing business with the Cemetery Department.
 - d. He is responsible for the purchase and maintenance of the equipment of the Cemetery Department. All expenditures over \$100 must be approved by the PCC.
 - e. He will collect all fees and documentation due the Cemetery Department.
 - f. Invoices received by the Cemetery Department must be approved by the Cemetery Commission and filed with its Secretary.
 - g. All correspondence sent to the Cemetery Department is to be filed with the PCC Secretary. Originals shall be filed whenever available. If originals are not available, copies should be filed.
3. The Superintendent is required to reply to any inquiry within 24 hours of its receipt.

Section V. Commission rules and regulations

1. The Princeton Cemetery Commission (PCC) will meet at least 10 times per year.
2. Annual elections within the PCC will be held to determine the offices of the Commission.
3. The Commission will set and implement all policies and procedure for the town of Princeton's cemeteries.
4. All grievances must be directed to either the Superintendent or the PCC. If members of the staff of the Princeton town hall are contacted, they must put the aggrieved person in direct contact with a Commission Member or the Superintendent. If the Superintendent and the Commission cannot resolve the grievance first, the Princeton Board of Selectmen must be contacted to mediate.
5. The Commission must be available to act when there is a mediation or decision necessary.

- a. Committee members will be appointed on a rotating schedule to serve as an available member for any necessary mediation or decision-making.

Section VI. PCC meeting procedure

1. All meetings will start with a role call and a review of the agenda.
2. The Superintendent is required to attend all meetings unless otherwise notified.
3. After the role call and review of the agenda, the chair of the meeting will recognize the Superintendent who will update the commission on current and continuing events.
 - a. After the Superintendent's report and discussion, the Superintendent may leave unless otherwise directed.
4. The Commission will then review and discuss any further business.
 - a. The Commission will vote on all matters requiring decision.

Section VII. Selling of burial lots in Princeton Cemeteries.

1. Members of the public wishing to purchase lots in the town of Princeton must contact the Superintendent of Cemeteries or a PCC Member.
2. All documentation concerning the lots sold must be filed with the PCC Secretary.
3. All lots sold are to be identified on town cemetery maps and checked for accuracy by referring to the submitted documentation. This to be performed by the PCC.