

**RULES AND REGULATIONS  
TOWN OF RANGELEY CEMETERIES  
(Evergreen, Wilbur/Gile, Nile Brook & School House)**

**In accordance to the Town of Rangeley Code, Chapter Town Cemeteries, Section 1 “In accordance with MRSA 13, Section 1301, the Board of Selectmen, in consultation with the Town Manager, shall establish rules and regulations governing the Town of Rangeley Cemeteries”.**

**GENERAL PROVISIONS**

**1. Definition**

“Supervisor” shall be an individual designated by the Town Manager who will be responsible for the day-to-day activities and maintenance of the Town of Rangeley Cemeteries.

**2. Duties of Supervisor**

The Supervisor shall be entrusted with and be responsible for all Town property used in the cemetery operations and for the maintenance of such cemeteries; shall be subject to the direction of the Town Manager designee and shall administer the provisions of the chapter.

**3. Supervisor’s Authority**

Any person willfully violating any of the provisions of this Chapter or any cemetery rules and regulations may be ordered to leave or be ejected from the grounds by the Supervisor. Any such person refusing to leave when so ordered to leave shall be reported to the local authorities.

**4. Decorations Restricted: Improper Monuments**

- A. Monument and marker size, construction (design and material) and placement on a lot are subject to the approval of the Supervisor. Permission must be secured before placement on any lot.
- B. No flowers or plants will be planted in the ground on a cemetery lot.
- C. All planted flowers and plants must be in a container not so large that cemetery personnel cannot move them to mow and trim around cemetery monuments.
- D. No holes can be dug to set plant pots in.
- E. No glass jars or bottles will be allowed as plant pots.
- F. All concrete planters shall have live plants in them or they will be removed and taken to the cemetery maintenance building.

- G. Visitors are not allowed to pick flowers or remove plants/flowers from another person's cemetery lots.
- H. With the exception of existing situations at the time of the acceptance of the *ordinance or rules/regulations* no railings, fences, rock boarders, brick or block boarders will be allowed on a cemetery lot.

#### **5. Removal of Trees and Shrubs as Nuisances**

- A. If any trees or shrubs in or upon any lot in any town cemetery which, in the judgment of the Supervisor, by means of their roots, branches or otherwise, become detrimental to the adjacent grounds, unsightly or inconvenient to the public, the town shall have the right to enter upon the premises and remove such trees or shrubs or any part thereof.
- B. No trees are allowed to be planted on any lot in the cemetery.
- C. Planting of shrubs and bushes on any cemetery lot must be approved by the Supervisor prior to planting. The owner of the lot, so as not to allow the shrub or bush to block the view of other portions of the cemetery and impede on the adjoining cemetery lots, shall trim shrubs and/or bushes. Shrubs will not be permitted to grow over five (5) feet in height. If the shrub is not properly maintained it will be removed by the cemetery staff.

#### **6. Conduct Prohibited on Cemetery Grounds**

- A. No person shall, in any Town of Rangeley Cemetery:
  - 1. Carry any alcoholic beverages or narcotics (controlled substances) into such cemetery or consume or use any such liquor or narcotics therein.
  - 2. Carry any firearms therein, except in connection with funerals or Memorial Day or similar exercises.
  - 3. Explode any fireworks.
  - 4. Trespass upon any cemetery lot.
  - 5. Make use of any loud, threatening, abusive or indecent language.
  - 6. Throw stones or other missiles therein.
  - 7. Exhibit any show or play any game of chance therein.
  - 8. Post any bill, notice or other device on any tree
  - 9. Do any obscene or indecent act whatever upon or with such cemetery

10. No snow machines or all terrain vehicles (ATVs) will be allowed on cemetery grounds at any time.
  11. An adult must accompany children under the age of 15 at all times.
  12. Kindle no fires within the boundaries of Town Cemeteries (this rule does not apply to maintenance personnel)
- B. All dogs within any cemetery shall at all times be controlled by the means of a leash. Any feces deposited by any dog in any Town Cemetery shall be immediately removed by the owner and disposed of in a safe and healthful manner.
- C. No signs or posts may be placed on any cemetery lot
- D. Any cemetery lot owner shall not remove veteran's markers. They must be removed, repaired, or relocated only with the prior approval of the Cemetery Supervisor. Veteran's Grave markers are the property of the American Legion and Veterans Administration.
- E. The speed limit in all cemeteries is 10 MPH

#### **7. Injuring Monuments**

No person shall willfully destroy any tomb, grave stone, monument or other object placed or designed as a memorial to the dead, or any fence, railing or other thing placed about or enclosing a burial place or willfully injure, remove or destroy any tree, shrub, or plant within such enclosure.

#### **8. Cemetery Hours**

Town Cemeteries shall be closed to the public between sundown and sunrise. Town Cemeteries will also be closed during the winter months. No person shall enter said cemeteries by vehicle after December 1<sup>st</sup> and before the removal of the gates in the spring except by permission of the Supervisor or the Town Manager Designee.

#### **9. Private Cemeteries with the Town of Rangeley**

Private cemeteries are not allowed within the town limits or the Town of Rangeley.

### **BURIALS**

#### **10. Burial Permits and Authorization**

- A. No interment or disinterment of any dead human body shall be made without a permit from the proper authorities.
- B. No person, except for the Supervisor, or his assistant acting on his/her behalf, shall bury or cause to be buried, or moved, the body of any deceased person in any Town Cemetery.

C. Removals or changes of bodies from one gravesite to another within any Town of Rangeley Cemetery will only be allowed after written consent as been obtained by the Supervisor.

### **11. Records of Burial**

The Town Clerk shall record and maintain a record of each interment made within the town limits, together with the name, age, sex, date and place of death, date and place of burial and the number of the lot or tomb and section where buried. Such record shall be kept safely and with the utmost care in the Town Office.

### **12. Burial Hours**

All burials will be scheduled with the Supervisor with as much notice as possible. Any requested winter burials will be strictly at the discretion of the Supervisor and will be determined by the frost depth and/or excessive snow on the ground that would prohibit entry in the cemetery and hinder a grave opening.

### **13. Burial Fees**

The expense for burial services is set forth in the Town of Rangeley Fee Schedule.

### **14. Supervision of Burials**

The Supervisor shall see that all burials in town cemeteries are made in proper conformity to the ranges and division of such cemeteries.

### **15. Burial Receptacles and Cremains Scattering**

All burials shall be made in outer burial containers (vault or liners). These containers are subject to the approval of the Supervisor and applicable laws in the State of Maine.

1. Adult burials shall be made in outer burial containers (vault or liner) constructed of steel, concrete or stone.
2. Small children and baby burials shall be made in puncture proof rigid outer burial containers made of concrete, stone, steel or fiberglass that is designed to resist deterioration.
3. Containers for ground burials of cremains shall be in at the discretion of the lot owner.

The scattering of cremains over a cemetery lot is permitted, but is subject to the following procedures and restrictions:

1. A proper cremation certificate must be presented to the Supervisor and written approval must be granted prior to scattering the ashes.
2. Cremains must be scattered on a lot in the town cemetery. Written permission from that lot owner must be obtained prior to scattering.
3. The scattering of cremains must be in accordance with State Law.
4. Cremains must be released as close to the ground as possible to prevent drift.

## **16. Monument Delivery**

Scheduling for a monument delivery is the responsibility of the family. Scheduling will be done through the Supervisor or the Town Manager Designee at least a week in advance of the monument delivery. Scheduling needs to be done with the Supervisor or the Town Manager Designee prior to confirming delivery with the monument contractor.

## **17. Burial of Unembalmed Remains**

For reasons of sanitation, a licensed embalmer must embalm all deceased human remains interred in any cemetery owned by the Town of Rangeley unless cremated. Unembalmed remains may not be stored in the town-receiving vault while awaiting burial.

## **CEMETERY LOTS**

### **18. Laying out of Cemetery Lots**

It shall be the duty of the Supervisor to lay out in Sections and/or ranges, divided into lots of suitable size, and with avenues of such width for the passage of vehicles, on cemetery land hereafter purchased or acquired by the Town for the use of the burial of the dead.

### **19. Map of Cemetery Layout**

The Supervisor shall maintain or procure a map or plan of said town cemeteries, with the sections and/or ranges and lots properly designated and numbered and place the map on file for the use of the town. It shall also be the duty of said Supervisor, with the assistance of the Town Clerk to have at all times a correct map of said cemeteries showing the location and number of each lot and the name and location of every person buried therein. The Supervisor shall keep these maps current and correct with the assistance of the Town Clerk.

### **20. Lot Prices**

When available in any town cemetery lots shall be sold at the rates set forth in the Town of Rangeley Fee Schedule, payable in advance to the Town of Rangeley, after which the Town Clerk is authorized to execute and deliver a legal title therefore.

The Town Clerk shall collect the proceeds of such sales of lots. Such proceeds shall be applied solely to the management, superintendence, improvement and maintenance of the cemeteries and the avenues, paths and structures situated therein, for the purchase of additional cemetery land and for the accumulation of a permanent care and improvement fund.

Any person wishing to purchase a lot in any town cemetery should contact the Town Clerk at the Town Office.

## **21. Restriction of number of lots to be sold**

The Town of Rangeley, through the Supervisor, limits the sales of cemetery lots to any one individual to 5 lots. Family plots will be purchased through multiple purchases of each single-family member. The Town does not guarantee that a large plot or section of the cemetery will be reserved for family plots.

## **22. Resale of Cemetery Lots**

Resale's or conveyances and purchases by the town will in accordance with the following:

1. No person shall sell any burial lot in a town cemetery except to the Town of Rangeley.
2. The town shall pay for the lot the full price at which the lot was originally purchased. Upon repurchase, the Town will give no refund to the owners of existing lots who wish to resell them to the Town for perpetual care already purchased by the sellers.
3. No person shall transfer or convey any burial lot in a town cemetery except to a family member or to the Town of Rangeley. Transfers to family members need to be done in conjunction with the Town of Rangeley for proper documentation.
4. Exception may be considered for special circumstances. All exceptions will be at the will of the Supervisor and the Town of Rangeley.

## **23. Perpetual Care**

Perpetual care will be obtained on any lot or parcel within any cemetery under the jurisdiction of the town. Perpetual care rates will be set forth in the Town of Rangeley Fee Schedule.

## **24. Annual Maintenance**

The Supervisor and cemetery staff under the direction of the Town Manager Designee will perform annual maintenance. The Supervisor is responsible for all burials and maintenance within all Town Cemeteries. Maintenance of the cemeteries shall include but is not limited to:

1. Servicing and repairs to all cemetery equipment along with the assistance of the Highway Department.
2. Digging all graves, preparing them for burial service and restoring them to their original appearance afterwards.

3. In the winter months when the cemeteries are closed, deceased are interred in the cemetery receiving vault. They are to be held until weather permits burial in the spring. Cemetery staff will assist as required moving the deceased in and out of the vault.
4. Mowing, trimming, leaf collection, guiding contractors installing monument foundations, and general cleanup over the cemeteries.
5. Developing new cemetery areas as required.
6. Repairing cemetery facilities as required.

Signed and approved by the Town of Rangeley Municipal Officers on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2005.

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