



VERNON CEMETERY COMMISSION

22 Cemetery Avenue
Vernon, Connecticut 06066
(860) 875-3158

*Elmwood
Grove Hill
Valley Falls*

*Bamforth Road
Southwest*

Minutes of the Special Meeting of March 22, 2022

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The special meeting of the Vernon Cemetery Commission was called to order at 3:00 p.m. by Chairman Bruce Luddy at the Grove Hill Cemetery Office Building, 22 Cemetery Ave. Members present were Bruce Luddy, Stuart Edwards, and Norine Edwards. Wayne Reiske was absent. Also present were Superintendent Travis Clark and Secretary Carol Nelson.

Approval of Minutes – A motion was made by Norine Edwards, seconded by Stu Edwards and unanimously voted to approve the minutes of the Regular Meeting of December 14, 2021, as written.

Superintendent's Report –

- a. Staffing/Fall Clean-up – The Cemetery Maintainer position is currently vacant and is being advertised. One of the seasonal maintainers from last fall has restarted.
- b. Stump grinding – Four stumps have been removed at Grove Hill at six to eight inches below grade. The areas have been filled and reseeded.
- c. Southwest Cemetery fence – Plans developed by the Town Surveyor were shown of the proposed location. CT DOT has met with the town staff and approved the proposed location. The Capital Improvements Commission has suggested an aesthetically more pleasing design than the traditional metal guardrail. It was agreed that a wooden guard rail with eight-foot rails and metal posts would be more attractive and in keeping with the age of the cemetery. The rocks will be moved with the help of Public Works to the new Valley Falls parking area. A motion was made by Norine Edwards, seconded by Stu Edwards and unanimously voted to accept the Southwest Cemetery fence update as presented.
- d. GIS Mapping Donation – An anonymous donor has gifted \$2,150 to pay for the cost of creating and maintaining a GIS (geographic information system) cemetery mapping software. Included in the contract is the mobile, public and internal web management application, database design and digitalization of cemetery plot maps into this database. Support will be rolled into the existing GIS maintenance contract that is currently held with the Town of Vernon at no additional cost. Individual grave lots will be digitally mapped to include information on the decedent and a photo of the monument with a geo-tagged location. The digital maps will be available for the public to access and will allow residents to search for locations of loved ones, perform genealogical research and find available grave space for purchasing. The three cemeteries that are included in this initial contract are Bamforth Road, Southwest (Dobsonville), and Valley Falls. A motion was made by Norine Edwards, seconded by Stu Edwards and unanimously voted to accept the donation of the GIS mapping, as described, for Southwest, Bamforth Road, and Valley Falls Cemeteries.

- e. Budget – FY 22-23 – Currently in the budget process, the projected income is being estimated to be in line with the previous year. Lot sales increased dramatically, perhaps due to Covid and the aging population.

New Business –

- a. Rules & Regulations revision – Changes to the Rules and Regulations were discussed. A motion was made by Norine Edwards, seconded by Stu Edwards and unanimously voted to approved the revised Rules and Regulations as corrected.

Cemetery stones with clean breaks will be repaired, three at Grove Hill and three at Elmwood. The Town Surveyor is pinning a new section at Valley Falls. New maps are being developed and will be printed on banner paper, providing the durability needed.

It was agreed to move the June meeting from June 14 to June 21 so that there will be a quorum. Vacancies will exist for the entire commission on July 1.

The meeting was adjourned at 4:10 p.m. with a motion made be Norine Edwards, seconded by Stu Edwards and unanimously approved.

Attached: Rules & Regulations

Approved: *Jan. 24, 2023*

Carol S. Nelson

Carol S. Nelson
Secretary



**RULES AND REGULATIONS
TOWN OF VERNON CEMETERIES
VERNON
CONNECTICUT**

MARCH 22, 2022

The following rules and regulations have been adopted by the Town of Vernon Cemetery Commission for the mutual protection of current and future lot owners and visitors to the Town Cemeteries. We trust you will read and obey them and support their intent to provide public safety and pleasant and attractive areas for the final resting place of our deceased. These rules and regulations may be altered or amended, if necessary, at the discretion of the Commission and its Superintendent, and supersede all previous published regulations.

Special situations may arise requiring exceptions or modifications to these rules and regulations. In any event all discussions and interpretations will be made solely on the judgment of the Commission or the Cemetery Superintendent.

We welcome and appreciate suggestions as to how our services might be improved, or concerns you may have.

GENERAL RULES

1. The cemeteries are open from sunrise to one-half hour after sunset. No persons are allowed on cemetery property after dark.
2. Children under sixteen years of age are not permitted within the cemetery unless accompanied by a responsible adult.
3. Dogs are prohibited from cemetery grounds.
4. Alcohol and drugs are not permitted on cemetery grounds. (TOV Ord#317)
5. Persons visiting the cemetery are prohibited from picking flowers; injuring trees, shrubs, or plants; or from writing upon, defacing, or otherwise damaging any monument, fence or other structure.
6. The discarding of rubbish on drives, paths, or any part of the grounds, is prohibited. There are no trash barrels available. Visitors are required to take all discarded items with them off the premises.
7. Driving any vehicle in the cemetery in excess of 10 mph or in a reckless manner is prohibited.

8. Driving any vehicle on any grassed area without the express permission of the Superintendent is prohibited.
9. Bicycles, skateboards, motorcycles, minibikes, or motor scooters are not allowed on cemetery property except as may be used to attend funerals or on business.
10. Bringing of firearms or other weapons into the cemetery, except by a military escort accompanying a veteran's funeral or attending memorial services, is prohibited.

LOTS

1. The purchase price of all lots will have a portion invested with the Treasurer of the Town of Vernon to insure the continued care of the lot. The Cemetery Commission reserves the right to determine the amount needed for such perpetual care.
2. The Cemetery Commission will take all reasonable precautions to protect lot owners and the property right of lot owners within the cemetery from loss or damage. However, the cemetery distinctly disclaims all responsibility for loss or damage caused by the elements, acts of God, common enemy, thieves, vandals, strikes, malicious mischief makers, explosives, accidents, invasions, insurrections, riots or order of any military or civil authority.
3. No lot shall be used for any other purpose than for the burial of a deceased human.
4. The general care of the cemetery is assumed by the Superintendent and includes the mowing of grass and trimming around monuments and markers at reasonable intervals, the raking and cleaning of the grounds and the pruning of shrubs and trees placed by the management. The general care assumed by the management shall in no case mean the maintenance, repair or replacement of any monument, tomb or mausoleum placed upon any lot or the performance of any unusual work in the cemetery.
5. The Cemetery Commission reserves to itself and to those lawfully entitled thereto, a perpetual right of ingress and egress over any lots for the purpose of passing to and from other lots.
6. Interments must be within the boundary of the lot and in vaults of a type approved by the Cemetery Commission.
7. Employees of the cemetery are not permitted to do work for lot owners except upon order of the Superintendent. Lot owners desiring additional care or service for their lots may arrange for such care with the Superintendent.
8. A burial rights fee will be charged whenever additional burials are added to a lot plan.
9. Cremains can be placed on a lot with an existing burial subject to the permission of the superintendent.

10. Lot owners are strongly encouraged to prepare a plan designating the use of the grave spaces and provide a copy to the cemetery office for their files.
11. Lots may be repurchased by the Vernon Cemetery Commission for the purchase price at the discretion of the Superintendent. A repurchase fee of \$50 will be assessed.

INTERMENTS

1. Cemeteries are open for interments from 8:00 a.m. until 3:00 p.m. daily. Funerals must vacate the premises by 3:00 p.m. to allow for the completion of the burial. Overtime charges will apply beginning at 3:00 p.m. with a one-hour minimum charge. There are no interments on Sundays, Memorial Day, Thanksgiving and Christmas. Thirty-six hour notice must be given for all interments. Additional fees will be charged for Saturday, holiday and after hour interments.
2. All funerals on entering the cemetery shall be under the charge of the Superintendent.
3. A concrete vault is required for all full interments.
4. Cremation burials are required to be interred in a sealed and crush proof permanent container and are to be performed only by cemetery staff.
5. Winter charges will be assessed from December 1 through April 15.
6. Once a casket, containing the deceased, is within the confines of the cemetery no one will be permitted to open the casket without the consent of the legal representative of the deceased or by a court order.
7. Funeral directors, upon arrival at the cemetery, must present the necessary burial permit.
8. When an interment is to be made in a lot, the location of such interment shall be designated by the lot owner. Should the lot owner fail or neglect to make such designation, the cemetery reserves the right to use its own judgment. The cemetery will not be responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size of grave or location in a lot where interment is desired.
9. The use of a tent at an interment shall be denied when, in the judgment of the Superintendent, to erect one would present a hazard.

MONUMENTS

1. A permit must be secured from the cemetery office for all monument work to be performed in the cemetery. Permits will only be issued to monument contractors.

2. To avoid the appearance of congestion and for ease of maintenance, only one central or family monument shall be placed on a family lot. Where raised single markers have been installed on lots, permission will be granted to add additional markers to match those already installed provided there is sufficient amount paid to the cemetery for perpetual care.
3. All markers on single grave lots must be flush with the ground except where specified by Superintendent.
4. Monuments constructed of concrete, wood, tin, iron or other materials considered undesirable or inappropriate by the Commission or Superintendent are not permitted.
5. Mausoleums or tombs, either wholly or partially above ground, shall be constructed only on lots designated by the Commission. Plans and specifications are subject to approval by the Cemetery Commission.
6. Permission for erection of a monument or marker will not be given until full payment for the lot has been made.
7. The installing of lot corner posts is not permitted. The cemetery reserves the right to install numbered lot markers in each corner.
8. The general size and style of monuments shall be in keeping with those in adjacent areas. All pictures placed on monuments are not permitted without preapproval of the superintendent.
9. All monuments shall be on solid concrete foundations marked and poured by the cemetery staff. All monuments and markers must be installed by an approved monument dealer.
10. All workers employed by outside firms, while within the cemetery, are subject to the regulations of the cemetery.
11. If any monument becomes dilapidated or is considered a hazard in the judgment of the Superintendent, the cemetery shall have the right to correct the condition or, if necessary, to remove the monument. Costs will be billed to the lot owner.

URNS – PLANTS – SHRUBS – FLORAL BASKETS

1. The cemetery staff plants and maintains trees, shrubs and flower beds to preserve the beauty and maintain the cemetery landscape features, but will not undertake to maintain individual plantings. Picking cemetery flowers is not allowed.

2. The cemetery shall have the authority to remove and dispose of all floral designs, flowers, weeds, trees, shrubs, plants, herbage and all other items from the cemetery as soon as, in the judgment of the Superintendent, they become unsightly, dangerous, detrimental, or diseased or when they do not conform to cemetery standards. Cost of removal will be billed to the lot owner.
3. The cemetery shall not be liable for any floral piece, basket or other containers. All winter decorations must be removed by April 1st of each year. Decorations not removed will be discarded. Unsightly or hazardous items will be removed at the determination of the superintendent.
4. Lot owners may not plant or replace shrubs or trees without the consultation and approval of the Superintendent. Shrubs must be kept pruned and not protrude onto adjoining lots. Hosta at the end of the monument is considered a shrub. Yearly arrangements may be made with the cemetery Superintendent for the care of shrubs.
5. The planting of trees and shrubs is not allowed in Valley Falls Cemetery or in Sections R, S, S Ext. and the cremation sections in Grove Hill Cemetery and Elmwood Cemetery.
6. Flowers are allowed to be planted in beds adjacent to the front of monuments only. Rose bushes and other shrubs with thorns are not permitted. Containers of flowers and plants should be of a suitable style so as to prevent overturning by the wind and of a weight that can be lifted by one hand to facilitate the trimming of grass. Wood chips and landscape stones are not allowed unless approved by the superintendent.
7. Glass jars and wire holders present a hazard to cemetery workers, therefore their use is prohibited. Candles or LED garden lights, shepherd hooks, and garden shop figurines and other types of lawn ornaments are not allowed. Artificial flowers may be used only if they are securely fastened in a container.
8. Raised borders are not allowed with the exception of those preapproved by the Commission. Urns and flush borders around the flower bed must be preapproved by the superintendent.
9. The superintendent shall have the authority to remove and dispose of any items that do not conform.

LUGG MEMORIAL FIELD

The Cemetery Commission will furnish to any honorably discharged veteran, who is a legal resident of the Town of Vernon or was at the time of his or her enlistment and meets all other necessary requirements, a free grave space within the veterans section. The Commission reserves the right to designate the space. All Cemetery regulations apply to this section.

DISPUTE RESOLUTION PROCEDURE

We are required by the State of Connecticut to inform you what procedures to follow if you have any concerns with our operations.

1. A consumer may file a verbal complaint with the cemetery superintendent. The superintendent will respond verbally within 5 business days with his proposed resolution.
2. If the consumer is not satisfied he may file a written complaint with the superintendent. He will respond in writing within 10 business days with his proposed resolution.
3. If the consumer is still not satisfied they may file a written complaint with the Town of Vernon Cemetery Commission. The Cemetery Commission will address the issue at their next regularly scheduled meeting. The consumer has the right to attend that meeting and address the board. The board will issue a written response to the complaint within 10 business days following the meeting.
4. Prior to or after step 3, the consumer and/or the cemetery may elect to ask the Connecticut Association Consumer Service Committee to meet with the parties involved in an effort to arbitrate a mutually agreeable resolution.

The consumer has the right to contact the Department of Public Health or the local health director should the complaint concern specific public health issues as covered in Sections 7-64 to 7-71, inclusive, 19a-310 and 19a-311 of the CT General Statutes.

Revised April 20, 2015
December 1, 2015
September 12, 2018
March 22, 2022

TOWN OF VERNON CEMETERIES

Grove Hill	Southwest
Valley Falls	Bamforth Road
Elmwood	

Superintendent: Travis Clark Office: located at Grove Hill Cemetery
22 Cemetery Avenue
Rockville section of Vernon
tclark@vernon-ct.gov 860-875-3158

Mailing address: Vernon Cemetery Commission
22 Cemetery Avenue
Vernon, CT 06066-3813

Office hours: Monday & Tuesday, 8:00 a.m. to 4:00 p.m. Website: vernon-ct.gov
or by appointment