

DRAFT



## VERNON CEMETERY COMMISSION

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

Elmwood  
Grove Hill  
Valley Falls

Bamforth Road  
Southwest

### MINUTES of the REGULAR MEETING

March 14, 2023

RECEIVED  
VERNON TOWN CLERK  
23 MAR 15 PM 12:44

Call to Order - The regular 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, 22 Cemetery Avenue. The meeting was held in person and via ZOOM teleconferencing. Present in person were members Bruce Luddy, Jennifer Holt and Wayne Reiske. Attending via ZOOM was William Graugard. Also present were Superintendent Kevin Bowman and Secretary Carol Nelson.

Approval of Minutes: The minutes of the Special Meetings of both January 24, 2023 and February 22, 2023 were approved without additions or corrections upon a motion made by Wayne Reiske, seconded by Jennifer Holt and voted unanimously in favor of the motion.

#### Superintendent's Report –

- a. Update on activities - The purchase of the new Zero Turn Mower has been completed. The future of the old mower is uncertain as the engine needs replacement. It may be used in another department or auctioned. The new garage door is on order. Snow preparation and three funerals this week are keeping us busy. Wreaths Across America is all set to proceed on December 16. This will be the tenth year that we have participated with the ceremony. Carol will continue to serve as the Location Leader with Polly Schaefer as the Assistant Leader.
- b. Staffing - Secretary and Cemetery Agent Carol Nelson is retiring effective March 15, 2023, after nearly ten years. The position will be posted.

#### New Business –

- a. New sign at Hale Street N Ext entrance – An attractive sign to be placed at the southeast corner of the entrance is in the conceptual stage. There is no signage for the cemetery along any of Hale Street's three entrances. Wooden posts and signage might be used similar to what the town is using to mark its parks.
- b. Revision of Price Schedule – Update to the price schedule with comparison to seven other local cemeteries, both municipal and private, were discussed and amended at length. Suggested revisions were made as attached. Final approval will be made by the Town Administrator and Mayor.
- c. Revision of Rules and Regulations –
  - i. Interments, page 3, number 1 – Changes to this section addressing overtime and holidays were discussed.
  - ii. Urns, Plants, Shrubs, Floral Baskets, page 5, number 3 – Changes to this section concerning the date of removal of winter decorations were discussed.

A motion was made by Jennifer Holt, seconded by Wayne Reiske, and unanimously voted to approve the proposed changes in both the Rules and Regulations and the Price Schedule, as amended, and upon approval of the Town Administrator and Mayor, to become effective on July 1.  
Attached.

Adjourn - The meeting was adjourned by unanimous consent, motion made by Jennifer Holt and Wayne Reiske at 4:25 p.m.

Two attachments  
Approved:



Carol S. Nelson  
Secretary

TOWN OF VERNON CEMETERY COMMISSION  
 PRICE SCHEDULE  
**Effective July 1, 2023**  
 GROVE HILL CEMETERY  
 ELMWOOD CEMETERY  
 VALLEY FALLS CEMETERY

**LOTS:** Full Burial  
 \$1000 Each Grave (perpetual care included)  
 \$1350 Non-resident  
 \$450 Burial Rights (each additional burial added to a lot plan)

<b><u>CREMATION LOTS</u></b>	Resident	Non-resident:
2 grave	\$825	\$1250
4 grave	\$1200	\$1800
Burial Rights	\$450	

**INTERMENTS:** Grass, chairs and the lowering device/urn table are included.

**Full Burial**

**Cremation**

\$1200 Adult	\$225 Ashes (no scheduling)
\$350 Infant/Child, 12& under	\$500 Ashes (with scheduled time)
\$300 Title 19	\$225 each add'l at same time
Additional:	\$700 Companion or Urn Vault
\$200 Winter charge	\$150 Winter charge (Dec 1 – Apr 15)
\$500 Saturday	\$350 Saturday
	\$100 Ashes placed in full burial vault
\$150 Tent (definite decision)	
\$175 Tent (day of interment)	
\$200 Overtime charges per hour, 1 hour minimum	

NO INTERMENTS on SUNDAYS or Town of Vernon observed HOLIDAYS  
 Monday interments must be ordered by 10:00 a.m. on Friday.

Disinterment: One and one-half times the burial rate.

**RULES:** All interments subject to the Superintendent's approval.  
 All full burial interments must have concrete vaults  
 Ashes interments must provide waterproof, crushproof, sealed container.  
 Cost of removal and replacement of monuments and markers, if necessary, is the responsibility of the owner.  
 Funerals must vacate the premises by 2:30 p.m. weekdays, Saturdays by 1:00 p.m. or overtime will apply, one hour minimum

**Town of Vernon holidays:** New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Friday after Thanksgiving, Christmas Day. If any of these days fall on a Saturday, the holiday will be observed on Friday, if on a Sunday, the holiday will be observed on Monday.



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

**MARCH 14, 2023**

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 to 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 2:30 p.m. daily. Funerals must vacate the premises by 2:30 p.m. weekdays to allow for the completion of the burial. Overtime charges will apply beginning at 2:30 p.m. weekdays with a one-hour minimum charge. There are no interments on Sundays or Town of Vernon observed holidays. Additional fees will be charged for Saturday interments with overtime charges after 1:00 p.m. Thirty-six hour notice must be given for all interments. Monday interments must be ordered by 10:00 a.m. on Fridays.
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 a solid concrete foundation, marked and poured by the cemetery staff. All monuments and markers must be installed by a monument dealer who is approved by the superintendent.
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 March 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 plants 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

March 14, 2023

December 1, 2015

September 12, 2018

March 22, 2022

### TOWN OF VERNON CEMETERIES

Grove Hill  
Valley Falls  
Elmwood

Southwest  
Bamforth Road

Superintendent: Kevin Bowman      Office: located at Grove Hill Cemetery  
22 Cemetery Avenue  
[kbowman@vernon-ct.gov](mailto:kbowman@vernon-ct.gov)      Rockville section of Vernon

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

Phone: 860-875-3158 leave a message and your call will be returned

Website: [vernon-ct.gov](http://vernon-ct.gov)