

TOWN  
OF  
SALEM NEW HAMPSHIRE



RULES AND REGULATIONS  
OF THE  
SALEM CEMETERIES

ISSUED BY  
THE SALEM BOARD OF SELECTMEN  
AND ADMINISTERED THROUGH  
THE MUNICIPAL SERVICES DEPARTMENT

Adopted this 27 day of September, 2021 by the Salem Board of Selectmen

Cathy Ann Stacey  
Madam Chair Cathy Ann Stacey

James S. Keller  
Vice-Chairman James S. Keller

Everett P. McBride  
Secretary Everett P. McBride

Robert F. Bryant  
Selectman Robert F. Bryant

Michael J. Lyons  
Selectman Michael J. Lyons

Amended by Town Council: 9/9/24

## **SALEM NH CEMETERIES**

There are five cemeteries that The Town of Salem maintains: (1) Pine Grove Cemetery located at 327 Main Street; (2) Salem Center Burying Ground at Salem Commons located at 304 Main Street; (3) Mt. Pleasant Cemetery located at 97 East Broadway; (4) Cemetery at Hale's Bridge located at 62 Atkinson Road, and; (5) Spear Hill Cemetery located at 123 Brookdale Road. Pine Grove Cemetery and Mt. Pleasant Cemetery are the only two active burying grounds in town.

The operation of the Salem Cemeteries is directly supervised by The Municipal Services Department, through The Public Works Division, and under the jurisdiction of The Board of Selectmen.

All inquiries concerning the purchase of graves, burials, maintenance of graves, or cemetery operations, are to be directed to The Parks and Properties Section of Public Works or the main office of the Municipal Services Department during weekday hours.

### **OFFICE HOURS**

Monday through Friday 8:00 AM through 3:00 PM

(603) 890-2180 – Pine Grove Cemetery

OR

(603) 890-2150 – Municipal Services Department

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## 1. HISTORY

The Salem Center Burying Ground, The Cemetery at Hale's Bridge, and The Spear Hill Cemetery are the oldest cemeteries in Salem with burials dating back to the early 1700's. The former was the original burying ground for the village proper settlement in a territory north of Methuen MA, and west of Haverhill MA, now known as Salem NH. As Salem began to grow, new areas were sought for additional burying space, and in 1850, the Town purchased the first parcel of what is now Pine Grove Cemetery. The five acre acquisition of John Clendenin's land cost \$167.62 and was not formally opened until 1858<sup>1</sup>. During this same period there was a private cemetery, Mt. Pleasant, located in North Salem exclusively for burials of those in the North Parish including John Taylor and Thomas Duston. By 1887, town warrants included articles seeking funds to enlarge Pine Grove Cemetery by additional land purchase<sup>2</sup>, and in 1894 the trustees of Mt. Pleasant were petitioning the town to take over care for Mt. Pleasant Cemetery<sup>3</sup>, which was ultimately accepted and became public. Today this cemetery is still reserved as such as first offer of burial purchase for those residents of Salem located from the Lake Street, Bluff Street, Town Farm Road, and Liberty Street parallel north. Ultimately Pine Grove Cemetery became whole as it is today, with a purchase of three acres in 1899 from Alpheus Pettengill for a cost of \$155.00<sup>4</sup>, a purchase of land in 1906 from William Jones for a cost of \$150.00<sup>5</sup>, and the largest purchase in 1963 of approximately twenty two acres from heirs of Harry Osgood and Chester T. Woodbury for \$15,000<sup>6</sup>. Appendix A includes a map of the public cemeteries in Salem and Appendix B is a map of the historic acquisition areas of Pine Grove Cemetery.

## 2. INTRODUCTION

The Board of Selectmen became the governing body of cemeteries in 1961, including the overseers of funds, moreover perpetual care, which for the virtue of this document shall be defined as the regular mowing and trimming of the lots during the growing season. In no case, shall this mean the maintenance, repair, or replacement, of any gravestones, monumental structures, or memorials of any kind, or the reconstruction of any damaged gravestones, monuments, or memorials. It does not include maintenance of grave decorations of any kind. Public Works will still place flowers at those graves only established specifically through funds whence there were specific Cemetery Funds.

The adoption and enforcement of the rules here published are to secure peace and good order within the cemetery, to respect the memory of those interred, and to preserve the beauty of the grounds. All persons are requested to obey these rules and should report any infraction thereof by others to the Municipal Services Director. These rules and regulations may be amended or altered by the Board of Selectmen as circumstances may require. As protection for the residents, lot owners, and the cemetery, the following rules and regulations have been adopted by the Board of Selectmen and Municipal Services Department as such for Pine Grove Cemetery and Mt. Pleasant Cemetery.

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<sup>1</sup> History of Salem NH by Gilbert, Edgar, 1907, pg. 153

<sup>2</sup> 1887 Town Warrant - Article 18

<sup>3</sup> 1894 Town Warrant – Article 13

<sup>4</sup> 1899 Town Warrant – Article 15; Rockingham County Registry of Deeds, Book 0575, Page 0147

<sup>5</sup> History of Salem NH by Gilbert, Edgar, 1907, pg. 154

<sup>6</sup> 1962 Town Warrant, Article 5; Rockingham County Registry of Deeds, Book 1678, Page 0249

These rules and regulations shall also be enforced accordingly for the inactive cemeteries so they may be preserved throughout and forever.

Pine Grove Cemetery has an overall rural and parklike character with rolling topography, rock outcrops, wooded areas, and as an older cemetery it has an eclectic collection of varying headstone styles and gravesite treatments. Appendix C is a map of sections for Pine Grove Cemetery. Mt. Pleasant Cemetery has a unique presence and attributes, as it was originally the private cemetery for North Salem in the 1700's. Its general appearance is historical and calming and confidently displays the history. Appendix D is a map of sections for Mt. Pleasant Cemetery.

Cemetery lot owners, in general, may misunderstand the purpose and function of cemetery rules and regulations and the vital role they play in the preservation, safety, and aesthetics, of the cemetery grounds. In many cases, lot owners take exception to what they feel are restrictions on their perceived rights and privileges regarding use of their cemetery lot in the belief this ownership has the same rights and privileges as any other piece of "real property". It is important to understand that cemetery rules are primarily adopted for the protection of municipalities, lot owners, and others who visit or work in the cemeteries by, among other things, safeguarding against actions that may create dangerous situations and/or impair the dignity and appearance of the cemeteries.

Although the gates at Pine Grove Cemetery and Mt. Pleasant are open year-round, visitors are asked to limit visitation to a half hour before sunrise and a half hour after sunset. Inquiries must be made directly to the office at Pine Grove Cemetery during office hours, Monday through Friday, 8:00 a.m. to 3:00 p.m. Internments are generally performed on weekdays. Under request and based on staff availability, interments can be performed on Saturday mornings for funerals arriving by 11:00 AM. Interments are not made on Sundays or the following holidays: New Year's Day, Civil Rights Day, Presidents' Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day including the Friday after, and Christmas Day. Extra service charges apply for all funerals on Saturdays, and if applicable and/or deemed necessary on Sundays and Holidays.

In 2014, the Town of Salem, as part of their ongoing cemetery operations and inventory, identified The Pine Grove Cemetery as needing additional space. With the rapid depletion of open burial sections, there was a need to develop new burial sections in order to continue to meet the needs of the residents of Salem. Due to low inventory, the cemetery currently has a policy of limiting plot sales to the time of need and plots are not sold in advance. By developing a roadmap for burial expansion and future improvements to the grounds and facilities through a planning process, Pine Grove Cemetery can continue to meet the needs of the residents. Demand for expansion became urgent in 2015 as the newer Section 9A had minimal burial space available for the next 3-5 years. The Municipal Services Department presented a report to the Board of Selectmen in the summer of 2016 identifying the importance of putting together a master plan for sustainability of the remaining area of the cemetery. At their November 5, 2018, meeting, the Board of Selectmen adopted a master plan for Pine Grove Cemetery which provides direction for implementing phased improvements that will extend the cemetery's operational lifespan for an estimated twenty to thirty years.

### **3. GENERAL CARE OF LOTS AND PROPERTY**

Oversight of Pine Grove Cemetery and Mt. Pleasant Cemetery operations comes under the direction of the Municipal Services Department-Public Works Division, which shall provide reasonable care and

maintenance within the cemeteries, including but not limited to, the cutting of the grass at reasonable intervals, the raking and cleaning of the grounds, the pruning of common area shrubs and trees, snow plowing, and making general repairs to the grounds, as necessary. The general care assumed by the Public Works Division shall in no case mean the maintenance, repair, or replacement of any monuments, markers, structures, or memorials, installed at any lot or grave. Any flowers or shrubs planted by lot owners, or friends and family, shall remain the responsibility of the lot owner. Lot owners are expected to remove all seasonal decorations promptly during the designated time notwithstanding the Public Works Division reserves the right to remove any private shrub or flowers that have become overgrown or unsightly. The Public Works Division shall be first responsible to enforce the rules and regulations affecting the property and grounds of the cemetery. Any disputes and differences caused therein shall be handled by The Municipal Services Director.

#### **4. POWERS AND DUTIES**

The Municipal Services Department may lay out any existing public burial grounds in the town, or any land purchased, and set apart by the town, for such cemeteries in lots or other suitable areas with proper paths and avenues. The Municipal Services Department may propose or take action to plan, embellish, ornament, fence, and erect therein such suitable edifices and conveniences and make such improvements as it considers necessary and/or as directed by the Board of Selectmen and Master Plan.

The right to enlarge, reduce, or change the boundaries or grading of the cemetery, or a section(s), from time to time, including the right to modify or change the locations of or remove or regrade roads, drives, walks, or any part of it is hereby reserved. The right to lay, maintain and operate, or alter or change water pipelines and drainage is also expressly reserved, as well as the right to use cemetery property not sold to individual lot owners for cemetery purposes, including interment of the dead, incidental or convenient thereto. The cemetery reserves to itself and to those lawfully entitled thereto a perpetual right to ingress and egress over graves for the purpose of passing to and from other graves specifically performing burials.

The Public Works Division will take all reasonable precautions to protect lot owners, and the property rights of lot owners, within the cemetery from loss or damage, but the cemetery disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially, from damage caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or order of the military or civil authority, whether the damage is direct or collateral, other than as herein provided.

#### **5. PURCHASE OF GRAVES AND CREMATION LOTS AND CONVEYANCES**

Cemeteries are owned by the residents of the Town of Salem and are to be used only for burial of residents of the town and their immediate families. Those residents determined eligible for burial in North Salem and/or Mt. Pleasant Cemetery may also be buried in Pine Grove Cemetery if they so choose. To be certain of residency, the Public Works Division reserves the right to require three (3) forms of identification if necessary. Lots and graves may be purchased only by residents of the town, having lived in the town for a minimum of one year.

Resident also includes someone who lived in Salem for at least one year and left Salem to reside in a care or assisted living facility. In the event of a resident who had lived in Salem for minimum of ten (10) years and who currently resides elsewhere no more than five years may purchase a maximum of two single graves at a cost twenty percent (20%) over the present charge and each individual fee. Proof of earlier residency will be required and provided to the Municipal Services Director for confirmation. A maximum of four (4) graves are allowed to be sold to any resident. Each single grave may contain no more than the combination of one (1) full-earth burial with two (2) cremation burials provided that the full earth burial is first. Full burial lots will be allowed four (4) cremation burials if applicable. Presales are only allowed under the following condition: (1) The purchaser is a Salem resident and has a direct relative that has passed away and whom they wish to bury in their purchased lots; (2) A Non-Resident family member who assumes responsibilities, care giver, or power of attorney for the deceased who is or who meets the residency standards above; and (3) The purchaser is Salem resident and pre-planning, i.e., no immediate burial, in which case the purchase is limited to two plots. Presales are available anytime for the cremation only section of Pine Grove. Regarding Item (3) above, sales are limited to Sections 9-12 ONLY and the decision to restrict sales and/or stop sales thereof altogether, can be made by the Municipal Services Director if they believe that future capacity is or may be compromised. The Town Council will have the ultimate authority to change this at any time.

A lot(s) or grave(s) must be paid in full at the time of purchase. The final purchase price includes perpetual care. Owners of unused complete lot(s) or single grave(s) in identified single grave sections of the cemetery may only convey the executive right of burial first to the Town of Salem at the same price as originally paid or may request a transfer or assign to a family member or friend who is a current resident of Salem. Anything to the contrary will be reviewed and decided by the Municipal Services Director. In this instance a formal request will need to be notarized and sent to the Municipal Services Director. This shall also apply to a two grave lot maximum if applicable.

The purchase of a lot or grave is only for the exclusive right of burial and only under the conditions of these regulations. All conveyances of the exclusive right of burial in any lot or grave in Pine Grove Cemetery or Mt. Pleasant shall be by deed, made and executed in such manner, and form as The Municipal Services Department may for time to time prescribe.

## **6. DESCENT OF TITLE**

The laws of the State of New Hampshire govern the descent of title to cemetery lots, as well as other matters relating to their ownership. It is important that, on the decease of a lot owner, the heir(s) or devisee(s) of such person file with the Municipal Services Director full proof of ownership for the purpose of correcting the record. Notarized statements as to relationship or probate documents are normally sufficient. The Municipal Services Director shall verify all relative information thereof and reserve the right to refuse or bring forward to the Board of Selectmen for final determination.

## **7. FUNERAL DIRECTORS**

Funeral Directors are to communicate and provide the following documents to the Public Works Division prior to any interment: burial certificate, all fees paid in advance, cremation certificate and deed to lot if applicable. Funeral Directors are cautioned about placing any obituary notices in the newspaper prior to being granted approval by the Public Works Division for the interment date and time. At no time should a Funeral Director decide, or assume, based on previous

burials or past practices that confirmation for burial is granted. It is the responsibility of the Funeral Director or a representative to be present until the full burial is complete and backfilled.

## **8. INTERMENTS AND DISINTERMENTS**

All funerals entering The Pine Grove Cemetery and Mt. Pleasant Cemetery shall be under the control and charge of the Public Works Division. The Town reserves the right to refuse an interment in any lot if, in their judgment, there is a question of ownership and/or the right for said interment pursuant to RSA 290:24.

The Public Works Division requires a 48-hour weekday notice before an interment from April 1<sup>st</sup> through November 15<sup>th</sup>. A minimum of 72-hour weekday notice is required from November 16<sup>th</sup> through March 31<sup>st</sup>. Anything to the contrary of the aforementioned will be determined by Public Works as appropriate and understanding working relationships and communications with Funeral Directors.

As a general rule, the Public Works Division does not provide service as pall bearers however will assist under certain circumstances, if applicable, assuming no responsibility of negligence thereof, thereby indemnifying itself should any accident, injury, or harm be caused.

Once a casket containing a body is within the confines of the cemetery, neither the Funeral Director nor his embalmer, assistants, employees, or agents shall be permitted to open the casket or to touch the body without the consent of the legal representative of the deceased and/or an order signed by a court of competent jurisdiction. At no point will the Public Works Division open or engage in assisting the opening of a casket.

When an interment is to be made, the specific grave for the location of such interment shall be designated by the lot owner. Should the owner fail or neglect to make such designation, the Public Works Division reserves the right to make the interment in an appropriate location.

The employees of the Public Works Division are the only persons allowed to open graves with the following exceptions: (1) When the Cemetery is directed to make a disinterment by order of a court of competent jurisdiction and a certified copy of such order has been filed with the Municipal Services Director; (2) When the coroner directs the disinterment for the purpose of holding an inquest and has filed with the Municipal Services Director his signed authorization to release the body to himself and his lawful agents. In such case the disinterment must be made by the coroner or his lawful agents; (3) a request for disinterment to relocate a loved one certified through a Funeral Home provider as an agent thereof and providing a legal document through an attorney documenting the right to disinter. The Municipal Services Director shall verify all relative information thereof and reserve the right to refuse or bring forward to the Board of Selectmen for final determination. A minimum of 72 hours weekday notice will be required provided all relative requirements for disinterment are met and not disputed.

No interments shall be made in any lot or grave in The Pine Grove Cemetery or Mt. Pleasant Cemetery until the Public Works Division shall have been furnished with such permits as may be required by the laws of the State of New Hampshire or of the city or town from which the deceased may be brought, nor shall any human body be interred in any such grave or lot in which exclusive burial rights have been conveyed until the Public Works Division shall have been furnished with an order from such owner or their legal representatives for said interment. No interment shall be made unless all charges against said lot or grave and all fees for such interment have been paid.

The Public Works Division will not be responsible for any order given by telephone and disputed, or for any mistake occurring from the want of precise and proper instructions as to the space, size of grave, and location in a lot, where interment is desired.

Producing of the deed for the exclusive burial right in any lot or grave shall be considered as authority for the opening of a grave. Any person ordering an interment will be held responsible for all expenses resulting from said order.

Due to weather conditions, it may be necessary to postpone or delay graveside services and/or interment of the deceased. The final decision to postpone graveside services and/or interment shall be made by The Municipal Services Director or his designee.

## **9. BURIAL VAULTS AND CONTAINERS**

It is required that all full-earth burials must be made in a puncture-proof and rigid outer burial vault constructed of reinforced concrete that is designed to resist deterioration. All vaults will be verified and shall be installed under the direct supervision of the Public Works Division specifically the Cemetery Foreman or designee and presence of the Funeral Director as required or needed. After the burial, the cover must be installed immediately by the vault company, however the Public Works staff will assist under certain circumstances, if applicable, assuming no responsibility of negligence thereof, thereby indemnifying itself should any accident, injury, or harm be caused. All covers shall be one piece, structurally rigid, and will be installed under the supervision of the Cemetery Foreman or designee, with a representative of the Funeral Home present. A non-penetrable structural box and cover or equal, or as accepted by the Cemetery Foreman is required for all cremation burials.

## **10. WINTER OPERATIONS**

Burials and cremations will be permitted throughout the winter or cold weather season, November 16<sup>th</sup> through March 31<sup>st</sup>. The Municipal Services Director reserves the right to postpone and/or delay any burials due to extreme weather, deep frost in ground, consecutive storms, blizzards, or anything that may cause staff to work in unsafe conditions or excessive hours without rest. Discussions with Funeral Directors will be held in advance of any decisions. It is the responsibility of the Funeral Director to anticipate any of the circumstances and shall place inquiries well in advance.

Plowing and sanding of the cemeteries will occur throughout the winter season, or until such time as the amount of accumulation precludes safe operations. In the event the Municipal Services Director determines it is no longer feasible for any reason to continue snow removal operations in either cemetery, and that winter burials must therefore be suspended, notice shall be posted on the Town website, in the local paper, and provided to those funeral homes commonly providing services in Salem. Entombment of the deceased until such time as burials resume shall be the responsibility of the funeral home, as the Town does not have facilities for same.

## **11. CEMETERY AND GRAVE DECORATIONS**

While the Town of Salem fully respects that the grieving process is personal in nature, in the interest of maintenance, aesthetics, and the safety of all, placement or construction on or around lots of items such as, but not necessarily limited to, the following are strictly prohibited:

1. Glass or ceramic vases, boxes, figurines, picture frames, bottles, lanterns
2. Windmills, windsocks, chimes, and noise making devices
3. Shepherds hooks or plant hangers
4. Fencing of wood, brick, iron, wire, hedge, or other material
5. Paths of brick, stone, gravel, or similar material

These items impede proper maintenance of the cemetery grounds and are potential hazards to all cemetery users. As such, the Public Works Division reserves the right to remove such items without notification if so erected, planted, or placed. Items may be placed respectfully on the monuments and/or bases but at the owners risk.

Potted plants, flowers, baskets, and cemetery logs are allowed on any given holiday or on a day that signifies a special occasion, i.e., anniversary or birthday. Wreaths or sprays of evergreens will be allowed during the Christmas and/or holiday seasons.

All decorations must be removed by lot owner starting ten (10 days) after a holiday or special occasion and may be subject to removal if they become unsightly before the 10 days are up. Anything deemed unsafe, offensive, controversial, political, or that compromises the enjoyment of peace and visitation, as determined by Public Works may be removed immediately. Disputes in this regard will be taken up and mediated through the Municipal Services Director who may bring forth to the Board of Selectmen if they so choose.

The cemetery will not be responsible for damage to any flowers, decorations, holders, statues, receptacles, or any type of memorializing item that is left at a grave. Due to the open space and public access that the cemeteries provide, Public Works suggests not placing items of any actual or personal worth at the grave.

## **12. PLANTS AND SHRUBS**

Planting of trees and shrubs is strictly prohibited, and the Public Works Division reserves the right to remove those found planted after the date of adoption or any amendment thereof of these regulations without prior notification. Shrubs and trees already in place at the time these regulations are adopted, will be documented and may, at the discretion of the Public Works Division, remain provided that:

1. They have not been neglected to hinder cemetery maintenance or aesthetics.
2. They are not, by means of roots or branches, detrimental to said lot or its memorial, to the adjacent lots/memorials, roadways, or paths
3. They are not a hazard or inconvenience to cemetery visitors, contractors, or others.

In the event any of the above is true, it shall be the duty and the right of the Public Works Division or their designee(s) to remove said tree or shrub, or such parts thereof as are detrimental, dangerous, or inconvenient.

Plantings are limited to annual plants/flowers, or ornamental perennials placed in an area in front of a monument that is not more than twelve inches deep by the width of the monument. All perennials should be cut back and cleaned up prior to the end of the growing season and/or will be removed

altogether by Public Works otherwise. The Town of Salem will not be responsible for damage or care for such flowers or plants. Sections 9 -12, and Cremation only sections will be monitored closely for any non-conformity.

Funeral flowers, including flowers left or placed at the cemetery at other times, will be removed by Public Works when they become withered. Excavation of any kind by anyone other than employees of The Department of Public Works is absolutely prohibited.

### **13. MONUMENTS**

Before any headstone or monument shall be erected, a drawing of said headstone or monument, complete with all dimensions, words, fonts, and type of material must first be submitted to the Public Works Division for approval. The Public Works Division shall have the authority to reject any plan or design for any memorial which, in their opinion, on account of size, design, inscription, kind or quality of stone, is unsuited to the aesthetics of the cemeteries, or the lot on which it is to be placed, may constitute a hazard, or is not in conformity with the regulations. A lot or grave owner may petition the Board of Selectmen with a request outside of these regulations if they have demonstrated a case thereof to be heard through the Municipal Services Director.

All headstones shall be made of good quality, structurally sound material, preferably granite, hard marble, or approved equal stone. No monument shall be permitted to be erected or set in the cemeteries without a good and sufficient foundation as installed by the monument company or designee under the supervision of The Cemetery Foreman.

Persons engaged in erecting or maintaining memorials are prohibited from attaching ropes to surrounding headstones or trees/shrubs, scattering their material over adjoining lots, blocking roadways or pathways, and leaving materials on the ground longer than is necessary. They must do as little injury to the area as possible, remove all debris, and restore the ground and grass to its original condition. Any contractor or vendor failing to conform to these regulations may be excluded from the grounds, and the person employing him shall be responsible for the injuries sustained through their neglect.

Appendix E has a table and diagram with proper and regulated dimensions for monuments of specific plots and associated attributes.

### **14. FLUSH MARKERS**

The only type of flush markers permitted on single graves at the cemeteries shall be granite, white marble with carved lettering, or Veterans Administration provided bronze with raised lettering. The dimensions of the flush marker are shown in Appendix E and shall be installed flush at the foot of the grave. One additional marker per grave is allowed under the following conditions:

1. The second flush marker is a bronze veteran "s marker; and/or
2. The second marker is for cremains placed in the grave.

As the primary grave monument at the head of the grave: For two adjacent single graves, a single one (1) foot by three (3) foot granite or bronze flush marker installed equally on both graves is allowed in lieu of the one (1) foot by two (2) foot flush markers allowed on each grave. Baby graves may have a

one (1) foot by one (1) foot flush granite marker. Where there have been four (4) grave lots designated within flush marker areas of the cemetery, a one (1) foot by three (3) foot flush granite marker may be placed in the center of the four (4) graves as a family marker in addition to the individual one (1) foot by two (2) foot flush markers placed on the individual graves of the lot. Anything to the contrary above will be reviewed by the Municipal Services Director.

The Public Works Division installs the Veteran markers. Orders for installation of flush markers are accepted as earliest as possible before and after freezing or frost conditions permit.

Except for the dimensional requirements, all flush markers must conform to the same material and style regulations as monuments and be approved by Public Works. See Appendix E.

## **15. VETERANS**

Interment in the Pine Grove Cemetery Veteran Section shall be restricted to U.S. military veterans discharged from or released from active duty in the U.S. Armed Forces under conditions other than dishonorable. Before interment is made in all Veteran's Sections, a copy of the veteran's discharge papers must be in the possession of the Veteran's Agent of the Town and the Public Works – Cemetery Foreman. No deed will be issued until such discharge papers are submitted. Veteran's wives and/or partners may be buried in the lot provided they are cremated and do not come before the actual burial of the veteran. Veteran flush markers will be set by Public Works.

American Flags located on veteran lots in the Town of Salem Cemeteries will be placed in flag holders starting two weeks before Memorial Day and will be removed from the lot one week after Veterans Day. The Public Works Division is not responsible for any other flags located on lots, i.e., service branch flags, police dept., fire dept., or civic group flags.

## **16. CHARGES**

The prices for the exclusive burial rights in any lot or grave in the Pine Grove Cemetery and Mt. Pleasant Cemetery including, the charges for opening a grave and making an interment, the charge shall be determined from time to time by The Municipal Services Department with ultimate approval through The Board of Selectmen. All payments must be made in advance and before any interment shall be permitted. Appendix F has a schedule of the current rates and service fees.

## **17. ENFORCEMENT OF RULES**

The Municipal Services Director through the Public Works Division shall hereby be empowered to enforce all rules and regulations. The Public Works Division shall have charge of the grounds and Buildings, including the conduct of funerals, traffic, lot owners, and visitors, and at all times shall have supervision and control of all activity and persons in the cemetery.

No grave so conveyed by the Public Works Division shall be reconveyed by the owner thereof, or the heirs, executors, or administrator of said owner to any person or entity except to a person related by blood or marriage to said owner or to a member of the immediate family of said owner or to The Town of Salem for a payment equal to the original purchase price. An owner may petition The Municipal Services Director to convey the executive right and/or may request a transfer to another family member or friend who is a current resident of Salem and who will pay the difference between the original cost and the current cost. In this instance a formal request will need to be

notarized and sent to The Municipal Services Director. This shall apply to two (2) grave lot maximum. Anything beyond this can be requested to go before The Board of Selectmen for consideration.

Any person who produces a deed for the exclusive burial rights in any lot or grave in the cemeteries shall be considered to have the authority to order an opening of a grave at that site, subject to these regulations, and any person who orders an interment will be held responsible for all expenses resulting from said order.

Automobiles and vehicles must always be under complete control. Driving off any paved roadway surface is strictly prohibited. Throwing or leaving trash on the roads and paths, or any part of the grounds, is strictly prohibited. Trash containers are made available and serviced by Public Works for solid waste only. Visitors to the Cemetery are encouraged to carry out all discarded plants and trimmings from their graves.

It is of the utmost importance that there should be strict observance of the properties of good conduct in the cemetery. Therefore, all persons within the cemetery shall avoid conduct unbecoming a sacred place, such as:

1. Loud or boisterous talking.
2. Peddling or soliciting the sale of any commodity within the cemetery.
3. Placing of signs or notices or advertisements of any kind within the cemetery.
4. Playing, loitering, or walking of dogs or other animals into the cemetery.
5. Animals, are always excluded, including but not limited to dogs and horses, except for seeing-eye dogs, emotional support animals, or animals used in official ceremonies.
6. Usage of indecent, abusive, and/or loud language.
7. Committing malicious or wrongful acts and stealing in any form.
8. Alcohol or Narcotics.
9. Fireworks.
10. Paint ball playing.
11. Disturbing public or private landscaping.
12. Leaving trash and expired grave decorations left on the premise.
13. Operating recreation vehicles such as snowmobiles, all-terrain vehicles, skateboards, scooters and bicycles.
14. Photographing for commercial purposes.
15. Bringing firearms into the cemetery as used in an official capacity accompanying a Veteran's or public official funeral or attending memorial services.
16. Stone rubbing unless authorized by The Cemetery Foreman.
17. Modifying monuments or markers except by licensed stone cutters or monument installers with prior approval of The Public Works Division.

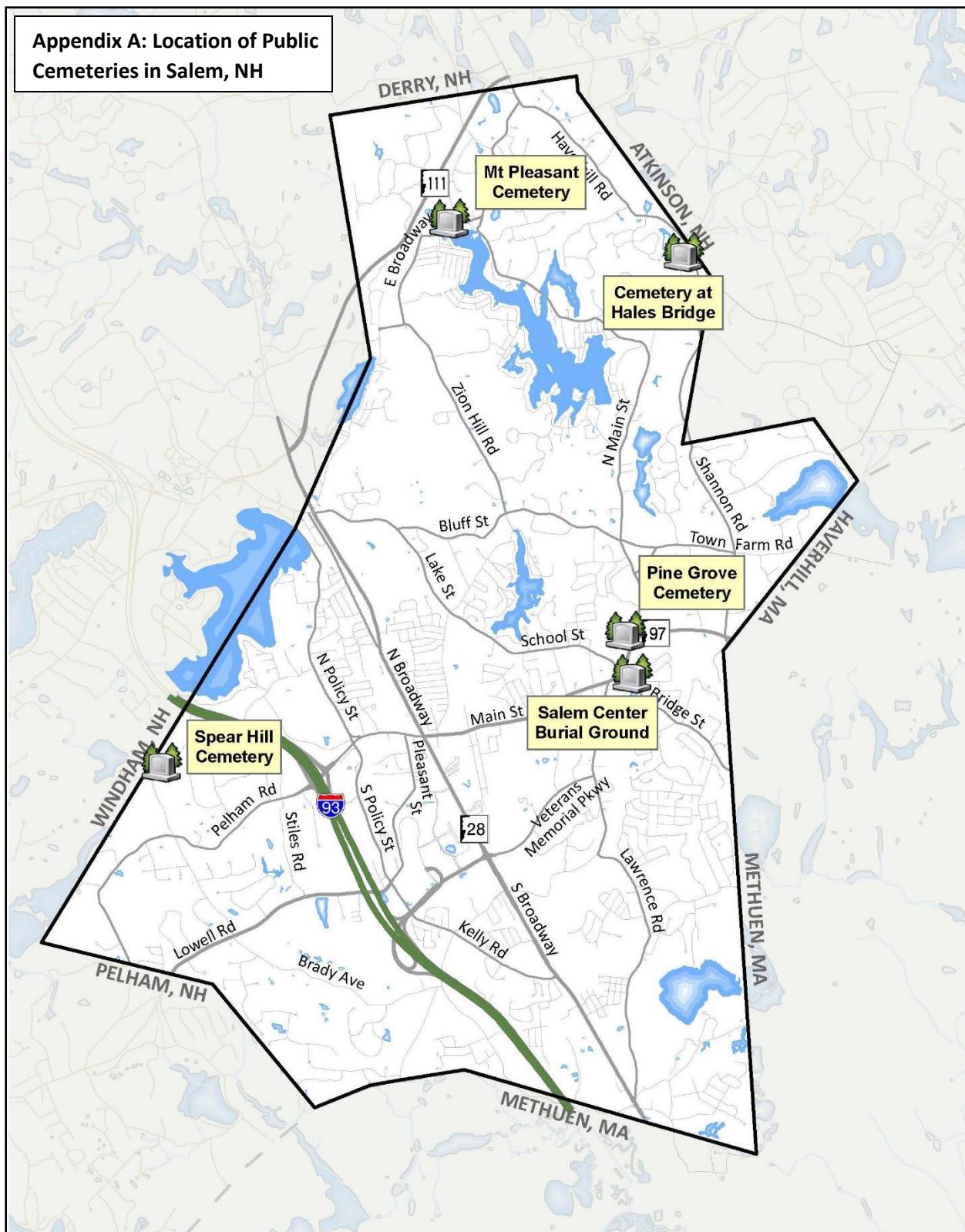
It is the duty of The Municipal Services Department through its Public Works Division to see that the rules and regulations are complied with so order is maintained and to protect and promote the best interests of Pine Grove Cemetery and Mt. Pleasant Cemetery. To that end, the Public Works Division is authorized to make temporary additional rules, which may be needed from time to time, to meet emergencies, which are not covered by these rules and regulations. Included is the ability to close the cemetery to the public during burial ceremonies, if needed in the opinion of the Cemetery Foreman, or to schedule funerals accordingly as to prevent conflicting ceremonies.

The Town of Salem, moreover the Board of Selectmen, reserve the right to adopt additional rules and regulations, or to amend, alter, exempt, or repeal any rule, regulation, section, paragraph, or

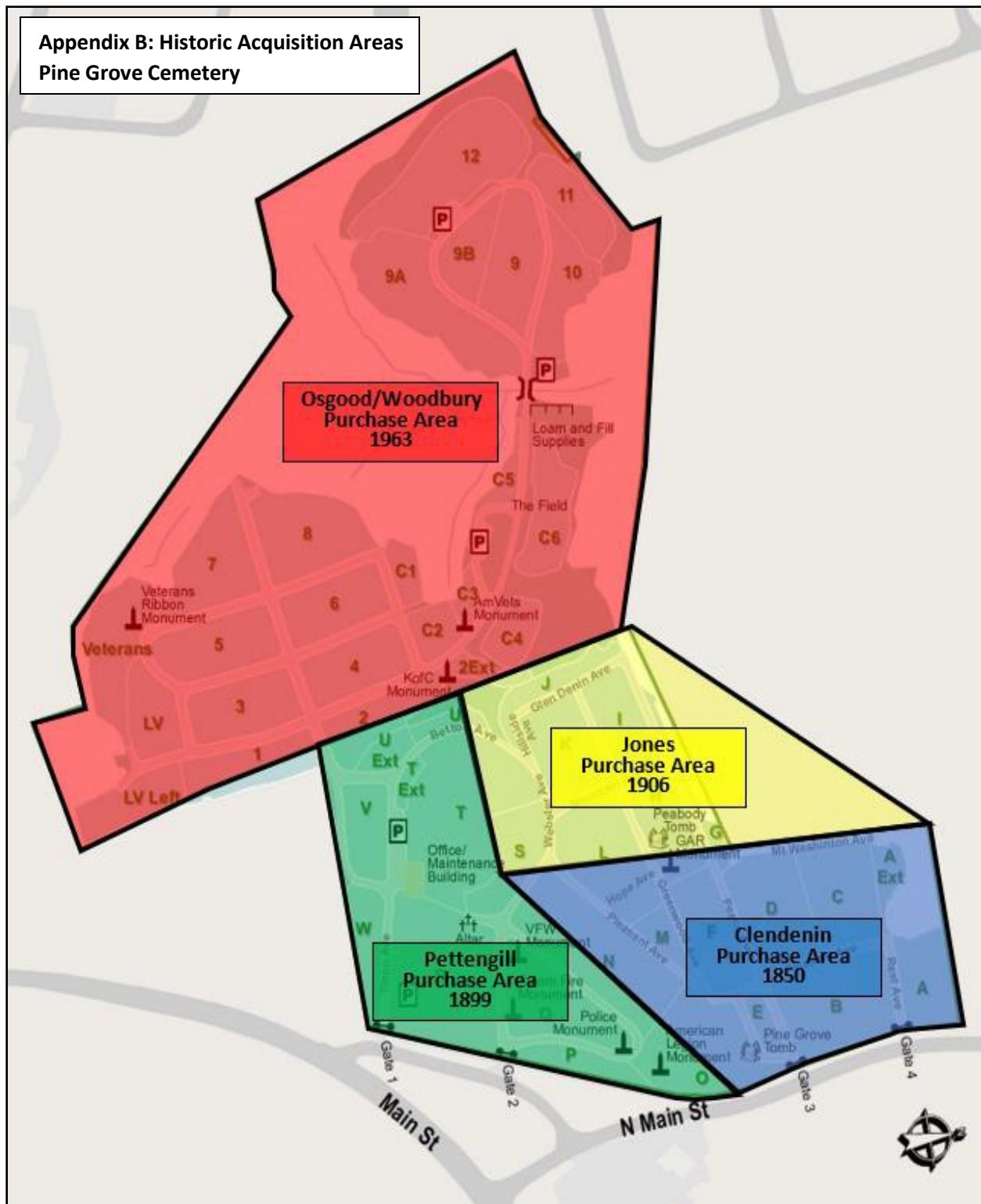
sentence in these rules and regulations at any time.

These rules, regulations, and prices set forth shall be set and hereby approved by the Board of Selectmen, and administered by The Municipal Services Department.

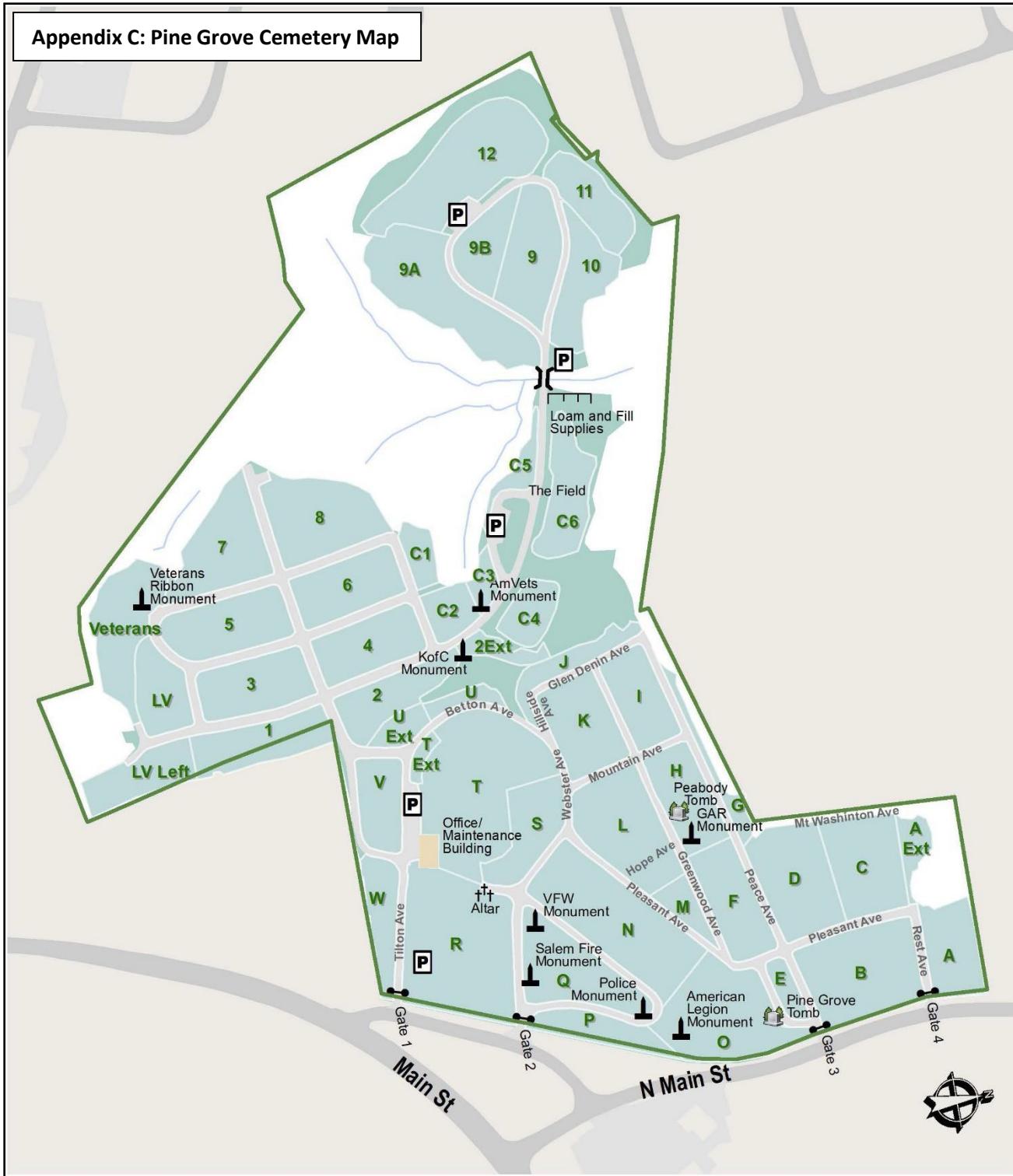
**Appendix A: Location of Public Cemeteries in Salem, NH**



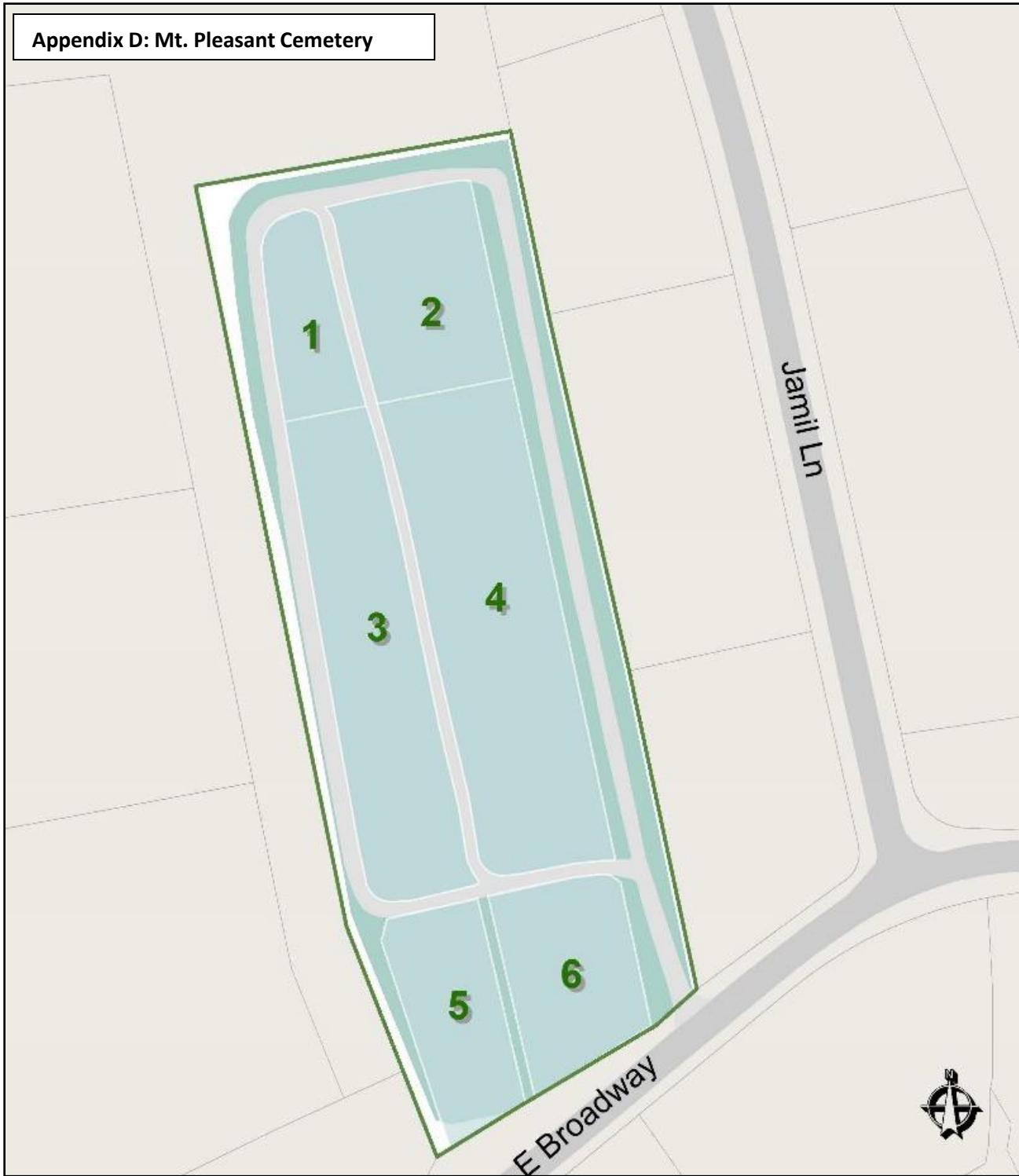
**Appendix B: Historic Acquisition Areas**  
**Pine Grove Cemetery**



**Appendix C: Pine Grove Cemetery Map**



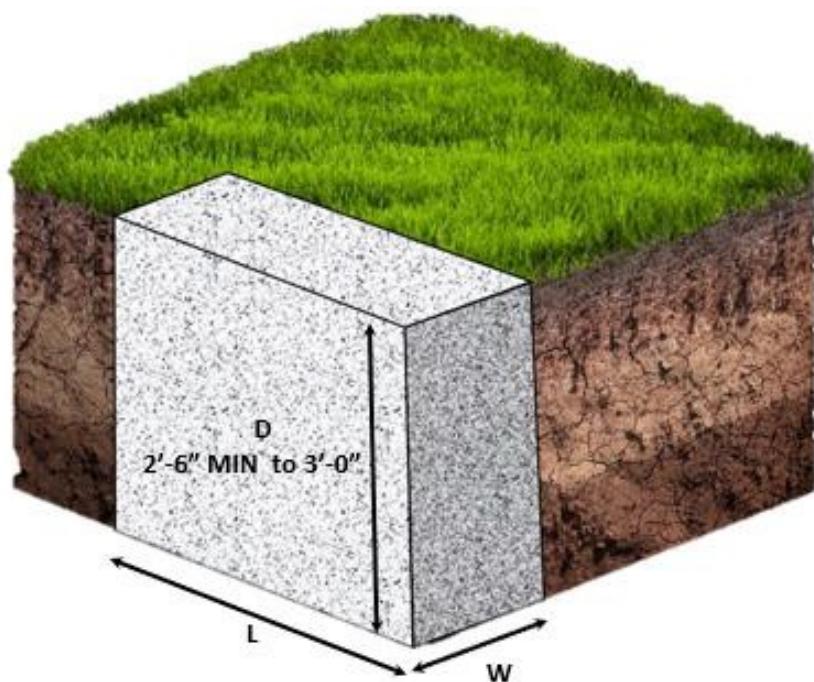
**Appendix D: Mt. Pleasant Cemetery**



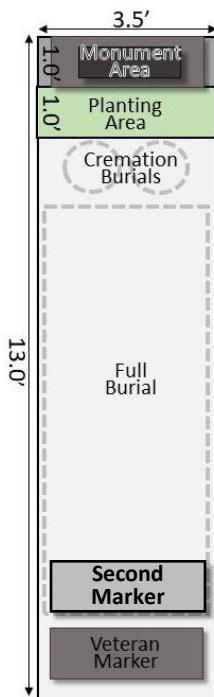
## Appendix E: Foundations, Plot Layout, Monuments, and Flush Markers

### Foundations

The monument foundation length (L) and width (W) dimensions should match headstones base and shall be installed by others under the supervision of Public Works. The depth (D) should be a minimum of 2'- 6" however it is preferred to be 3'- 0" as possible.



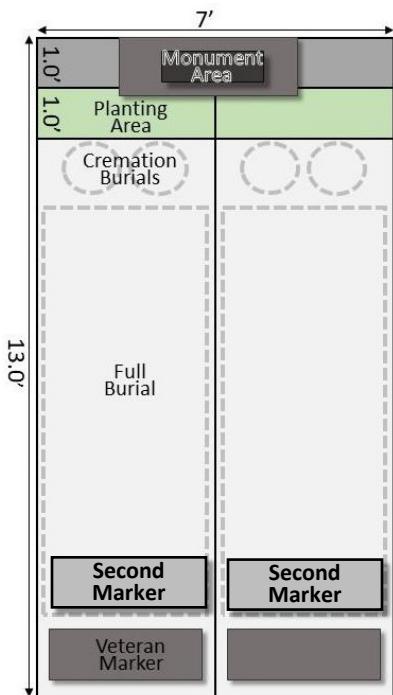
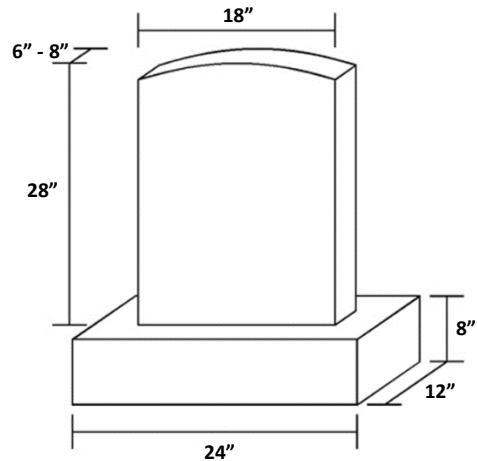
## Monuments



**1 Single Grave Lot:**  
**13' x 3.5'**

**Max Size for Monument Foundation:** 24" x 12"

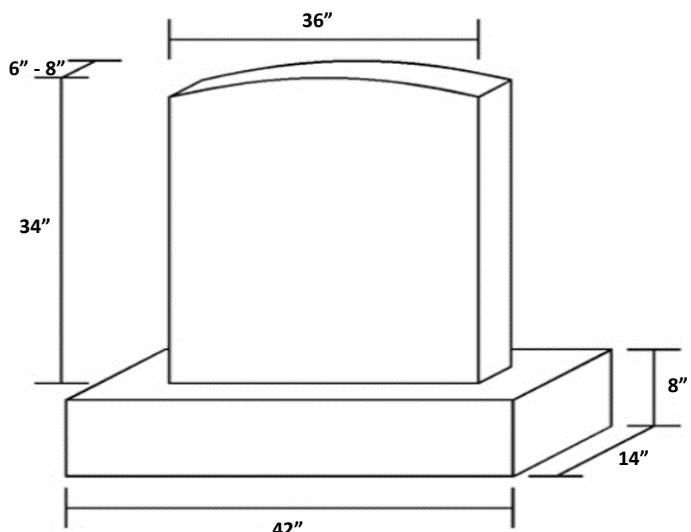
**Stone not to exceed 36"** in height, including base

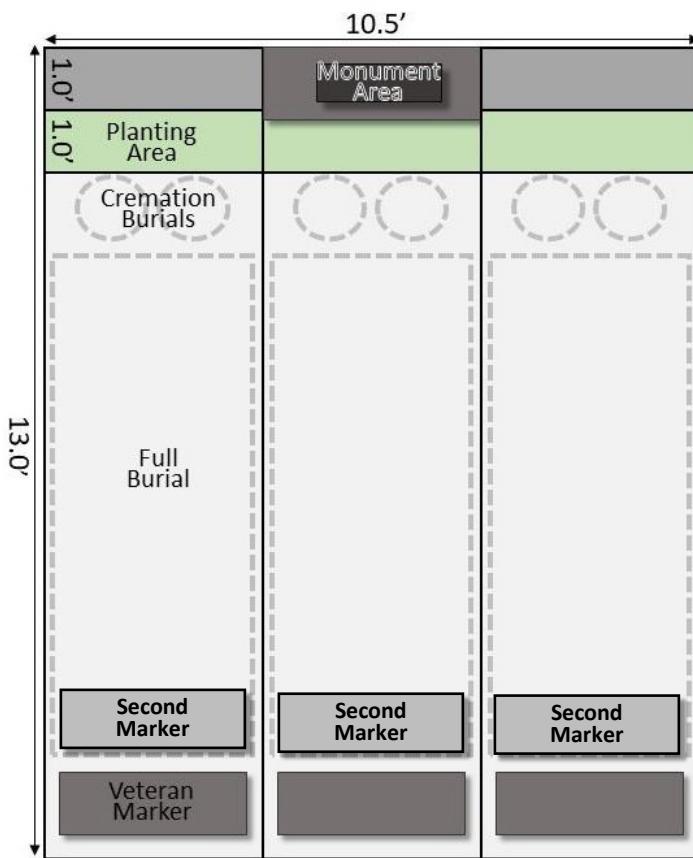


**2 Single Grave Lots:**  
**13' x 7'**

**Max Size for Monument Foundation:** 42" x 14"

**Stone not to exceed 42"** in height, including base

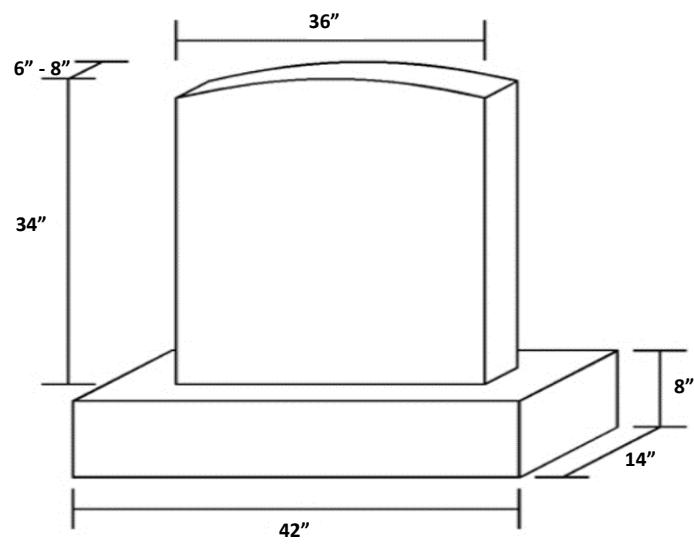


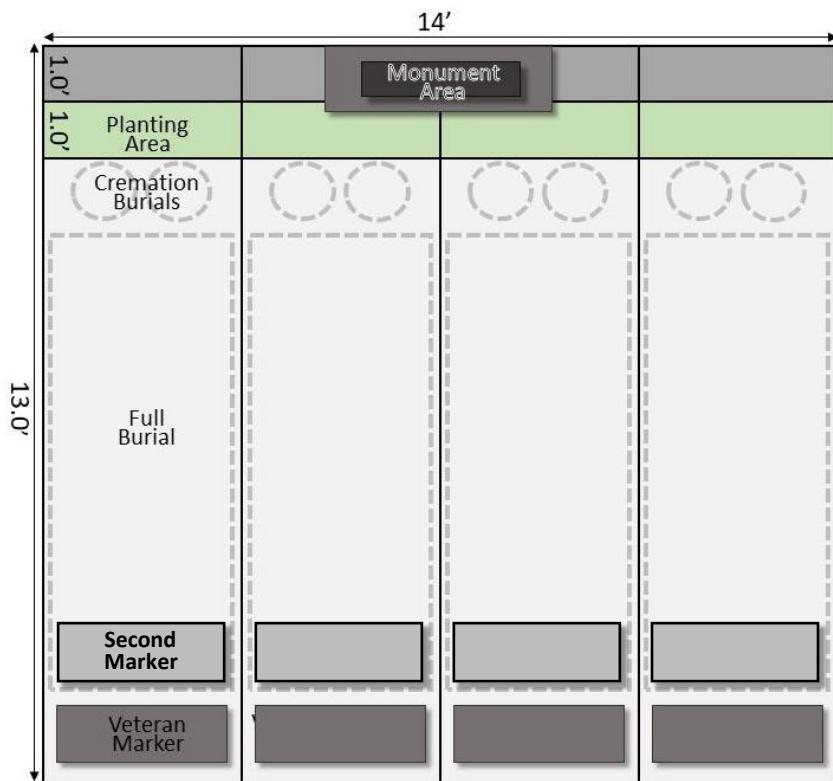


**3 Single Grave Lots:  
13' x 10.5'**

**Max Size for Monument  
Foundation: 42" x 14"**

**Stone not to exceed 42"  
in height, including base**





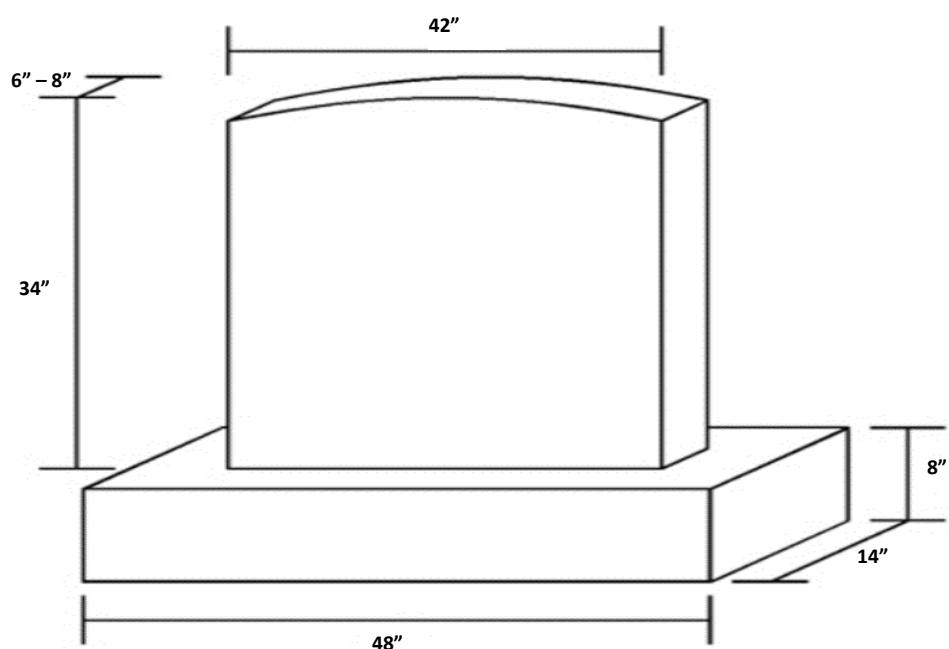
**4 Single Grave Lots:**

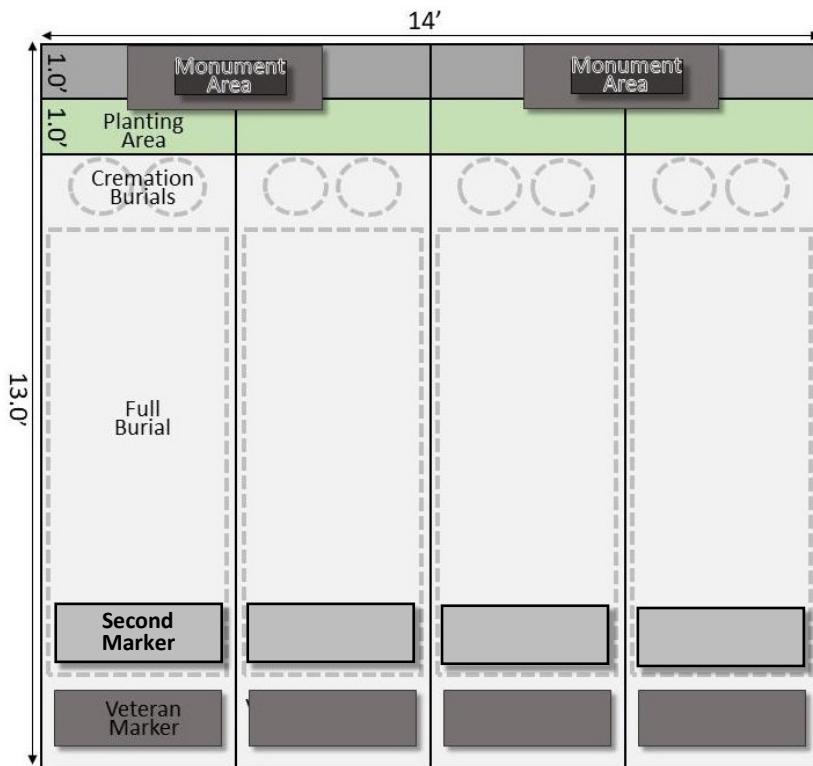
**13' x 14'**

**May include 1 or 2 Monuments;**  
**Max Size for each of (2) Monument**  
**Foundation: 48" x 14"**

**\*\* Alternate placement may**  
**include (1) 48" x 14" Monuments**

**Stone not to exceed 42"**  
**in height, including base**



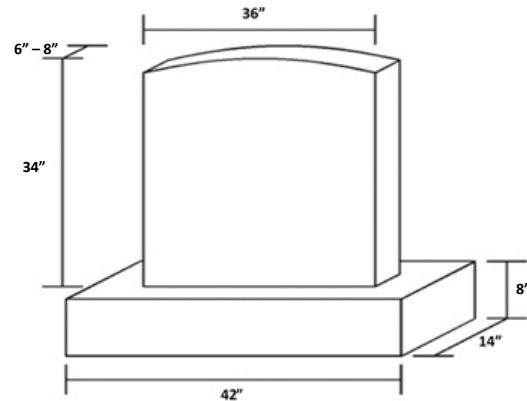
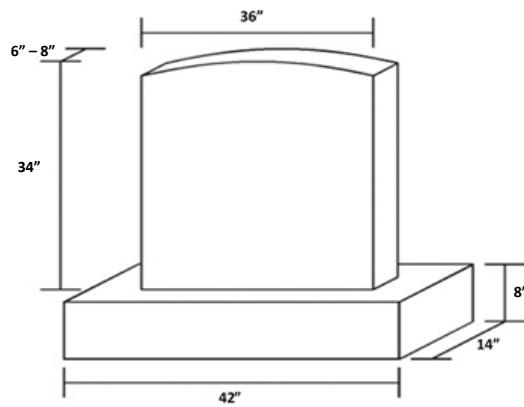


**4 Single Grave Lots:  
13' x 14'**

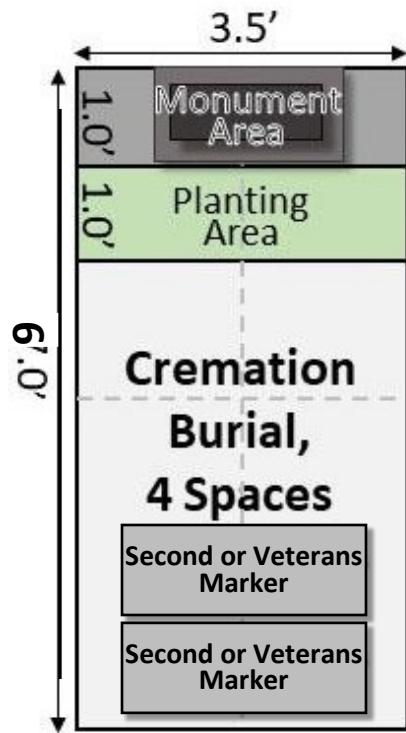
May include 1 or 2 Monuments;  
Max Size for each of (2) Monument  
Foundation: 42" x 14"

\*\* Alternate placement may  
include (1) 48" x 14" Monuments

Stone not to exceed 42"  
in height, including base



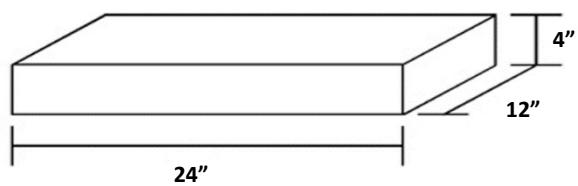
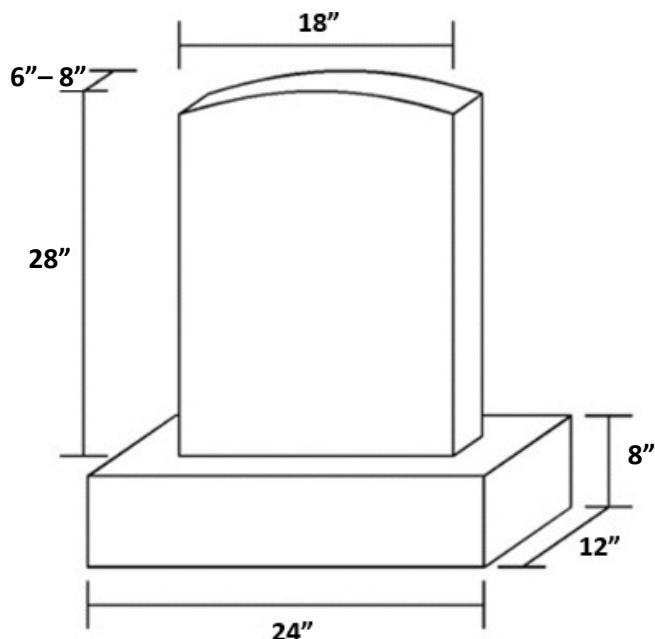
**Cremation Sections Only**



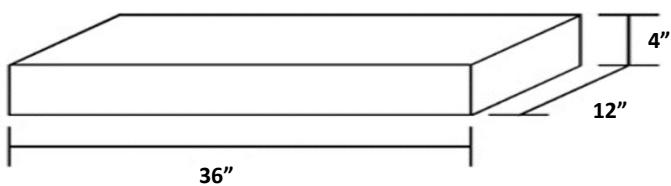
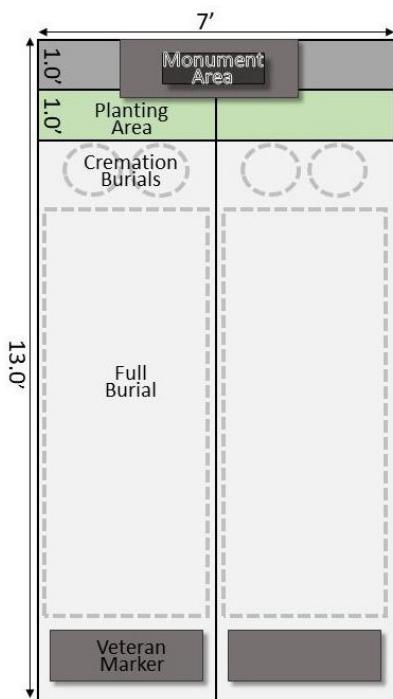
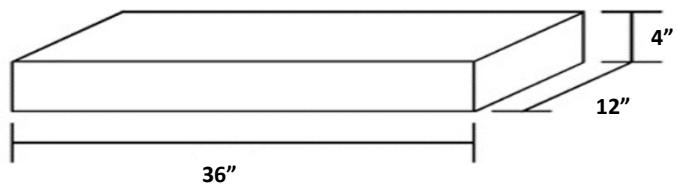
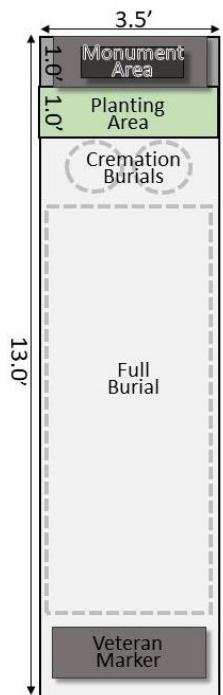
**Cremation Grave Lot:**  
**Up to 4 spaces;**  
**6' x 3.5'**

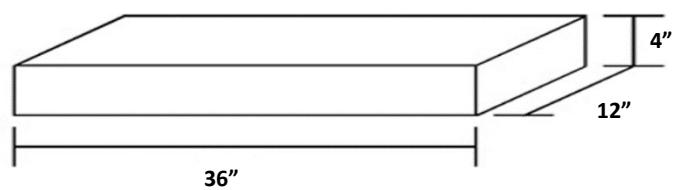
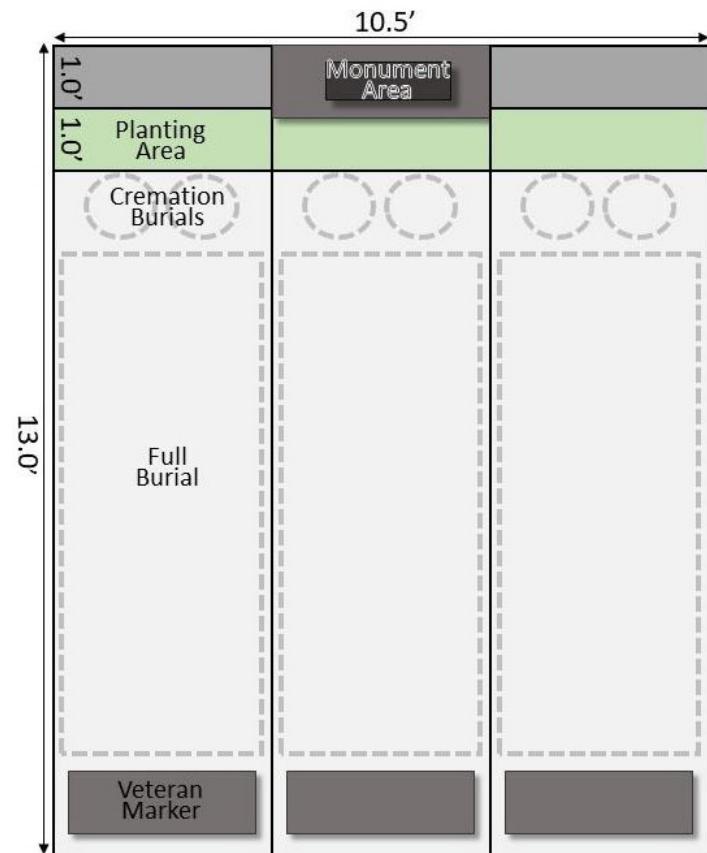
**Max Size for Monument Foundation: 24" x 12"**

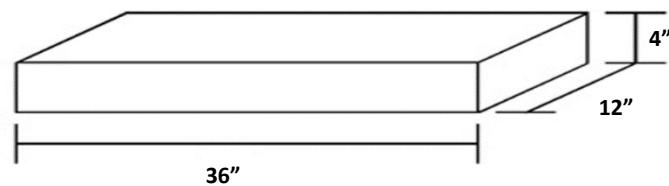
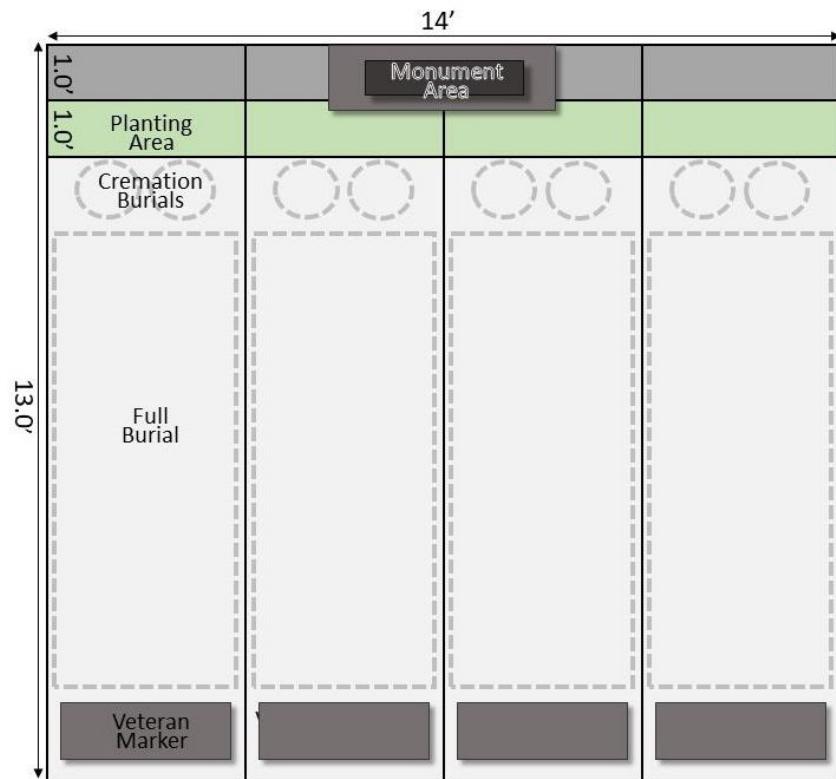
**Stone not to exceed 36"**  
**in height, including base**

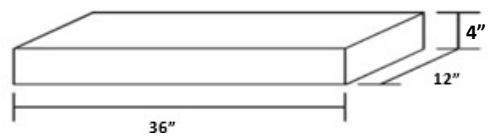
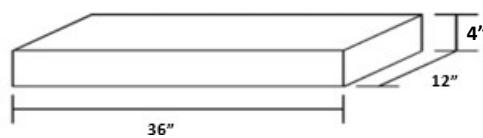
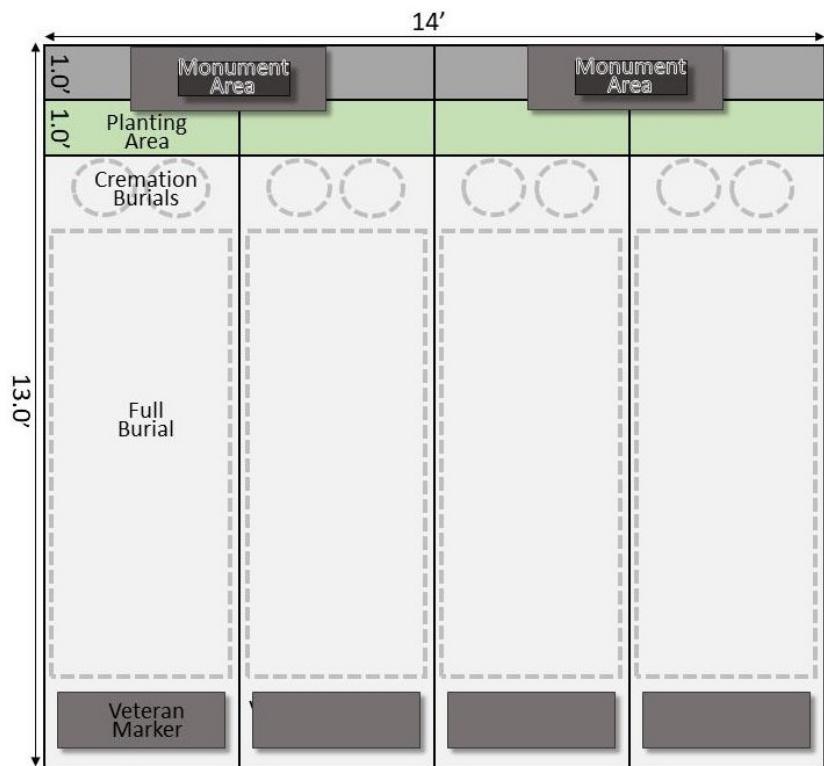


## Flush Markers









## Appendix F: Fee Schedule



### Municipal Services Department Public Works - Cemetery

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>LAST UPDATED</u>
Single Grave Lot	\$740	9/30/2019
Two Grave Lot	\$1,400	9/30/2019
Three Grave Lot	\$2,100	9/30/2019
Four Grave Lot	\$2,800	9/30/2019
Cremation lot up to four (4) cremations per lot	\$540	9/30/2019
Baby Section Lot	\$200	10/17/2011
Veteran Section Lot	\$50	10/17/2011

#### Opening Fees

Veteran Section Lot	\$150	10/17/2011
Regular Opening	\$620	9/30/2019
Cremation Opening	\$250	9/30/2019
Baby Opening	\$75	10/17/2011
Saturday	\$200	10/17/2011
Sunday, Holiday (extra overtime charges)	\$1000	9/13/2021
Winter Opening Fee (Dec. 1st to March 31st)	\$350	9/13/2021
Mock Burial Opening	\$100	10/17/2011
Disinterment	\$1,000	9/30/2019

## Appendix G: Master Plan Conceptual Layout

9

The ABCD

The LA GROUP  
Leaders in preparing for the future.  
People. Projects. Places.  
1500 Main Hwy  
Studio Springs  
CA 91367-8000  
518-957-0160

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Angelese  
**Town of Salem, NH**  
Salem Town Hall  
33 Geremonty Drive  
Salem, NH 03079

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Pine Grove Cemetery  
Project Page

Master Plan

Project No.:	2015016
Design:	11.0
Drawn:	11.0
Scale:	1" = 40'
Description: _____	
Date: _____	

100

## PHASING PLAN

Dwelling Aa

L-101

1



**END DOCUMENT**