

# TOWN OF IPSWICH

IPSWICH, MASSACHUSETTS 01938

Ipswich Cemetery & Parks Commission



Cemetery

Rules & Regulations

April 2019

# Ipswich Cemetery & Parks Commission

This booklet shall serve as a guideline regarding the operations of the Ipswich Cemetery & Parks Department. All the rules and regulations contained herein are currently in effect. Amendments hereto may be included separately. A separate price sheet is available when requested. For all inquiries please contact the Cemetery & Parks office at:

Ipswich Cemetery & Parks Department  
29 Town Farm Road  
Ipswich, MA 01938  
978-356-6643

Mailing address is:  
25 Green Street  
Ipswich, MA 01938

## Office Staff:

Bri Hale, Clerk

Jeffrey Putur, Superintendent

## Commissioners:

James Graffum, Chairman

Theodore Lemieux, Secretary

Harry Argeropoulos, Commissioner

Sean Cronin, Commissioner

## **Introduction**

The Town of Ipswich Cemetery & Parks Commission, in order to provide information about the operation of the Ipswich Cemetery & Parks Department, has established the following rules, regulations and guidelines. Special cases may arise in which the literal enforcement of these rules and regulations may impose a hardship. The Cemetery & Parks Commission reserves the right, without prior notice, to make exceptions, suspensions or modifications to any of these rules and regulations, when in our judgment the same appears advisable. Such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of the rules and regulations.

Note – Beyond these established rules and regulations, the Town Bylaws, State and Federal Laws, also apply.

## **Purchase of Lots**

*Persons wanting to purchase a burial site in one of the Town of Ipswich cemeteries should contact the Cemetery & Parks Department.*

1. Only current residents for at least (3) years may purchase lots in the Town of Ipswich cemeteries. Exceptions to this rule may be allowed due to extenuating circumstances, or when special situation arise. All exceptions must be approved by the board of Cemetery Commissioners.
2. Each qualifying resident is allowed to purchase one (1) lot with up to four (4) graves. Any lots larger than four (4) graves need to be approved by the board of Cemetery Commissioners.
3. Price list for lots are available at the Cemetery Office or on the Town website. Lots may be purchased as indicated below:
  - (1) Grave lot 4ft. x 10ft.
  - (2) Grave lots 8ft. x 10ft.
  - (4) Grave lots 8ft. x 20ft.
4. Lots must be paid in full at the time of purchase. A deed will be issued upon receipt of the full purchase price.
5. Lot owners shall have the right to use the lot for burial of human remains and for placing suitable monuments, subject to cemetery regulations.
6. Lot owners may not privately resell or subdivide their lots.
7. Lot transfer arrangements must be made with the Cemetery Department.
8. There will be a charge of twenty-five dollars (\$25.00) for the deed research and the processing of a new deed.
9. Welfare Cases: Allow a free lot if needed and the opening will be at the full price. No weekends or overtime charges allowed.

## **Awarded Veterans Lots**

### Required information

1. Fill out veteran's lot application.
2. Copy of veteran's DD 214 discharge papers.

### Must meet ONE of the below

3. Current resident for at least three (3) years.
4. Current/continuous member of any Ipswich military post.

*Lots will not be awarded until time of need and funeral is scheduled. No more than 2 weeks before date of interment.*

### **Qualifying dates**

APRIL 6, 1917 - NOVEMBER 11, 1918  
DECEMBER 7, 1941 - DECEMBER 31, 1946  
JUNE 25, 1950 - JANUARY 31, 1955  
FEBRUARY 28, 1961 - MAY 7, 1975  
AUGUST 24, 1982 - JULY 31, 1984 LEBANON - GRANADA  
DECEMBER 20, 1989 - JANUARY 31, 1990 - PANAMA  
AUGUST 2, 1990 - PRESENT - GULF WAR/WAR ON TERRORISM

## **Monuments, Stones, Foundations and Plantings**

1. Only one (1) upright monument will be allowed per lot.

### *Upright Monument sizes:*

- 1 grave lot = 30" in width, 36" in height and 18" in depth maximum.
- 2, 3, 4 grave lot = 48" in width, 48" in height and 18" in depth maximum.

### *Flush Marker sizes:*

A maximum size of 2' x 1' will be allowed.

2. Four (4) granite corner stones must be placed at lot owner's expense at each corner of said lot. Each one must have the owner's lot number or 1<sup>st</sup> initial of surname engraved on top of each stone.
3. The cemetery is not held liable for damages to stones or flush markers, weather and improper installation by monument companies that may cause damages out of our control.
4. Monuments and markers may not be placed on a lot until the foundation is paid for in full.
5. The cemetery department will construct all monuments and stone foundations. Foundation orders must be processed through a monument company. Written orders are needed for each foundation from the monument company.
6. The surname of the lot owner must be placed on the front of the monument facing the front of the lot.
7. Only conventional stones may be used, statues of any type whatsoever are prohibited.
8. Flower gardens and borders may be placed around the upright stone not exceeding one (1) foot from the base of the monument.
9. The Cemetery reserves the right to remove all flowers, wreaths or other decorations from lots as soon as they become unsightly.
10. Cemetery and Parks Department are not held responsible for the trimming of any plantings that are not clearly marked out.
11. The Cemetery & Parks Department staff will remove any tree or shrub in the cemetery that becomes detrimental to a lot or to an adjacent lot, avenues, or paths.
12. There will be no planting of shrubs without the permission of the Cemetery & Parks Superintendent.
13. No large rocks will be used for monuments without prior approval of the Superintendent. The Cemetery & Parks Department reserves the right to reject any or all rocks for such usage.
14. Foundations will be poured when the weather permits. The Cemetery & Parks Department will establish a deadline in the fall for the pouring of cement.
15. All headstone or flush markers must be flush with the ground and placed at the head of the deceased.
16. Foundation orders will be filled in order in which they are sent to the Cemetery office.
17. The Town of Ipswich Cemetery Department and Commissioners will not be held liable for any engraving on monuments and/or markers.

## **Monuments, Stones, Foundations and Plantings (continued)**

18. All flush markers are to be installed after the burial of the deceased.
19. No pre-need flush marker orders will be held at the cemetery office, payment is to be sent after the deceased has been interred.
20. No removal of monuments without the prior approval of the Superintendent.
21. Any flags placed around monuments shall not exceed 12" x 18" in size.

## **Funerals and Interments**

*All funeral arrangements need to go through the office phone number or email*

1. Funeral home directors or anyone that assumes the responsibility for making arrangements for a funeral, let it be known that we require a forty-eight (48) hour notice, not including Saturdays, Sundays, or Holidays that must be provided to the Cemetery office. An overtime charge will be added if less than 48 hours are given. Sunday and Holiday funerals are not permitted. The Superintendent reserves the right to refuse a funeral, when in his best judgment, the conditions within the cemetery makes the burial unsafe and/or impossible.
2. Interments will take place only after the cemetery has received full payment for the lot, payment of appropriate fees, and permits have been submitted to the Cemetery Superintendent by the undertaker and/or family of the deceased.
3. The Cemetery & Parks Department shall not be liable for the interment permit or the identity of the person to be interred.
4. An outer container made of reinforced concrete, metal or the equivalent must be used for full burials. There will be no liners or grave boxes with two (2) piece covers allowed in the cemeteries. Vaults and grave boxes with one (1) piece covers will only be accepted.
5. Any grave shall be opened and closed for interments by the Cemetery & Parks staff only. All funerals will be under the direction of cemetery staff when funerals arrive at the cemetery.
6. Bodies of the deceased may not be removed from the cemetery grounds for re-interment elsewhere within the cemetery, without the appropriate family approval and the obtaining of the pertinent permits. Applications must be made to the Superintendent of the Cemetery & Parks Department.
7. Any funeral that is scheduled to arrive at the cemetery after 3:00 PM during weekdays will be charged the funeral rate plus overtime, which is incurred by the Cemetery & Parks Department employees. Any weekend funeral scheduled to arrive after 11:30 AM will also be charged an overtime rate for each Cemetery & Parks employee present. This is above and beyond the normal weekend rate.
8. No tents shall be set up if wind gusts are predicted to be over 35 miles per hour or at the discretion of the Cemetery & Parks staff.
9. Above ground scattering of cremated remains are not allowed.

## **General Rules & Regulations**

1. Persons shall not mark upon, deface or injure any grave marking or monument.
2. Persons shall not gather any flowers, either wild or cultivated, from within the cemeteries.
3. No one shall break or mark any tree, shrub, plant etc.
4. Firearms shall not be discharged in cemeteries, except at military funerals.
5. The use of all other implements calculated to annoy or destroy wildlife is strictly forbidden.
6. Person shall not be allowed to bring alcoholic beverages on the grounds of the cemeteries.
7. Rocks, loam, sod or other materials shall not be taken from the cemeteries without the authorization of the Superintendent.
8. All vehicles should be operated on the established roadways within the cemeteries at a speed no greater than ten (10) miles per hour.
9. Private plantings of trees, shrubs, vines and ground cover will not be allowed on cemetery lots.
10. The Cemetery & Parks staff will remove decorations and flowers from lots whenever it is necessary to do so.
11. All winter baskets need to be removed by April 15<sup>th</sup> of each year.
12. Only the Cemetery & Parks Department staff may build fires on cemetery properties.
13. The Cemetery & Parks staff shall have the right to enter upon any lot or any other part of the cemetery to perform regular duties.
14. The Cemetery & Parks Department is not responsible for acts of vandalism on cemetery property.
15. Gravestone rubbing requires the permission of the Cemetery & Parks Superintendent.
16. The cemeteries will not be used for active recreational purposes, i.e. skateboarding, winter sports, bicycling, etc... Passive recreation, i.e. walking, nature observation, etc... is encouraged.
17. No dogs allowed.
18. No metal detectors, golfing, horses or unauthorized motor vehicles are allowed.
19. No grave markers of any kind may be put in place without prior approval of the Superintendent of the Cemetery & Parks Department.
20. No recreational vehicles, registered or unregistered may be operated in the Ipswich cemeteries. Example: motorbikes, ski mobiles, A.T.V.'s etc.
21. The Cemetery & Parks Department will not be responsible for flags, flag holders, flowers or decorations which are placed at grave sites.
22. The cemetery reserves the right without prior notification, to move any grave stone or monument, in order to perform their duties and responsibilities on neighboring lots or owner's lots.
23. All flower beds or ornamentation not conforming to the listed regulations will be corrected by the Cemetery Department at the family's expense and without prior notification.