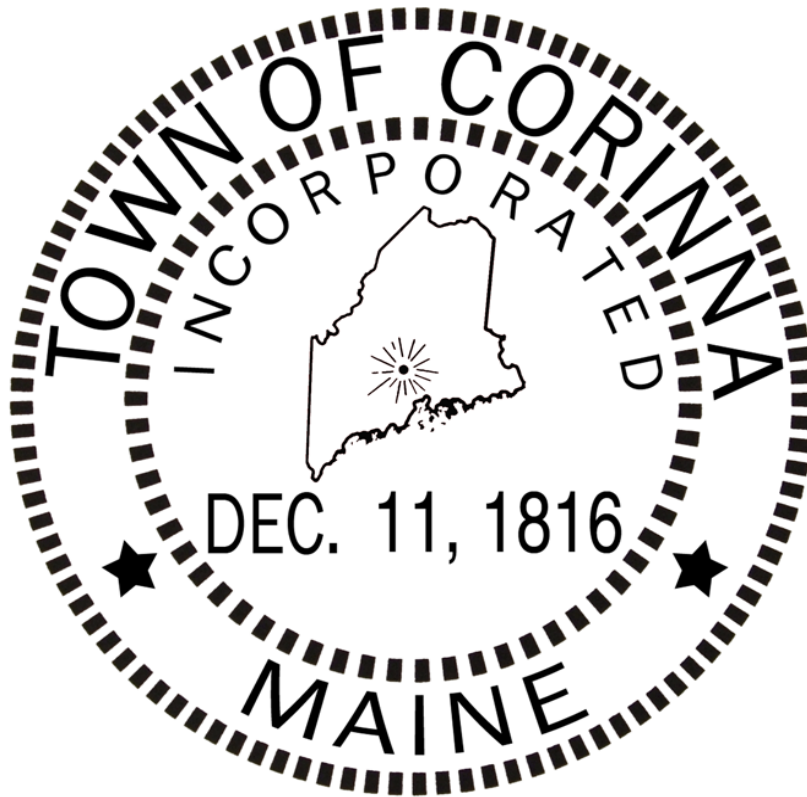


**Corinna Cemetery Ordinance
TOWN OF CORINNA, MAINE**



Amended by Town Meeting on March 12, 2022.
Originally adopted by the Town Meeting on April 11, 2018.

ATTEST: A true copy of amended ordinance entitled “Corinna Cemeter Ordinance” for the Town of Corinna, Maine as certified by Town Meeting of Corinna on the 12th day of March, 2022.

Pamela Parlee, Town Clerk of Corinna

FOREWORD

It is the desire of the Town to make the Corinna Municipal Cemeteries, a quiet beautiful resting-place for the deceased where a sense of tranquility will be obtained by stately landscaped and well-maintained lawns. To assure these effects, the Town disburses monies to preserve the cemeteries which will also require the cooperation of every lot owner. Anything that would blemish the general beauty and harmony of the cemeteries must be avoided. Peace and respect is imperative, and the sacredness of the cemeteries must be maintained at all times. It is to this end that these rules and regulations have been made effective.

DEFINITIONS

Plot	a piece of land containing two or more lots or gravesites
Lot	an individual gravesite measuring 4' x 8' with exceptions
Monument	a headstone, footstone or grave marker
Sexton	caretaker of cemeteries appointed by the selectmen

It is the intention of the Corinna Cemetery Committee to provide policies that are enforced. We recognize that many areas that these policies cover cannot and should not be grandfathered. Therefore, it shall be stated that any infractions occurring after 1986 when the Selectmen adopted the Original Cemetery Policy must be brought into compliance. Grandfathered issues may need to be brought into compliance if that issue interferes with roadways, another individual's lot, or access to other lots.

1. ESTABLISHMENT. There is hereby created a Cemetery Board which shall consist of five (5) members appointed by the Governing Board for one-year term which shall expire on the 2nd Saturday in March of every year. In the event of an absent Cemetery Board the Select Board will serve as the Cemetery Board until they can adequately fill positions on the board.

a). The Governing Board shall recommend one person who shall be known as the Supervisor of Cemeteries, and such other help as is necessary to work under their supervision.

2. VACANCY. Should a vacancy occur on the Cemetery Board by death, resignation or otherwise, the same shall be filled for the balance of the term by appointment by the Governing Board.

3. CHAIRMAN. The Cemetery Board shall annually elect one of its members to be and act as Chairman thereof.

4. DUTIES OF BOARD. The Cemetery Board and Sexton shall work together in accordance with the rules of this Ordinance.

5. RULES AND REGULATIONS. The Cemetery Board shall serve in an advisory capacity to the Governing Board and recommend Ordinance Regulations for the operation and use of all Town owned cemeteries which shall be subject to the approval of the Legislative Body.

6. CLERK. The Town Clerk shall serve as Cemetery Clerk and shall perform duties such as keeping records of burials; process sale of lots; be custodian of cemetery records, which at all times shall be housed at the town office; answer all cemetery related correspondence; and act as clerk for the Cemetery Board and Sexton.

7. CHARTS. A chart of the various cemeteries, showing the location of roads and avenues, and identifying number in each cemetery shall be in the custody of the Town Clerk and Sexton.

PURCHASE OF LOTS

Persons desiring to purchase a lot in the cemeteries are referred to the Town Clerk or Sexton. The Town Clerk will have available plans showing size and price of lots and such other information as may be required and will be pleased to render assistance to those desiring to make lot purchases. Upon having made a lot selection, and on receipt of the purchase price, the Town Clerk will mail a deed once the Chairman of the Board of Selectman has signed it.

Sales of Lots

The Town Treasurer shall make the sale of lots in the Town Cemeteries, at the price established in this ordinance as approved by the Legislative Body. When paid for, the Town Clerk shall mail to the purchaser a good and sufficient deed. All monies received from such sale shall be paid 30% into perpetual care and 70% into the Town Treasury, but no deed shall be given and no lot occupied until paid for.

Lots will be sold:

RESIDENT PRICE: \$500 which includes Perpetual Care.

NON-RESIDENT PRICE: \$1000 which includes Perpetual Care.

Grave lots shall be 12' x 12' (large enough for three individual traditional burials (caskets). Cremation number(s) per lot will be determined by the Sexton/Cemetery Committee or Selectmen.

***Morses Corner – East Side – P1, 2, 3, 4 and O4, cremation only.**

***Mausoleums will no longer be allowed.**

OWNERSHIP AND TITLE OF LOTS

The terms “Lot Owner” or “Ownership” shall be construed to mean the rights to use a lot or part of a lot, as purchased from the Town for a consideration for burial purposes only, and under the rules and regulations as prescribed by the Town.

Upon full payment of the purchase price of a lot, the Town will issue a Cemetery Deed under its seal, and the deed will be filed at the Town Office.

The title to a cemetery lot invests in the owner the right to use such lot for burial purposes only, for themselves, their heirs, or for any such persons as they may choose to admit. Such admission is to be without compensation and in accordance with the Cemetery Rules and Regulations.

All burial rights in cemetery lots purchased from the Town occupy the same position as real estate at the death of the owner. Only such persons as names appear on the Cemetery records of the Town will be recognized as owners of lots. In case of the death of a lot owner, when the Cemetery lot is disposed of, by will, a certified copy of the will must be

delivered to the Town Office before it will recognize the change in ownership. If the deceased lot owner left no will, the proof of heir ship is necessary. Lot owners, in making their wills, should include the cemetery lot and will it to one person. However, people who have lots may come to the Town Office and fill out a Conveyance Form which will transfer ownership from one person to another.

PRIVILEGES AND RESTRICTIONS

No mounds shall be raised upon any grave above the general level of the lot; unless ledge is involved. Mounds are difficult for maintenance purposes as the sod grows in an unnatural position and is easily injured by heat, drought and frost. The Town reserves the right to remove unsightly mounds and to re-sod the grave at the general level of the lot. If a lot is sold and ledge or rock are found, the buyer may have the option of a different lot or pay the additional costs for the needed removal. All lots to be grassed and the grading will be under the supervision of the Governing Board.

No fences, enclosures or structures of any kind will be permitted on or around lots with the exception of tasteful barriers to prevent erosion.

The Town reserves the right for its Cemetery workers and persons necessary for the normal operations to enter upon or cross over any lot in the Cemeteries in the performance of their duties.

The Town or its employees assumes no liability for damage, actual or mental anguish, in the performance of normal operations, or loss by vandalism or other acts beyond reasonable control.

INTERMENTS

The interments of two bodies in one single casket will not be allowed; except in case of a parent and infant, twin children, two cremated remains or two children buried at the same time.

Permission, in writing, from a lot owner must accompany all requests for permits to bury persons not members of the immediate family. Such permission shall not be for remuneration.

No burial will be permitted until a legal burial permit has been presented to the Sexton.

The lot owner or funeral director shall designate the location of the grave to the Sexton. Any change of location made after the opening of the grave has begun shall be at the expense of the person requesting the change of location.

As soon as flowers, wreaths, emblems, etc. used at funerals, or placed on graves at other times, become unsightly and faded, they will be removed and no responsibility for their protection or maintenance is assumed.

REMOVALS

Removal of bodies from graves in the Cemeteries will be done under the supervision of the Sexton and at the expense of the requester; in accordance with the requirements of the Statutes of the State.

Owners or their heirs desiring graves opened shall secure the necessary disinterment permit which must be obtained prior to and presented to the Town Clerk. All removals will be made by the requester under the supervision of the Sexton and a licensed funeral director.

For sanitary reasons, graves will not be reopened for inspection except for official investigations.

Any markers or monuments designating the location of an interment shall be removed at the time a disinterment is made.

STONE AND MONUMENTAL WORK

Markers shall be placed at the head of a grave **AS PLOTTED**. No marker shall embrace two or more graves unless all graves are on the same lot and owned by one person or family.

No foundation or monument shall be erected without permission of the Sexton or Cemetery Committee. All upright stones shall have a base before placement. The Corinna Cemetery Committee, the Selectmen or Sexton must be notified before placement of any and all upright stones.

All material removed for the foundation excavation must be disposed of properly, either by discarding in a designated area or removal from the cemetery if there is no designated area for disposal.

The monument dealer involved shall be responsible to the Town of Corinna for any damage done to surrounding area and for cleaning up the gravesite.

The Town is not responsible for straightening new monuments (after 1970), headstones or footstones. The family (owners) will assume full responsibility for notifying the monument dealer or funeral director that provides this service of any problems. All work in the cemeteries is to be supervised by the Sexton. The Town assumes no liability for damage or injury to markers while being leveled. Any foundation or monument installed incorrectly or in the wrong location without permission and/or direction from the Sexton and requiring correction will be done at the expense of the lot owner.

The Town had a contractor in 2016 & 2017, by using the perpetual care fund, who did maintenance to the older stones: cleaning, righting old stones and filling in holes where needed.

TREES, SHRUBS AND FLOWERS

The Town will normally do all general maintenance in the Cemeteries but lot owners may feel free at any time to consult with the Sexton regarding matters pertaining to permissible plantings or the general care and upkeep of lots.

There will be no planting of any type of shrub or tree. No flowerbeds will be permitted, only individual flowers or potted plants, artificial flowers and/or arrangements may be placed on a grave lot at any time while cemetery is open provided they are displayed in a suitable container. **(NO GLASS CONTAINERS ALLOWED)**. In ground seasonal flowers may be planted within eight (8) inches of any grave marker. All plant debris will be removed from graves when they become unsightly or after the first frost in the fall.

If any existing trees or shrubs in or upon any lot in any Town Cemetery by means of their roots or branches become detrimental to the ground or neighboring lots, unsightly or inconvenient to the public, the Town shall have the right to enter upon the premises and remove such trees or shrubs or any part thereof (upon owner notification). Removal of these trees or shrubs will be done by the Town employees.

No lot or grave shall be defined by fence, railing, hedge, trees or shrubs to describe its corners or boundaries.

The Owners shall remove spring/summer flowers and decorations before October 15th of each year. Items placed in the cemetery shall be placed there at the risk of the owner. The Owners shall remove all winter flowers, wreaths or decorations before April 1st of each year. Items left AFTER the above referenced dates, shall be removed and discarded by the Town Sexton, Cemetery Committee or Town Employee(s). Flags on Veteran's lots are the responsibility of the Town and as such will be placed by Memorial Day and removed after Veterans Day.

The Town shall not be responsible for any items left on gravesites beyond the seasonal removal deadlines.

Requests for Policy waivers or issues concerning Cemetery Policies shall be addressed to the Cemetery Committee (or Selectmen) by contacting the Town Office to have the request or issue included on the agenda for the next meeting. A written reply issued in such time as may be considered reasonable.

RULES FOR VISITORS

The Cemeteries will be open to visitors during **DAYLIGHT HOURS** only. Permission to enter the cemeteries at any other time must be obtained from the Town.

No bicycles, motorcycles, snowmobiles, all-terrain vehicle, dune buggy or any registered or unregistered off-highway motor vehicle shall be operated within the Cemeteries at any time except as authorized by the Sexton, Cemetery Supervisor or Cemetery Committee.

No vehicle shall be operated on other than roadways provided, unless authorized by the Sexton; then at not more than 5 miles per hour or in such manner that would leave ruts. Vehicles must not stop so as to block or hinder the passage of other vehicles; except that no auto may pass a grave when a burial ceremony is in progress. All vehicles must park on the right side of roadway.

NO DOGS (with the exception of service dogs) or other domestic animal, will be allowed in the Cemeteries at any time except as authorized by the Sexton, Cemetery Supervisor or Cemetery Committee.

Visitors are required to use the walkways and/or driveways and are forbidden to trespass on cemetery lots.

The owner of any lot is responsible for the removal from any gravesite of flowers, wreaths, decorations, etc., which have died turned brown or fallen apart by October 15th. The throwing of rubbish in any part of the cemetery other than places provided is prohibited (rubbish barrels will be purchased and placed at each cemetery). If the owner fails to execute such removal, the Sexton, Cemetery Committee or Town Employee may remove it.

Requests for special work shall be made in writing to the Town and approved or disapproved by the Selectmen. The person(s) making the request will then be notified in writing of the decision.

All persons are reminded that the grounds are sacredly devoted to the burial of the deceased and that the provisions and penalties of the law, as provided by the statute, will be strictly enforced in all cases of malicious injury, disturbance and disregard of the rules.

RULES FOR WORK DONE IN CORINNA CEMETERIES

- 1.) All burials (including cremations) will be done by the Town's Sexton, coordinated by contacting either the Sexton, Supervisor or the Cemetery Committee. Notice of burials must be given 72 hours prior to the grave opening or for religious beliefs that require burial less than 72 hours. As a practical matter, there will be no winter burials (i.e. from the time the ground is solidly frozen in the fall until the frost is out in the spring or when the ground is snow covered prohibiting the locating of a specific lot). Should a winter burial be necessary, and the Sexton is agreeable to taking on the additional responsibility and work involved, he shall be reasonably compensated for the added time, work and equipment which may be needed to open the gravesite.

If the funeral home makes the arrangements for the family, then the funeral home is contracting with the Sexton for his services and they alone are responsible for all ordinary and extra ordinary expenses involved.

Clear communication between the Funeral Director(s) and the Sexton is pertinent to making any arrangement with the families as smooth and straightforward as possible.

If the family deals with the Sexton all expenses will be paid prior to the burial. It is not our wish that the Sexton be involved in the business of bill collecting.

- 2.) No vaults will be set without the Sexton present. Vault companies will contact the Sexton in advance and tell him/her what time they will be at the graveyard.
- 3.) No stones or bases will be set without first contacting the Sexton to determine and/or confirm the proper location.
- 4.) In general any work done in the Corinna cemeteries must be coordinated with the Sexton.

OPEN/CLOSE DATES

All cemeteries will be closed to burials and vehicular traffic on November 30 each year and reopen on April 15 (roadway conditions permitting). Reopen date to be determined by the Road Commissioner; in conjunction with posted roads and conditions.