

Town of East Kingston, NH Cemetery Information Packet



This packet is made available to those wishing to have loved ones interred in an East Kingston, New Hampshire, town-owned cemetery, and to anyone else that has an interest. Please contact us with any questions or suggestions that you may have.

The rules and regulations as set forth here-in apply to all town-owned cemeteries in East Kingston, New Hampshire, and are intended to preserve and protect the beauty and character of our cemeteries and to ensure proper care and maintenance consistent with the respect due to the deceased.

Please review the appropriate sections for step-by-step instructions for completing arrangements for lots, monuments, markers, and burials. At times, it may be necessary to make multiple arrangements simultaneously. The Trustees will be able to provide the necessary guidance to make the experience as smooth as possible during a potentially difficult time.

Contents

Contents.....	1
Section I – Contacts.....	2
Section II – General Provisions.....	3
Section III – Purchase of Burial Lots.....	4
Section IV – Care and Maintenance of lots.....	5
Section V – Burial Arrangements	6
Section VI – Monuments and Markers (Design)	7
Section VII – Monuments and Markers (Installation).....	8
Appendix A: Schedule of Charges	9
Appendix B: Applications and Forms	10
Appendix C: Sample Documents.....	14

Town of East Kingston, NH
Cemetery Information Packet



Section I – Contacts

Cemetery trustees

- Stephen McMillan, Chairman, (781) 775-3127
- Barbara Clark, Secretary
- James Clark, Warden

Cemetery sextons

- Mark Brinkerhoff
- Diane Amero

Contact information

Trustees of the Cemeteries
24 Depot Road
East Kingston, NH 03827
Tel: (603) 642-8406
Fax: (603) 642-4918

Cemetery locations

Hillside Cemetery – 29 Haverhill Rd
Union Cemetery – 17 South Rd
Olde Cemetery – Main St [*permanently closed for burials*]

Town web site

<http://www.eknh.org/>

Town of East Kingston, NH
Cemetery Rules and Regulations



Section II – General Provisions

1. The Trustees, Sextons and others acting under their direction shall have the right at all times to enter upon any lot or other parts of the cemetery to perform their duties, and they shall have the right to remove, or cause to be removed, any tree, shrub or device which they may consider detrimental, dangerous or inconvenient to the proper functioning of the cemetery, or in violation of any rule of the cemetery.
2. The Sextons are authorized to make any emergency rule for the proper conducting of the cemetery that the circumstances of the occasion may require, but such rules shall be subject to approval of the Trustees.
3. Automobiles are permitted on roadways in the Hillside Cemetery only, and then as a privilege, not as a legal right. Automobile access is prohibited during the winter months, when the access gates are closed.
4. Heavy trucking is not permitted in the cemeteries.
5. Damages caused by motor vehicles operated within the cemetery will be charged to the owner of said vehicles.
6. The Sextons, having care of the cemetery, are authorized to remove all persons who violate cemetery rules and are directed to cause the violators to be prosecuted when the circumstances call for it.
7. The cemeteries are closed to all persons from sunset to dawn and no person or persons shall enter the cemeteries except the Trustees, Sextons or others who are acting under their direction.
8. All cemeteries are closed between December 15th and April 15th, during which time no burials will be permitted. Exceptions may be granted, in writing by the Trustees, at their sole discretion, provided that the cemetery grounds are not frozen and/or not covered by snow. The close and open dates may be modified by the Trustees, with no notice guaranteed, depending on the weather and ground conditions, or any other pertinent circumstance.
9. No burials may be undertaken without permission and assistance from the Trustees and Sextons. All burials must be performed by an authorized person or persons.

Town of East Kingston, NH
Cemetery Rules and Regulations



Section III – Purchase of Burial Lots

Procedures:

1. Persons desiring to purchase a burial lot shall apply to the Trustees of the Cemeteries, who shall provide necessary information as to procedures and costs.
2. The “Request for Cemetery Lot” application form can be found in Appendix B. The form must be filled out appropriately and submitted to the Trustees along with a check for the full purchase amount, including the cost of corner markers, when applicable, and made payable to “Fidelity Investments”.
3. A schedule of charges can be found in Appendix A.
4. The Trustees will refer the purchaser to the Sexton, who will mark the proposed lot for review. Once an agreement has been reached, the Sexton will communicate the location to the Trustees.
5. A burial lot deed will be generated by the Trustees, recorded with the Town Clerk, and signed by the Selectmen. The original will be presented to the purchaser. A sample deed is included in Appendix C.

Caveats:

1. No assignment or reservation of a lot may be made in advance of payment.
2. No lot shall be sold to anyone other than a current or former legal resident of East Kingston. The Cemetery Trustees may choose to make exceptions at their discretion.
3. Burial lots shall be sold under one family name only.
4. Burial lots and locations are assigned by the Sextons as directed by the Trustees.
5. Burial lots shall be limited to a maximum of eight grave sites.
6. Corner markers are required for any lot consisting of two or more graves. Corner markers for single graves are not allowed.
7. Any failure to comply with the conditions of sale, shall result in the forfeiture of all monies paid thereon, and said lot or lots shall be immediately returned to the possession of the town.
8. Assignment or transfer of deeds by whatever means (sale, gift, etc.) is prohibited except that deeds may be assigned or transferred to the Trustees of the Cemeteries with full refund of the monies paid, in the case that the corresponding lot has not been used.
9. A list of persons allowed to direct burial instructions for a lot may be included with a deed.
10. In the event a deed is lost, or the owner is unknown, or the persons listed on the deed are not available, it shall be the duty of anyone claiming the lot to provide proper affidavits, as determined by the Trustees, to satisfy the claim. This may include a court order.
11. All lots are subject to the provisions of perpetual care (the general maintenance and repair of cemetery grounds, including landscaping, lawn mowing, and path and road maintenance), for which the cemetery trustees are responsible.
12. The Olde Cemetery is a historical site and is permanently closed for any further burials.

Town of East Kingston, NH
Cemetery Rules and Regulations



Section IV – Care and Maintenance of lots

1. No person except the Sextons or their designees shall be allowed to perform any work on any lot or parcel of ground within the Cemeteries without a written permit from the Trustees. This includes excavation, planting, and the installation of monuments and markers.
2. No trees, flowers or shrubs may be planted without the written permission of the Trustees.
3. Flowers, wreaths, and other organic decorations will be removed from grave sites as soon as possible, after they have wilted or died.
4. Glass containers are not permitted on graves. Other flower containers may be placed upon graves, but they may not be embedded into the ground.
5. No artificial flowers or artifacts are permitted. No perpetual lights, statuary or hanging hooks are permitted.
6. Cleaning monuments and markers with acids or chemicals is prohibited, except by permit issued by the Trustees or the Sextons at their direction.
7. All flags on a grave site will be removed prior to snow covering the ground.
8. The Trustees are not responsible for any items left on lots.
9. The Trustees reserve the right to remove any items infringing on these regulations.

Town of East Kingston, NH

Burials



Section V – Burial Arrangements

Procedures:

1. A “Request for Burial” application form should be submitted to the Trustees. The form can be found in Appendix B.
2. Burial deeds must be presented for all interments, along with a signed instruction for burial from the original lot purchaser, or a responsible person listed on the deed, or a legal representative of blood heirs at law of the original lot purchaser.
3. The Trustees will assess the appropriate fees. A check must then be submitted to the Trustees, made payable to “The Town of East Kingston”. A schedule of charges can be found in Appendix A.
4. The Trustees will then provide contact information for the Sexton, who will make the appropriate arrangements.
5. An official document asserting the disposition of remains must be presented. This may be a certificate of cremation, a sample of which can be found in Appendix C.

Caveats:

1. No burial may be made in a lot until it has been paid for in full and the deed is issued and properly recorded with the Town Clerk.
2. It shall be the duty of the Sexton and/or Trustees to determine which grave in the lot is to be used and to require advanced payment of the cost of the grave opening and other administrative fees as may be assessed by the Trustees.
3. Traditional burials shall be made using a suitable vault in accordance with the specifications of the Trustees of the Cemeteries. Cremains (ashes) shall be placed in a durable container (concrete, bronze, or a synthetic material).
4. The Cemetery Trustees must be given at least a 72-hour notice for any burial.
5. Contact with the cemetery sextons should occur between 7am and 5pm.
6. Burials may be performed between the hours of 8am and 4pm.
7. No burials shall be scheduled on Memorial Day, Mothers’ Day, Fathers’ Day, Independence Day, or Thanksgiving.
8. In the event the Sexton is shown the wrong grave location, it shall be the duty of said funeral director or other person ordering the burial to pay the costs of removal and re-burial.
9. No grave shall be opened for interment or for removal, except by permission of the Sexton and/or Trustees, and the cost of such opening shall be paid for in advance.
10. Any failure to comply with the provisions of this section and with the orders of the Trustees may cause the body or bodies that have been interred to be moved to a portion of the cemetery selected by the Trustees. All associated costs of such removal shall be assessed to the person or persons responsible for the non-compliance.

Town of East Kingston, NH
Monuments and Markers



Section VI – Monuments and Markers (Design)

1. All monuments and markers, before being placed, must be approved in writing by the Trustees. This provision includes, but is not limited to, Type, Size and Placement.
2. Applications for monuments must be submitted to the Trustees along with a sketch or photograph of the proposed monument.
3. The “Request for Foundation/Marker” application form can be found in Appendix B.
4. No objectionable design or inscription shall be permitted on any stone or monument, and the Trustees shall have the sole authority in determining what designs and/or inscriptions are objectionable.
5. All inscriptions pertaining to family names, dates, etc. shall be in the English language, or an English translation shall be provided to the Trustees.
6. Lots having more than one grave may have only one upright monument placed upon it, and then only in a position and location designated by the Trustees, or the Sextons at their direction.
7. Single grave lots may have flush to the ground markers only.
8. All flush markers shall be granite or bronze; flat on top and bottom and not less than 4” thick and not more than 6” thick; and set flush with the grade.
9. No markers or monuments shall be made of marble, slate, or wood.
10. No large rocks shall be used as grave or memorial stones.
11. All bronze markers shall be set in cement, to prevent theft.
12. Monuments and markers must not exceed the following sizes:

Number of Graves	Minimum Base Width	Maximum Base Width	Min. - Max. Height	Min. - Max. Thickness
1	1-6 x 1-0	2-0 x 1-0	Flush	Flush
2	2-0 x 1-0	3-0 x 1-2	3-6 -	0-6 - 0-8
3	2-6 x 1-0	4-0 x 1-4	3-6 -	0-6 - 0-8
4+	2-6 x 1-0	5-0 x 1-4	3-6 -	0-6 - 0-8

13. All foundations must be set 2” below the grade.
14. Changing the grade by raising or lowering the sod by monument dealers is forbidden.
15. No advertising emblems, seals, trademarks, or firm names shall be cut, attached, or inserted in monuments or markers except by prior written approval by the Trustees.
16. Foundations shall be built by cemetery employees or by an installer approved by the Trustees or the Sextons at their direction.
17. The Trustees, Sextons and others acting under their direction shall have the right to remove, or cause to be removed, any monument, stone, or foundation which is placed, built, or erected without a permit. If such action is necessary, the Trustees may, at their discretion, assess all corresponding removal costs to the person or persons responsible.
18. Corner markers must be made of granite with dimensions of 6” x 6” with a minimum depth of 6” and maximum depth of 8”. All corner markers must be set at ground level.

Town of East Kingston, NH
Monuments and Markers



Section VII – Monuments and Markers (Installation)

Procedures:

1. All monuments and markers, before being placed, must be approved in writing by the Trustees. This provision includes, but is not limited to, Type, Size and Placement. (See Section VI)
2. The “Request for Foundation/Marker” application form can be found in Appendix B.
3. All appropriate fees must be paid by check made payable to “The Town of East Kingston” before installation proceeds. A schedule of charges can be found in Appendix A.

Caveats:

1. Monuments and markers are not allowed until the lot is paid for in full and then only as specified in (1) above.
2. No monument, headstone, curbing or other structure will be allowed to be erected, unless it rests on a foundation, built of solid masonry, with good cement or mortar, and from 2 to 6 feet deep and finished 2 inches below grade as the Sexton shall direct.
3. No curbing around lots, corner posts, platforms, urns, steps, or buttresses will be allowed, except by written approval of the Trustees.
4. No tablets, fences, hedges, or wooden devices are permitted.
5. Monuments and headstones may only be set between May 1st and November 15th.
6. No cement may be poured after October 31st.
7. Veteran flat markers can be obtained from the Veterans’ Administration - <https://www.va.gov/burials-memorials/memorial-items/headstones-markers-medallions/>. The Trustees will need to complete a portion of the VA application form.

Town of East Kingston, NH
Appendix A: Schedule of Charges



Appendix A: Schedule of Charges

PERPETUAL CARE CEMETERY LOTS:

Graves per Lot	Lot Cost (*)
1	\$350.00
2	\$1,000.00
3	\$1,350.00
4	\$1,700.00
5	\$2,050.00
6	\$2,400.00
7	\$2,750.00
8	\$3,100.00

(*) All lots of two or more graves require four granite corner posts as a condition of sale at a total cost of \$300.00. This amount is included in the prices above.

Standard graves: Grave size - 40" x 120"; Maximum acceptable vault size (34" x 90")

Note: A standard grave can accommodate one full burial, with the option of placing one set of cremains above (at the same time, or later); or, three sets of cremains)

BURIAL FEES:

- Full burial \$150 plus cemetery costs (plus \$100 on weekends and \$200 on holidays)
 - Cremains burial \$150 plus cemetery costs (plus \$100 on weekdays, \$150 on Saturdays, and \$200 on Sundays and holidays)
- (Holidays include Good Friday, Easter, Labor Day, Columbus Day and Veterans Day)

OTHER FEES:

- | | |
|--------------------------------------------------|---------------------------|
| • Monument or marker application fee | \$100 |
| • Flat marker installation – labor (non-veteran) | \$100 |
| • Flat marker installation – labor (veteran) | No charge |
| • Disinterment from Cemetery | \$150 plus cemetery costs |
| • Labor charges where applicable per hour | \$25 |
| • Duplicate deeds or deeds to pre-existing lots | \$25 |

Town of East Kingston, NH
Appendix B: Applications and Forms



Appendix B: Applications and Forms

The forms on the following pages are to be used in the completion of any cemetery business. The forms include:

- Request for cemetery lot
- Request for burial
- Request for foundation/marker

Town of East Kingston, NH
Request for Cemetery Lot



* Requested by: Name and Address

*Telephone No.

I/We the undersigned do hereby request that the Trustees of the Cemeteries grant, sell and convey to me/us a cemetery lot with provisions for* standard graves.

We acknowledge receipt of the Current Rules and Regulations of the East Kingston Cemeteries and agree to be bound by them, and by amendments to the rules that the Trustees deem to apply in the future.

*Printed Name

*Signature

*Date

* REQUIRED INFORMATION

This application must be submitted to the East Kingston Cemetery Trustees, along with a check made payable to "Fidelity Investments", in the amount shown in Appendix A.

.....***This Portion for Cemetery Trustees only***.....

Approved by the Cemetery Trustees:

..... **Date:**

.....

.....

Assignment: Cemetery **Lot No.** **# Graves:**

Location description

Assessment: \$

Record of Payments

Received by	Amount	Date

Deed issued:

Deed Recorded:

Town of East Kingston, NH

Request for Burial



Date: _____

Requested by: Name and Address

Telephone No.

Lot Owner:	

Cemetery:	Lot No.	Grave No.	Location:

Name of Deceased:	Date of Birth:	Date of Death:	Relationship to Lot Owner:
U.S. veteran status	Branch of Service:	War(s):	

This application must be submitted to the East Kingston Cemetery Trustees, along with a check made payable to "The Town of East Kingston", in the amount shown in Appendix A.

.....***This Portion for Cemetery Trustees only***.....

Approved by the Cemetery Trustees:

Date

Upon approval by the Trustees, this becomes a permit, which upon request, must be presented to the Cemetery Sexton, prior to any work to be conducted.

The Cemetery Sexton may not permit any burial without receiving this form with the proper approvals.

Town of East Kingston, NH
Request for Foundation/Marker



Date:

Requested by: Name and Address

Telephone No.

Lot Owner:	

Cemetery:	Lot No.	Grave No.
-----------	---------	-----------

Marker: (attach separate drawing or design sketch)

Foundation:

Base:

Die:

Composition:

Type:

Lettering Front:

Lettering Back:

This application must be submitted to the East Kingston Cemetery Trustees, along with a check made payable to "The Town of East Kingston", in the amount shown in Appendix A.

.....***This Portion for Cemetery Trustees only***.....

Approved by the Cemetery Trustees:

Date

Upon approval by the Trustees, this becomes a permit, which upon request, must be presented to the Cemetery Sexton, prior to any work to be conducted.

Foundations and flush markers will be performed only by an approved installer, and the charges for same are assessed in accordance with Appendix A.

Town of East Kingston, NH
Appendix C: Sample Documents



Appendix C: Sample Documents

Sample documents include:

- Burial lot deed
- Cremation certificate (disposition of remains)



The Town of East Kingston

Burial Lot Deed

INTERMENT ONLY

Know all men by these presents that the Board of Selectmen of the Town of East Kingston, in the County of Rockingham and the State of New Hampshire, by virtue of their Offices, and in consideration of the sum of \$_____ dollars paid to them in hand by _____ of _____, the receipt whereof is hereby acknowledged; do grant, sell and convey unto the said _____ and heirs a burial lot, in the _____ Cemetery, said lot being assigned as _____ standard graves numbered _____; Said lot to be known as the _____ lot and otherwise described as follows:

It is understood that the monies received as described here-in are for general cemetery maintenance to guarantee that the above-mentioned lot will receive perpetual care in accordance with the provisions of this deed and the Rules and Regulations governing the Cemeteries of East Kingston. It is further understood that any failure to comply with the provisions of the Rules and Regulations may result in the forfeiture of the rights granted under this deed.

The Grantee directs that these other named persons may direct burials within the lot described above, should the Grantee be deceased or otherwise incapable:

To have and to hold the same unto the said Grantee and their heirs forever, subject however, to the conditions set forth in the Rules and Regulations governing the Cemeteries of East Kingston.



The Town of East Kingston

Burial Lot Deed

In witness whereof we, the said Board of Selectmen, have affixed hereunto our hands and seal this _____ day of _____, in the year of our Lord _____.

Signed, sealed, and delivered in the presence of _____, Town Clerk of East Kingston:

Board of Selectmen, East Kingston

State of New Hampshire, Rockingham County, SS

Personally appeared the above named Board of Selectmen of East Kingston and acknowledged the foregoing instrument to be their free act and deed,

Before me

_____, Notary Public

☞ Brewitt Crematory ☛
9 Pleasant Street
Epping, NH 03042

CREMATION CERTIFICATE

I hereby certify that the burial permit and the medical examiner's certificate prerequisite to
cremating the body of _____.

Late of _____ have been duly presented, the
same show that death occurred at _____ on _____
and _____ as cause thereof.

Age: _____ Date of Cremation: _____ Cremation No. _____

Date: _____

John J. Brewitt, Jr.
Brewitt Crematory