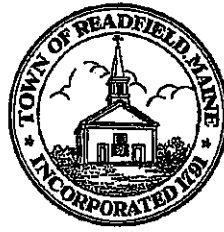
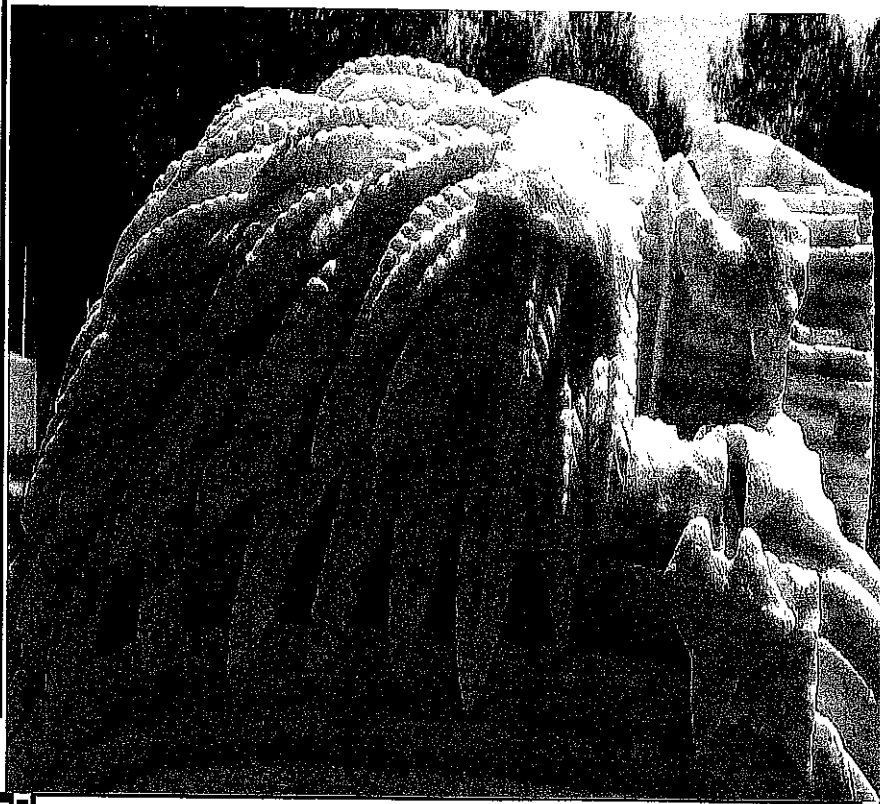


TOWN OF READFIELD



Cemetery Handbook Policies, Regulations & Rules





Cemetery Committee Mission Statement

The Readfield Cemetery Committee is to endeavor to preserve and maintain the integrity, character, beauty, and historical value of Readfield's cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Select Board, the Town Manager, the Sexton, and the Readfield community

Readfield's 7 Cemeteries

- 1.) **Case Cemetery** on the Main Street
(no plots for sale)
- 2.) **Dudley Plains Cemetery** on the Plains Rd
(no plots for sale)
- 3.) **East Readfield Cemetery** Plains Rd and Main St.
(plots for sale: \$400 for 1 full burial or 2 cremains)
- 4.) **Huntoon Cemetery** off the Town Farm Rd
(no plots for sale)
- 5.) **Kents Hill Cemetery** on Main St. in Kents Hill
(plots for sale: \$400 for 1 full burial or 2 cremains)
- 6.) **Readfield Corner Cemetery** on the Church Rd.
(plots for sale in new expansion only:
\$400 for 1 full burial or 2 cremains)
- 7.) **Whittier Cemetery** off the Beaver Dam Rd.
(no plots for sale)



Town Of Readfield Cemetery Policies

Approved by the Cemetery Committee on 9/19/2018

Overview of the Readfield Cemeteries

- a. The Town of Readfield is responsible for the administration and maintenance of seven cemeteries. Cemeteries with space available for burials are Kents Hill, Readfield Corner and East Readfield cemeteries. The Huntoon, Case, Whittier, and Dudley Plains cemeteries are closed to new burials.
- b. The intent of the Cemetery Policies is twofold. The first intent is to manage, protect and improve all cemetery properties in the Town of Readfield. The second intent is to assure the respectful preservation of the natural beauty and the historical significance of the cemetery grounds.

All burials shall be in accordance with Maine State law.

Organization

- a. The Readfield Select Board and Town Manager, and/or their designees, are responsible for the overall administration of the cemeteries.
- b. The Town Manager hires and supervises the Cemetery Sexton who oversees cemetery maintenance and record management. The Sexton is responsible for maintaining accurate records including cemetery maps, interment records, lot deeds and burial rights. The Sexton works together with the Finance Officer concerning perpetual care funds, individual endowments, and fiscal records.
- c. The Cemetery Committee is appointed by the Select Board and is advisory on all matters concerning the cemeteries.

Perpetual Care

The definition of perpetual care along with the Town of Readfield's responsibilities to assure perpetual care are defined in the Readfield Cemetery Ordinance passed at the Annual Town Meeting on June 12, 2018.



Individual Endowment Funds

a. Lot Owners are welcome to create Individual Endowment Funds for the purpose of preservation and care of lots. To accomplish this, the lot owner must create a legal document which specifies the following:

1. Name and address of the individual for whom benefit services will be delivered.
2. The Town of Readfield as the trustee.
3. The name and address of the payor.
4. The services that will be provided by the payee.
5. A statement that a full refund of the principal of the funds placed in a trust must be made by the payee upon written request of the payer or payer's personal representative.
6. A statement that the interest will not be refunded in the event of a request to refund the principal.
7. Lot number and cemetery.

b. The Individual Endowment Fund document and its funding will be given to the Town of Readfield's Financial Officer. The sum will be entered into the Trust Fund Accounts for the Town of Readfield and will be deposited into a banking institution.

c. When the deposit is accepted, the Town of Readfield is responsible to keep and perform the agreement as it is written for that specific personal/family trust.

d. There are nine Individual Endowment Trusts that the Town of Readfield has responsibility to provide maintenance and repair, annual flowers at Memorial Day, and general preservation and maintenance. Individual Family Endowment Trusts will be reviewed annually by the Sexton and Cemetery Committee in April and November. In April, tasks that are required by the Individual Endowment Funds will be scheduled. In November, Individual



Endowment Trusts will be reviewed, tasks determined will be scheduled for the following fiscal year, and if necessary an appropriate amount of money will be allocated from the Individual Endowment Trusts to the annual Town budget.

Grounds Maintenance

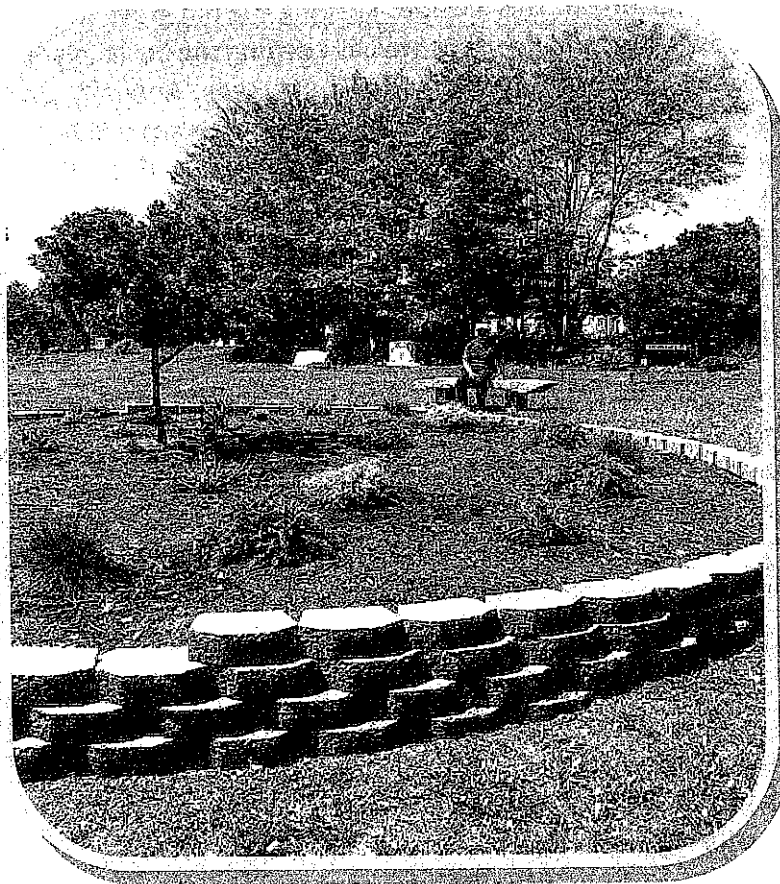
- a. Each cemetery is mowed and trimmed during the spring, summer and fall seasons as required.
- b. Improvements such as gates, fencing, shrubs, fall cleanup and posting of signs will be included in grounds maintenance.
- c. Maintaining Veterans' graves will be the responsibility of the Town of Readfield. This includes keeping the flat grave marker free of grass and debris as well as keeping the burial place free of fallen trees, branches, vines and weeds. Annually, on the observed Memorial Day, the graves of Veterans will be decorated with an American flag and flag holder. These flags will be removed following Veterans' Day. Any flag that is damaged during this period of time will be replaced by the Town of Readfield.

Volunteerism

- a. Volunteers are welcome in the Readfield cemeteries under the supervision of the Sexton. There are many projects including historical stone preservation, landscaping and cemetery clean up. Anyone who is interested in volunteering, or who may have ideas for a future project is encouraged to contact the Sexton at the Readfield Town Office.
- b. Readfield cemeteries are rich with history and historical preservation is a priority. Many old stones in the cemeteries do require restoration and cleaning. In order to restore and preserve these stones, volunteers who are trained in appropriate cleaning and restoration techniques may work under the supervision of the Sexton.



Plots available for sale





Cemetery Regulations

Sale of Lots

- a. Anyone may purchase a lot in the Readfield cemeteries.
- b. To purchase a cemetery lot, interested parties must contact the Sexton, or designee, to make arrangements concerning (a) the details of the purchase including cemetery availability and (b) a visit to the cemetery to view the available lots.
- c. A lot will assure space for one full body burial or the remains of two people.
- d. Purchase of more than four Lots must be approved by the Sexton.
- e. Upon the purchase of a lot(s) a Certificate of Burial Rights and a deed will be issued.
- f. The lot will be paid in full at the time of purchase. In cases of hardship, special arrangements may be made with the Town Manager.
- g. The sale or transfer of a lot by the lot owner is allowed upon written notification to the Town Clerk or Sexton. This notification must include the new owner's name, address, written evidence of the transfer, and other pertinent contact information.
- h. The purchase price for cemetery lots is determined by the Select Board with consideration of recommendations given by the Cemetery Committee.
- i. The purchase price per lot is currently \$400 and includes perpetual care. This amount may be amended by the Select Board from time to time.

Interments

- a. The Town of Readfield will make every effort to accommodate interment plans. It is important that lot owners and those making arrangements for interments make plans according to the Town of Readfield's seasonal restrictions. In general, Readfield cemeteries are closed to interments during winter and early spring.



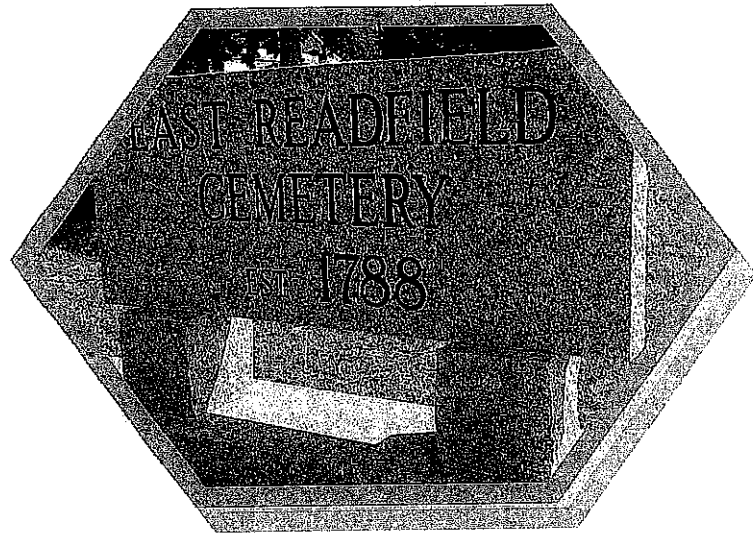
- b. Disposition permits will be filed as required by state law, 22 MRSA §2843.
- c. All interments for full burials shall be handled by a licensed funeral director.
- d. No burial, full or cremains, shall be made without the knowledge of the Sexton.
- e. Lots in all cemeteries available for sale are graded to be at level surface. Lot owners are not permitted to change this grade.
- f. In order to assure that the level surface of each lot is maintained, it is expected that a vault or a minimum grave liner be used for all full burials.
- g. The Town of Readfield has no liability for any damage to a casket or urn during an interment.

Disinterments

- a. All disinterment must follow Maine State Law. <http://legislature.maine.gov/legis/statutes/22/title22sec2843.html>
- b. The Town Of Readfield has no liability for any damage to a casket or urn during a disinterment.

Grave Markers & Monuments

- a. The placement of all monuments and grave markers will be set under the direction of the Sexton.
- b. The length of the family monuments shall not exceed 60% of the lot.
- c. All monument foundations shall be set flush with the ground.
- d. All grave sites will be identified with a marker.



Plots available for sale





Rules for all Town of Readfield Cemeteries

(Effective June 2018)

The Town of Readfield clearly understands that the care and decoration of grave lots is a complex and sensitive subject. Care has been taken with the following rules to assure public and employee safety, equipment maintenance, and care of the environment. Keeping the cemeteries beautiful and well maintained for future generations has been carefully considered.

1. The cemeteries are open for visitation from sunrise to sundown.
2. Cemeteries are gated from December through April or at the discretion of the Sexton. Foot traffic is allowed all year.
3. Visitors are asked to maintain a peaceful, respectful atmosphere.
4. Any person who willingly causes damage or vandalism in a Readfield cemetery is subject to criminal prosecution under state law and shall be required to pay for damages.
5. Lots or grave sites will not be partially or fully enclosed by a fence, rail, hedge, tree or shrub.
6. Grave decorations which will obstruct general maintenance procedures are not permitted. This includes, but is not limited to toys, metal design, ornaments, chairs, glass items, crushed stones, and/or similar articles. If these items are placed, the Town of Readfield reserves the right to remove them.
7. The Sexton will remove all floral arrangements (real and artificial), receptacles, decorations, weeds, trees, shrubs and plants of any kind from the cemetery when they become unsightly, dangerous, and/or diseased.



8. Firearms will not be allowed in the cemeteries except for military funerals and at official celebrations.
9. Off road vehicles, snowmobiles, and ATV's are prohibited in cemeteries.
10. Vehicles should not exceed a speed limit of 10 mph.
11. Parking must not obstruct egress to cemetery roads or entrances.
12. Recreational dog walking is not allowed in the cemeteries.
13. The picking of any flowers, wild or cultivated, or injury to shrub, tree or plant is prohibited.
14. The marring of any monument, stone or structure in any cemetery is prohibited.



Plots available for sale



**FOR MORE INFORMATION
OR TO PURCHASE A PLOT
CONTACT:**

Town of Readfield

8 Old Kents Hill Rd

Readfield, Maine 04355

Phone: 207-685-4939

Sexton@readfield.org

Web Site:

www.readfieldmaine.org