

Town of Topsfield

Topsfield Parks & Cemetery Commission



Rules & Regulations
May 2005

Topsfield Parks & Cemetery Commission

This booklet shall serve as a guideline regarding the operation of the Topsfield Parks & Cemetery Department. All the rules and regulations contained herein are currently in effect. Amendments hereto may be included separately. A separate price sheet is available. Inquire at the Cemetery Office at:

Pine Grove Cemetery
Haverhill Road (Route 97)
Note: winter and summer rates differ.

Introduction

The Town of Topsfield Parks & Cemetery Commission, in order to provide information about the operation of the Topsfield Park and Cemetery 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 Parks & Cemetery 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

1. Persons wanting to purchase a burial site in one of the Town of Topsfield cemeteries should apply to the Superintendent of the Parks & Cemetery Department.
2. Lots may be purchased as indicated below:

Pine Grove Cemetery

1 Grave Lot	4 ft. x 10 ft.
2 Grave Lots	8 ft. x 10 ft.
3 Grave Lots	12 ft. x 10 ft.
4 Grave Lots	16 ft. x 10 ft.
5 Grave Lots	20 ft. x 10 ft.

Larger lots are available by special arrangement with the Superintendent. Price lists for lots and perpetual care are available from the Cemetery Office.

3. Lot owners of any lot shall have the right to use the lot for burial of the human dead and for placing suitable memorial, subject to cemetery regulations.
4. Only current residents may purchase lots in the Town of Topsfield cemeteries. Exceptions to this rule may be allowed due to extenuating circumstances, or when special situations arise. All exceptions must be approved by the Board of Commissioners.
5. Lots must be paid for in full at the time of purchase. A deed will be issued upon receipt of the full purchase price.
6. Lot owners may not privately resell or subdivide their lots. Arrangement must be made with the Cemetery Department.
7. Lot owners wishing to sell their lots must contact the Cemetery Superintendent. No private sales or subdivisions are allowed. There will be a charge of twenty-five dollars (\$25.00) for the deed research and the processing of a new deed. The cemetery will buy back the grave lots, with some exceptions, at the amount that the owners originally paid for them.

Monuments, Stones, and Foundations

1. Only one upright monument will be allowed per family lot, consisting of at least two grave sites. Upright stone sizes may be no larger in length than three feet and in height no higher than three feet, including the base.
2. Two or more grave lots must be purchased to install an upright memorial stone. These lots must be paid for in full before the stone foundation can be constructed. Four corner markers must be purchased for flat or upright stones at the same time that the memorial stone is

purchased. This applies to owners of two or more lots. The Park & Cemetery Department will install the four corner markers at a cost of forty dollars (\$40.00).

3. Flush markers will be allowed on single grave lots only, in the designated areas. Flush markers should not exceed one foot in width by two feet in length. Upright monuments will not be allowed.
4. Monuments and markers may not be placed on a family lot until at least two lots are paid for in full.
5. The cemetery staff will construct all monuments and stone foundations. Foundation orders must be processed through a monument company. Written orders must indicate the exact location for the placement of the stone.
6. Flower gardens may be set adjacent to the upright stone, but not exceed the length of the stone. The garden can extend one foot in width from the upright stone, and can only be on one side.
7. No large rocks will be used for monuments without first checking with the Superintendent. The Parks & Cemetery Department reserves the right to reject any or all rocks for such usage, if the application is not reasonable for the location.
8. Memorial stone foundations will be poured when the weather permits. The Parks & Cemetery Department will establish a deadline in the fall for the pouring of cement. This will be approximately the first or second week in November.
9. The Parks & Cemetery Department requires a minimum period of two to three weeks for the pouring of a foundation. If the family or monument company requests a foundation sooner, an overtime rate will be put into effect and completed if work schedules allow.

Funerals and Interments

1. Undertakers normally assume the responsibility for making arrangements for a funeral. A twenty-four hour notice must be provided to the cemetery staff. 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. Undertakers and/or family shall pay the additional expense for snow and frost removal and for the removal of large boulders or ledge during the grave opening. The fee will be established by the Parks & Cemetery Department.
3. 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.

4. The Parks & Cemetery Department shall not be liable for the interment permit or the identity of the person to be interred.
5. An outer container made of reinforced concrete, metal, or the equivalent must be used for ash burials. There will be no liners or grave boxes allowed in the cemeteries. Vaults only will be acceptable.
6. Any grave shall be opened and closed for interments by the Parks & Cemetery staff only. All funerals will be under the direction of cemetery staff when the funerals arrive at the cemetery.
7. Bodies of the deceased may not be removed from the cemetery grounds for reinterment elsewhere within the cemetery, without the appropriate family approval and the obtaining of the pertinent permits. Application must be made to the Superintendent of the Parks & Cemetery Department.
8. Any notification of interment after twelve noon on Friday, or anytime on Saturday or Sunday, or any interment to take place before twelve noon on Monday will be considered the weekend funeral rate.
9. Any funeral that is scheduled to arrive at the cemetery after 3:00 P.M. during weekdays will be charged the funeral rate plus overtime, which is incurred by the Parks & Cemetery Department employees. Any weekend funeral scheduled to arrive after 3:00 P.M. will also be charged an overtime rate for each Parks & Cemetery employee present. This is above and beyond the normal weekend rate.

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, in 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. Persons 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 the cemetery lots. Sites for memorial plantings are available. Also, no new planting of same after it has been removed.
10. The Parks & Cemetery Staff will remove decorations and flowers from lots whenever it is necessary to do so.
11. Only Parks & Cemetery 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. Only the Parks & Cemetery Department staff may build fires on the cemetery property.
13. The Parks & Cemetery Department staff shall have the right to enter upon any lot or any other part of the cemetery to perform regular duties.
14. The Parks & Cemetery Department is not responsible for acts of vandalism on cemetery property.
15. Gravestone rubbing requires the permission of the Parks & Cemetery Superintendent.
16. The cemeteries will not be used for active recreational purposes, i.e. skateboarding, winter sports, bicycling, etc. Passive recreation i.e. walking, picnicking, nature observation, etc., is encouraged.
17. All pets must be on a leash or some kind of restraint. Pick up after your pet.
18. No metal detectors, golfing, horses or unauthorized motor vehicles will be allowed into the Topsfield cemeteries or parks.
19. No grave markers of any kind may be put in place without first checking with the Superintendent of the Parks & Cemetery Department.
20. Flower Trust Fund – Fee schedule is based on the average annual interest rate and the price of the desired arrangement, plus a yearly \$20.00 service charge. Example: \$750.00 deposit may make approximately \$60.00 in interest; subtract the service charge – leaving \$40.00 for the flowers. Some years more and some years less money, based on the interest for the year. The Parks & Cemetery Department will purchase the flowers and arrange them at the gravesite.
21. No recreational vehicles, registered or unregistered may be operated in the Topsfield cemeteries. Example: motorbikes, skimobiles, A.T.V's, etc.
22. The Parks & Cemetery Department will not be responsible for flags, flag holders, flowers or decorations, which are placed at grave sites.
23. The cemetery reserves the right without prior notification, to move any grave stone or memorial, in order to perform their duties and responsibilities on neighboring lots or owner's lots.

24. 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.
25. If financial hardship assistance is needed for interments, please inquire at the Cemetery Office. Special arrangements can be made.
26. No eternal flames or lit candles in open or closed containers in Topsfield cemeteries (fire safety) are allowed.

Town of Topsfield Park Department Rules & Regulations

All groups and organizations must file an application with the Parks & Cemetery Department for the usage of any town-owned or maintained property. All groups or teams must pay a User's Fee set forth by the Parks & Cemetery Commission, if time slot is allotted. At this time a permit will be issued. The permit must be on the coach or team manager at all times, when using the properties or athletic fields. Any violations of the Rules & Regulations or any conduct that is deemed unacceptable will result in forfeiture of field use and loss of any fee(s) paid.

Permits are available at the Parks and Cemetery Office. All groups are liable to adhere to State Laws, Town Bylaws and Park Regulations.

The Field Usage Fees are as follows:

\$75.00 per field for a single use
\$300.00 per field for a team for the season
\$800.00 per field for a league for the season

1. No person shall possess any alcoholic beverages on Parks & Cemetery property or discard trash, cans or bottles other than in proper locations.
2. No person shall remove any plants, soils, flowers or shrubs, except employees working for the Parks & Cemetery Department.
3. There will be no excessive speed in any parking lots or driveways. Speed limit is 5 MPH in parks.
4. No person shall deface or molest any sign, equipment or building.
5. No person shall camp or remain overnight on any Park & Cemetery Department properties, without the permission of the Parks & Cemetery Commission.
6. No person shall possess any firearm, weapon or trap, remove, destroy or hunt any wildlife or engage in target practice on any of the Parks & Cemetery Department properties.

7. No person shall golf or use metal detectors on any owned or maintained properties of the Parks & Cemetery Department.
8. No person shall drive any registered or unregistered motor vehicles such as motorbikes, snowmobiles, etc. on Parks & Cemetery Department properties. The exception being Police, Fire, Municipal or Emergency vehicles.
9. No person shall sail, drive or float any boat or raft, nor construct any dams in or on any water ways or ponds of the Parks & Cemetery Department.
10. No person may ride or walk a horse on any Parks & Cemetery Department properties, with the exception of parades, fairs or carnivals.
11. No person shall trespass onto Parks & Cemetery Department properties after closing hours, before opening hours or during the closed season.
12. Only the Parks & Cemetery Department staff may build fires on the park or cemetery property.
13. The Parks are closed for the season from approximately mid-November to a date determined by the Parks & Cemetery Commission.
14. During the open season the parks are open from 7 A.M. to 8 P.M. Sunset or earlier, depending on time of sunset.
15. Klock Park and other parks may be closed for a period during the summer for maintenance purposes. Please observe notices on gates prior to the closure.
16. Applications for field usage may be denied to any or all groups when the Parks & Cemetery Department has determined that an overplaying situation has begun to occur and/or becomes detrimental to park maintenance.