

Rules and Regulations for Ripton's Public Cemeteries

Approved by Ripton Cemetery Commission on December 3, 2014

The Ripton Cemetery Commission hereby ordain that the following Rules and Regulations have been established for the benefit and protection of all who have burial interests in Ripton's public Cemeteries. All former rules and regulations are hereby repealed.

TABLE OF CONTENTS

Starting Page	Opening Statement & Table of Contents	Page 1
Introduction	Vision Statement	Page 2
Section I	Definitions	Page 2
Section II	General Rules and Regulations	Page 3
Section III	Burial Rights	Page 5
Section IV	Procedures and Forms	Page 6
Section V	Cemetery Lots	Page 7
Section VI	Interment, Disinterment and Removal	Page 8
Section VII	Memorials, Monuments and Markers	Page 9
Section VIII	Work and Labor in Ripton Cemeteries	Page 10
Section IX	Memorial Specifications & Requirements	Page 10
Section X	Responsibilities of Ripton Cemetery Commission	Page 12
Section XI	Responsibilities of Ripton Cemetery Sexton	Page 13
Section XII	Appeals	Page 14

INTRODUCTION:

Vision Statement: Ripton Cemetery Commission seeks to keep Ripton's cemeteries in a well-maintained condition while preserving the historic appearance and modest purpose of its public cemeteries. The Commission will work to provide new burial lands and lots as needed, and will strive to develop these in such a way that they are compatible with the landscaping, monument style, scale of monuments and overall appearance of the historic portions of the cemeteries. The Commission will strive to make Ripton's cemeteries hospitable for the interment and commemoration of the dead, and to make its cemeteries a place of comfort and inspiration for the bereaved and the general public. The Commission pledges to provide compassionate and efficient service in a manner that respects human dignity, and will strive to accommodate the desires of families and individuals within the context of Rules and Regulations of Ripton's public cemeteries as adopted by Ripton Cemetery Commission.

SECTION I: DEFINITIONS

Artificial Color: The coloring, painting, enameling, lacquering, bronzing or similar application to any part of a memorial.

Base: The above ground structure that is erected or placed upon the foundation and upon which the upper part of the monument or the die stone is placed.

Cemetery: A burial park to honor the human remains of the deceased.

Certificate of Burial Rights: A contract between the Town of Ripton Cemetery Commission and the holder of a Certificate of Burial Rights. The Certificate grants the right to interment in a specified Ripton Cemetery lot(s) and is contingent upon adherence to prevailing Town of Ripton Cemetery Commission Rules and Regulations. A Certificate of Burial Rights conveys a right to burial in a cemetery, but does not convey ownership of land in the Ripton Cemeteries. A copy shall be filed with Ripton Town Clerk.

Cremated Remains: This describes the remains of a deceased person after incineration in a crematory.

Flag Holder/Memorial Marker: A stick-type device used to mark graves.

Foundation: The underground concrete structure that supports the above ground monument.

Grave: A space to accommodate interment.

Interment: The act of burying the remains of the deceased in the earth.

Inurnment: The burial of the cremated remains of the deceased in an urn.

Lot: A division within the Ripton Cemeteries. For Ripton cemetery lands at Cook

Cemetery on Natural Turnpike and at Galvin Cemetery on Route 125 the size of the lots and maximum number of remains per lot will be as follows:

Maximum Remains Per Lot Size in Ripton's Public Cemeteries

	4'X4' Lot	4'X12' Lot
Cremation Urns	Maximum of 2	Maximum of 4
Caskets in Vaults	0	1
Caskets in Vaults & Cremation Urns	0	1 Casket + 1 Urn

Corner Marker: Granite, marble or metal objects used by the Cemetery Commission to locate or mark the corners of a lot or group of lots.

Marker: A memorial which is flush with the ground.

Memorial: A monument, headstone, tablet and/or marker, including its below ground foundation.

Monument: That portion of a memorial that extends above the surface of the ground including the base.

Perpetual Care is defined as the maintenance of cemetery lawns and access routes within the cemetery. Perpetual Care does not include maintenance or restoration of monuments or other placements within or on the holder's cemetery lot(s), but is the responsibility of the holder and family of a burial lot/Burial Certificate.

Ripton Cemetery Commission, also known as The Commission: Five citizens of Ripton elected by the residents of Ripton at Town meeting and authorized by the Select board of the Town of Ripton and the State of Vermont to care and plan for Ripton's public cemeteries.

Burial Vault: A two-piece unit with cover, made of concrete, and sized to receive a single casket in a grave.

Urn Vault: A container made of durable non-biodegradable material with the maximum size of 12" by 15" by 11" and used for the storage of cremated remains. The urn vault may be used with or without an urn. An urn may be used without a vault if buried at least 18 inches below the surface and within 12" of the headstone or other marker.

SECTION II: GENERAL RULES AND REGULATIONS

Purpose & Authorization of Use

1. **Purpose:** The purpose of the public cemeteries shall be a burial place for the remains of the deceased and those that want to pay their respects.

2. General Conduct: The public visiting the Ripton Cemeteries shall be mindful of proper decorum. The following must be observed:

- a. Refrain from loud, boisterous or obscene talking or language. Interruptive conversations or noise is not permitted within hearing distance of funeral services or interments.
- b. Alcoholic beverages are not permitted in Ripton Cemeteries.
- c. Peddling or soliciting of any commodities or services is not allowed within the Ripton Cemeteries.
- d. The placement of signs, notices or advertisements of any kind within the Ripton Cemeteries is not permitted without the expressed written permission of the Ripton Cemetery Commission.
- e. Visitors to the Ripton Cemeteries are prohibited from gathering, picking, cutting or injuring in any manner the fauna or flora. The defacing, damaging or destroying of any plants, lawn, fence, structures, trees, bushes or memorials in the Ripton Cemeteries is prohibited.
- f. Discharging firearms or facsimiles of such or weapons of any kind within the Ripton Cemeteries is prohibited, except by a military escort accompanying a veteran's funeral or attending a memorial service, or by special permission of Ripton Cemetery Commission.
- g. Caskets or urns outside of a receiving vault shall not be left unattended in any Ripton Cemetery.

3. Vehicles:

- a. No vehicle or animal will be driven or parked across or upon any grave, lot, or lawn except by permission of the Commission. Vault and monument dollies are the exceptions.
- b. Snowmobiles, ATVs or similar vehicles are prohibited within Ripton Cemeteries, except for special ceremonies which have received special permission from Ripton Cemetery Commission.

4. Littering: Littering of any type in Ripton Cemeteries or the dumping of litter over the cemeteries' boundaries is prohibited.

5. The Ripton Cemetery Commission, the Town of Ripton or its employees will not be responsible for any order or arrangement made over the telephone nor will they be responsible for any mistakes occurring from the want of precise and proper instructions as to the particular space, size or location of any grave, lot or memorial.

6. Ripton Cemetery Commission Rules and Regulations: These Ripton Cemetery Commission Rules and Regulations and any amendments thereto, shall be the sole agreement between the Commission/Town of Ripton and the holder of a Certificate of Burial Rights. The statement of any employee or agent, unless confirmed in writing by the Commission, shall in no way bind the Commission or the Town of Ripton.

7. The Ripton Cemetery Commission may, at its discretion, allow minor exceptions to the strict interpretations of any of these rules. Such exceptions shall not create binding precedents nor shall they affect the general application of any rule.

8. **Donations and contributions** may be made to the Town of Ripton Cemetery Commission for the beautification, preservation, maintenance, improvement, and expansion of the Ripton's public cemeteries. The Commission cannot accept individual trust accounts for specific purposes, except if approved by a special vote of the Commission. The Ripton Cemetery Commissioners shall have the sole right to expend the income from these Donations and Contributions according to these Rules and Regulations.

SECTION III: BURIAL RIGHTS

1. Burial rights refer to the right to interment in a particular or specified lot within the Ripton's Cemeteries.
2. Burial rights will not be issued for the purpose of spaciousness.
3. The purchase of burial rights in Ripton Cemeteries is limited to Ripton residents and former residents. For the purposes of this section, a "resident" is defined as a person who has been a property taxpayer in the Town of Ripton for five (5) or more years or has declared the Town of Ripton his/her legal residence on state and federal income tax forms for the last five (5) or more years. In the case of an immediate need, if a person meets the conditions of the definition of "resident", except for the time requirement, that requirement is waived. Former residents of ten or more years may purchase burial rights. Anyone who can establish one of the following relationships with a Ripton resident, former resident or a deceased person already buried in one of Ripton's public cemeteries is also allowed to purchase a burial right: spouse, civil union partner, parent, child, sibling or grandparent.
4. A resident or former resident, as defined in number 3 above, may purchase up to two (2) burial lots, or in the case of a legally joined couple, four(4) in total. Lots may be either 4'X4' or 4'X12' or a combination thereof. In the case of large families, a request for a larger number of lots may be made to the Cemetery Commission which after deliberation may or may not grant the request at the sole discretion of the Commission.
5. Burial Rights conveyed by the Town of Ripton Cemetery Commission shall be the sole and separate rights of the person or persons named in the Certificate of Burial Rights. Burial rights may be conveyed or assigned only to the owner's spouse and/or the biological or adopted descendants of their union. To include a spouse or descendant the existing lot deed or Certificate of Burial Rights may be surrendered to a Ripton Cemetery Commissioner or Sexton who will issue a new Certificate of Burial Rights. The cost to issue the new Certificate of Burial Rights will be \$15.
6. The husband or wife/civil union partner shall have a vested right of interment of his or her body in any burial lot conveyed to the other. This right shall continue as long as he or she shall remain husband or wife of the owner of the burial rights or shall be his or her

husband or wife at the time of the death of the owner of the burial rights.

7. On the decease of the owner of burial rights to a lot when the burial rights are not specifically mentioned in his/her will, an affidavit must be filed at the office of the Town Clerk, signed by one of the heirs at law or in the case of a minor, by their guardian. This affidavit must include a list of the names of all the known heirs and a majority of the known heirs must also designate one of their members as a representative who shall be authorized to sign orders for interments in the lot and to give all needful directions regarding the lot and burial rights.

8 The reversion (escheat) of a Certificate of Burial Rights to the Ripton Cemetery Commission shall be done in the manner provided in Vermont Statute, Title 18, Sections 5532 to 5537.

9. The owner of a Certificate of Burial Rights may designate space within his/her cemetery lot for interment of persons not mentioned in Rule 3 above.

SECTION IV: PROCEDURES AND FORMS

1. Full payment to the Ripton Cemetery Commission is required before any contract is executed between a party and the Commission.

2. The Ripton Cemetery Commission will issue, at the set fee, a Certificate of Burial Rights to those persons who qualify under Section III of these Rules and Regulations.

3. Burial lots will be assigned in numerical sequence. They will not be assigned out of sequence unless, in the opinion of the Ripton Cemetery Commission or Sexton, it would be in the best interest of the Ripton Cemeteries to do so.

4. Certificates of Burial Rights that will not be used may be sold or donated back to the Town of Ripton. In a sale back to the Town, where the original purchase price is not known, the Commission shall set a fair price. Privately held Town of Ripton Cemetery Certificates of Burial Rights may only be sold back to the Town of Ripton. They may not be transferred or sold in any other manner, except they may be left in a will to a relative or other heir.

5. A completed Burial Permit or Burial Transit Permit must be filed with the Town Clerk before any grave can be opened.

6. No remains will be accepted for burial in Ripton Cemeteries unless a Burial Transit Permit or a Cremation Certificate has been filed with the Ripton Town Clerk.

7. All work to be performed in Ripton Cemeteries, including the inscription or placement of memorials, requires an approved *Work Order Permit* from the Ripton Cemetery Commission or Ripton's Cemetery Sexton. Work Order Permit forms are

Town available from the Ripton Clerk's Office or website— www.townofRiptonvt.org.

8. Holders of Town of Ripton Certificates of Burial Rights are responsible for notifying in writing the Ripton Town Clerk of any change in the legal mailing address. Notices sent to the Certificate holder at the last address on file in the Town Clerk's Office will be considered sufficient and proper legal notification.

SECTION V: CEMETERY LOTS

1. The Town of Ripton Cemetery Commission will provide perpetual care as defined herein.
2. The perpetual care assumed by the Ripton Cemetery Commission shall not involve the maintenance, repair or replacement of any memorial, foundation, corner marker or monument placed or erected upon any lot. By the purchase of a Certificate of Burial Right, the owner agrees that all monuments, gravestones, markers, plaques and memorial structures of any kind shall be set and maintained at the owner's expense and risk in accordance with the rules and regulations set forth in Sections V, VI, VII, VIII, IX, and X of this document. The Town of Ripton, its employees, the Ripton Cemetery Commission collectively and individually, shall be held harmless from any liability due to damage, destruction or injury caused by the elements, an act of God, pollution, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, outside workers, invasions, insurrections, riots, or by the order of the military or civil authority, whether the damage be direct or collateral.
3. No scraped ground and/or mounded graves are permitted in the Ripton Cemeteries.
4. The Commission reserves to itself and to those lawfully entitled, a perpetual right of ingress and egress over graves and lots for the purpose of passage to and from other graves and lots.
5. All grading, landscaping, and improvements of any kind within the Town of Ripton Cemeteries shall be approved by Ripton Cemetery Commission and overseen by the Cemetery Sexton. Work by private contractors shall be done under special written permit only. Alterations made on lots within Ripton Cemeteries without special written permits from the Commission may be removed or changed at the expense of the holder of the Certificate of Burial Rights responsible for initiating the changes.
6. Due to space constraints, potential infringement on adjacent lots, maintenance concerns and the desire to preserve the historical setting of Ripton's cemeteries, the following grave decorations and devices are not permitted in any lot: sound or visual devices of any kind, pictures of any kind, plantings of any type, glass containers of any description, small stones or wood chips around memorials, enclosures or raised borders around graves, vigil or eternal lights, solar lights, balloons or windmills, temporary markers, signs of any description, flags except as in number 8, below, crosses, statues, or any other thing that departs from the original historical nature of

the cemeteries.

7. The following decorations may be placed on a grave lot in Ripton's public cemeteries: Fresh cut flowers in vases, potted plants and wreaths on tripods, each to not exceed 12 inches in diameter or 2 feet in height, each to be placed within 12 inches of the headstone so as not to interfere with mowing. When such flowers, potted plants or wreaths become unsightly or in any way a detriment to Ripton's Cemeteries, they will be removed with no liability to Ripton Cemeteries, The Commission, the Sexton or any employee.
8. From May 1 to Veterans Day an American flag may be placed in Ripton's public cemeteries in remembrance of Memorial Day, Flag Day, Independence Day and Veteran's Day. Any flag must not be more than 2 feet high. Decorations described in #7, above, shall be removed by December 1st and are banned until April 30th the following spring.
9. The Commission will be the sole and final judge of whether anything may be placed in Ripton's Cemeteries, regardless of whether it has or has not been listed above. The Commission, the Sexton and any of its employees shall have the authority, with no liability, to remove all floral decorations, appurtenances, flags, shrubs, plants, pots, containers, herbage or other cemetery placement of any kind which in the judgment of the Commission have become unsightly, are not in compliance with cemetery rules or are incompatible with the historical nature of Ripton's cemeteries.

SECTION VI: INTERMENT, DISINTERMENT AND REMOVAL

1. Interment, disinterment and removals are subject to the rules and regulations of the Town of Ripton, its Cemetery Commission, Addison County and the State of Vermont.
2. Vermont law requires that burials are 5 feet deep, at minimum.
3. Once a casket containing a body is within the confines of the Ripton Cemeteries, a funeral director, his employees or agents shall not be permitted to open the casket or to touch the body without the consent of the legal representatives of the deceased or duly executed court order.
4. Town of Ripton employees or persons designated by the Cemetery Sexton by agreement of The Commission will perform all grave openings and closings in the Ripton Cemeteries and will do so under the conditions and fee structures established by the Town of Ripton and its Cemetery Commission.
5. *Interment Orders* are required 24 hours in advance, in the absence of any religious strictures, and disinterment/removal orders are required five (5) business days in advance.
6. Every interment of a casket shall require a one-piece burial vault with cover, both made of concrete or a material approved by the Commission.
7. If inadequate instructions or circumstances will delay the opening of an interment

space within a lot, the Cemetery Sexton and/or The Commission shall use its best judgment in locating a suitable opening. Neither the Commission nor its employees shall be held liable for damages for any errors

8. The Commission, at its sole discretion, shall correct any errors with interment, disinterment, removals, transfers or conveyances of burial rights or inscriptions.

9. Neither the Commission nor the Town of Ripton shall be liable for misinformation provided to them in interment orders or for funeral delays resulting from disputes over burial rights.

10. A maximum of two (2) cremation urns may be buried in one 4' X 4' lot. Up to one (1) casket in a vault, one (1) casket in a vault plus one (1) cremation urn, or four (4) cremated remains, each in an urn, may be buried in one 4' X 12' lot.

SECTION VII: MEMORIALS, MONUMENTS AND MARKERS

1. All memorials, monuments, markers or plaques and their foundations will be set and maintained in a safe condition at the owner's or the certificate of burial rights holder's expense. The Commission, in its sole judgment, may correct or remove unsightly or dangerous items at the expense of the owner or heirs of the Certificate of Burial Rights.

2. *A Ripton Cemetery Commission Work Order/Permit* must be approved by and scheduled with the Cemetery Sexton before setting any items mentioned in this section.

3. Not more than one (1) aboveground memorial stone is permitted on any lot and must be located six (6) inches from the top border. One additional flush marker will also be allowed, which must be located six (6) inches from the bottom of the lot and/or, if used as a headstone, will be located six (6) inches from the top of the lot. Flush markers will be located above the urn vault for cremated remains.

4. All memorials set in Ripton's public cemeteries will be constructed of granite, marble, fieldstone or bronze and must be of a style and a size that is representative of other memorials in the historic sections of the cemetery.

5. Purchase of Commission approved Corner Markers are required for all lots or group of lots. They will be set in place at the direction of the Sexton of Cemeteries prior to the placement of any memorials on the lot.

6. Above ground mausoleums, columbarium, tombs, enclosures and raised borders may not be constructed in Ripton's Cemeteries.

7. The Ripton Cemetery Commission shall develop and publish specification requirements for memorials and markers; their foundations and setting. These

specifications will be delineated as part of the *Work Order/Permit* and Ripton Cemeteries Memorial and Foundations specification requirements.

8. Monuments, markers and their foundations may be removed from Ripton Cemeteries only by direction from the Cemetery Commission and only after the receipt by the Town Clerk of a written order from the Certificate of Burial Right holder or someone designated by State Statutes. After removal, the lot shall be restored to its original condition at the expense of the party requesting removal and shall be done so under the direction of the Sexton of Cemeteries.

SECTION VIII: WORK AND LABOR IN RIPTON CEMETERIES

1. All work done in the Ripton Cemeteries shall be scheduled through the Ripton Cemetery Sexton. No work will be scheduled on weekends or holidays except by special permission of the Cemetery Sexton.
2. Vehicles and heavy equipment shall not be driven over the lawns of the Ripton Cemeteries except as may be directed by the Cemetery Sexton.
3. Precautions shall be taken during excavation or construction work within the cemeteries to protect the lawns. All open excavations shall be marked and covered with plywood when left unattended.
8. The Ripton Cemetery Commission may order completed work removed if the quality of workmanship or the materials used is unsatisfactory.

SECTION IX: MEMORIAL SPECIFICATION REQUIREMENTS

1. Preparation of the foundation and installation of any marker or headstone in Ripton's Cemeteries shall be scheduled with and overseen by the Cemetery Sexton.
2. A memorial shall not be set on any lot to which a Certificate of Burial Rights has yet to be assigned or on any lot which does not have corner markers set by direction of the Cemetery Sexton.
3. All memorials must be set on a frost resistant base, at least 4 feet below ground level, which will support the memorial and keep the memorial plumb and level. The completion of a foundation shall be three inches (3") above ground level and not detract from the appearance of other gravesites. Field stone flush markers may be set in a crushed stone bed. Removal of excavated dirt and clean-up of the gravesite shall be performed promptly by the party preparing the foundation and installing the marker or headstone
4. No monument shall exceed the width, depth or height of the largest monument in the historical sections of Cook and Galvin Cemeteries. Headstones may not exceed 42 inches in width, 16 inches in depth or 5 feet in height, including any base that is exposed above the ground. Obelisks may not exceed 2 feet wide by 2 feet deep at the base, and may not

exceed 10 feet in height. Flush markers may not exceed a surface size of 42” by 42”. Exceptions may be granted by Ripton Cemetery Commission if details of the monument are submitted to the Commission by the Lot’s owner or owner’s representative. Any exception to the above maximum dimensions will only be granted if the proposed monument is found by the Commission to be in keeping with the historical character of the Cemetery. The final decision of the Commission will not be open to appeal.

5. Where a single marker or headstone is to be used to commemorate two or more gravesites, the foundation shall be centered between the gravesites.
6. All foundations shall be laid out so that the markers or headstones, including the visual presentation of inscriptions, will be in alignment with other foundations or markers or headstones in the same lot row.
7. The depth of excavation for the foundation of an upright marker or headstone shall be approximately one-half the height of the marker or headstone unless installed in compliance with other current industry standards.
8. Prior to issuing a signed copy of a Burial Rights document each lot shall have one cornerstone, approved by the Sexton or member of the Cemetery Commission, set on each corner of the Certificate Holder’s lot. The Cemetery Sexton will mark the location of each cornerstone, but installation is the responsibility of the Certificate Holder or his/her agent. The Sexton will inspect to make sure of proper placement before issuing the final, signed Certificate.
9. Internment fees, burial service charges, cost for monuments, upkeep of monuments and all other costs associated with burial in a Ripton Cemetery are exclusively the responsibility of the Burial Rights Certificate Holder. A monument describing those buried must be installed on each lot by the Holder, Holder’s family or Holder’s agent before or within 6 months of burial.
10. Artificial coloring on any part of the stone is prohibited except that all incised lettering on memorials may be highlighted by an application of a clear coating or a shadowing agent
11. Signs or advertisements of any kind or anything that could be construed as signs or advertisements are not permitted on any memorial, monument or marker in the Ripton Cemeteries. The words “perpetual care,” or “endowed,” on memorials, monuments or markers are not permitted.
12. The name, initial or inscription for each burial must be recorded on each monument or marker, and must correspond with the name and record in the Office of the Ripton Town Clerk and with Ripton Cemetery Commission. No changes shall be made to any monument or marker except upon written request of the Certificate Holder, a family member, or legal representative of the Certificate Holder and with the permission of the Ripton Cemetery Commission.
13. The Commission has the authority to reject any plan or design for any memorial.
14. If, upon inspection by representatives of the Cemetery, a foundation, marker, or headstone installation deviates from the specifications set forth in this document, the Cemetery shall give written notice to the party responsible for such installation outlining specific corrections that must be made in order to comply with the rules and regulations

contained in this document. Such work shall be undertaken at the expense of the party performing the installation specified in the written notice.

15. No monument or marker will be removed from Ripton Cemeteries except by order of the Commission and with a written order from the Certificate of Burial Rights (Deed) holder or someone designated by State Statutes. Following the removal of a monument or marker, the lot will be returned to its original condition at the expense of the party requesting the removal and shall be so done under the direction of the Ripton Cemetery Commission Sexton.

SECTION X: RESPONSIBILITIES OF RIPTON CEMETERY COMMISSION

1. Meet monthly to carry out the business of Ripton's cemeteries
2. Annually to select and appoint a Cemetery Sexton, Chairperson and Secretary.
3. Publish and have posted a monthly meeting agenda and the minutes from each meeting
4. Establish, document and update rules and regulations for Ripton's cemeteries to be filed with the Town Clerk
5. Oversee compliance with rules and regulations, including what may or may not be put on individual lots and common areas
6. Contract with a surveyor and/or engineering firm to produce a plat for Ripton's Cook, Galvin and new grounds that may become active cemeteries showing the parts that are improved and in use, and the parts that are being held for future cemetery use, and see that these plats are filed with the Town Clerk.
7. Provide a cemetery budget for the annual Town budget
8. Provide an annual summary of Ripton Cemetery Commission activities for the Town Report
9. Set a cost for lots and oversee the Sexton's sale of lots
10. Set an agenda and assist the Sexton to prioritize work in the cemeteries
11. See that Ripton's public cemeteries are kept in generally good repair, and oversee the Sexton's maintenance of cemetery grounds.
12. Assist and oversee the Sexton for restoration of cemetery fences and at the discretion of the Commission the restoration of historic cemetery headstones
13. Provide new cemetery land as required for current and future burial needs
14. Help settle any lot disputes
15. Help raise funds for special projects that can't be funded entirely from Town of Ripton allocations
16. Oversee and assist the Sexton's work to keep timely and accurate lot maps, and see that these are recorded with the Town Clerk
17. At the Commission's discretion publish cemetery data for historical research with Ripton Historical Society

SECTION XI: RESPONSIBILITIES OF RIPTON CEMETERY SEXTON

1. Ripton's Cemeteries Sexton is responsible for taking charge of, caring for and supervising the Ripton's Cemeteries under the direction of Ripton Cemetery Commission
2. The Cemetery Sexton is in charge of opening and closing graves for interments without disturbing prior interments.
3. It is the job of the Cemetery Sexton to maintain a map for each of the Town's active public cemeteries. The Cemetery Sexton must know where the plots are physically located in each active public cemetery, the dimensions of the plots, which graves are filled, which lots have been sold, which lots have been sold but are still empty, and to accurately record this information by updating each cemetery's map and filing it with the Town Clerk.
4. Before a dead body may be buried, entombed or removed from Ripton, or otherwise disposed of the Sexton will ensure that a burial-transit permit has been issued and signed by the Town clerk, a funeral director licensed in Vermont, or owner or manager of a crematorium, or other officer licensed and registered in Vermont. Each month the Sexton will see that the burial-transit permit is filed with the Town clerk.
5. It is the responsibility of the Cemetery Sexton to show prospective buyers lots that are available for sale and to execute a Certificate of Burial Rights with the buyer. The Cemetery Sexton will locate the corners of each lot for the buyer or the buyer's representative and confirm that cornerstones have been properly placed at all four corners by the buyer or the buyer's representative.
6. Likewise, it is the responsibility of the Cemetery Sexton to locate the proper position for each headstone or flush marker, and later to verify that the placement of the foundation and headstone were properly executed,
7. The Cemetery Sexton has the responsibility to oversee the grounds maintenance and improvements of each of the Town's public cemeteries. The Cemetery Sexton will bring to the attention of the Commission additional work that needs to be done so this work can be approved, prioritized and budgeted.
8. The Cemetery Sexton shall bring to the attention of Ripton Cemetery Commission violations of the Commission's Rules and Regulations for the cemeteries. After determination of the proper correction action, the Sexton and the Commission members will act collectively to have the violation corrected.
9. Maintenance of monuments, headstones and markers is not the responsibility of the Sexton, but is the responsibility of the owner of the lot and the owner's family.
10. The Cemetery Sexton has no responsibility to discover or record inscriptions on monuments and markers, to know relationships of individuals buried in the cemeteries or to disclose and disseminate genealogical information.

SECTION XII: APPEALS

1. Decisions of the Cemetery Commission may be appealed to the Ripton Selectboard within thirty (30) days of the date of the Commission ruling. The Ripton Selectboard shall hold a warned hearing at a regular or special meeting to hear the appeal and shall issue a written decision on the appeal within 30 days of closing the hearing. A copy of the Selectboard's written decision shall at the same time be delivered to the Chairperson of the Cemetery Commission.