

TOWN OF PLYMOUTH
SELECTMEN'S POLICY FOR
PUBLIC CEMETERIES
FOR GROUP VISITS, EVENTS & OUTSIDE WORK
APRIL 2016

Cemetery & Crematory Office
Vine Hills Cemetery
102 Samoset Street
Plymouth, MA 02360
(508) 830-4078
(508) 830-4141 - FAX

Office Hours:

Cemetery & Crematory: M-F 7:00 am - 3:30 pm

The town of Plymouth, Massachusetts welcomes visitors to its cemeteries. Visitors are asked to remember that the cemeteries are dedicated to the memory of those buried there and that dignified behavior is required.

GENERAL RULES FOR CONSERVATION WORK/CLEANING

1. The cemetery superintendent is responsible for all activities, events and work taking place in town cemeteries. Written permission to perform any of the above shall be required through the Cemetery office.
2. All activities with ten or more participants shall require one supervisor/responsible person for every ten participants. Some activities may require a special events permit through the Economic Development Department.
3. A reasonable effort must be made to assure that any family members/owners of the stones or monuments being worked on are contacted and/or are aware of the work being done.
4. Complete written details of proposed work must be submitted for approval to the cemetery office at least two weeks prior to work beginning. No work is to commence without written final approval. No work is allowed on Sundays.

Details shall include but not be limited to:

- a. Name and contact information of firm, group, and people doing the work
 - b. Name and contact information of conservator responsible for the work
 - c. Complete written details of proposed work including but not limited to:
 1. Name of Cemetery
 2. Name of lot owner, section and lot number
 3. Dates and times work is to be done
 4. Number of people working on project
 5. Description of work including materials used
5. Proof of current insurance including:
- a. Of at least \$1,000,000, Bodily Injury and Property Damage Liability, Combined single limit with a \$3,000,000 Annual Aggregate limit
 - b. Umbrella Liability Insurance with at least \$2,000,000 per occurrence/\$1,000,000 Aggregate
 - c. The town shall be named as the additional insured on all of the above. The insurance must be in place by January 1, 2017.

6. If an injury occurs on cemetery property, the Cemetery Office must be notified immediately.
7. The below will be required before conservation work can commence. Normal work practices and standards of the American Institute for the Conservation of Historic and Artistic Works will be the guide.
 - a. Written proof of experience of each participant must be provided which may or may not allow work to be done.
 - b. Proof should include references and pictures of other similar work done.
 - c. Locations where other similar work may be looked at for verification.
 - d. A Commonwealth of Massachusetts Historical permit shall be required if determined necessary by the cemetery superintendent.
8. Burial Hill shall not be used for training workshops due to the age and fragility of the stones present. The superintendent will make suggestions as to other cemeteries where training workshops may be appropriate.

DOCUMENTATION

1. A complete detailed treatment plan of proposed work. Treatment plan should include descriptions of materials and methods to be used on each treatment as well as manufacturers data on each product. Treatment plan should also include sequence of proposed treatment to take place.
2. Individual survey sheet for each monument, gravestone or marker to receive treatment. A sample survey sheet may be provided. Survey sheet shall include but not limited to:
 - a. Cemetery, cemetery section and lot number where located
 - b. Name of deceased, year of death
 - c. A photograph showing front and back artwork, craftsmanship and epitaph showing condition before work commences.
 - d. Conditions and treatments prior to work being done

- e. Type of material and rough dimensions of marker
- f. List of products and materials expected to be used
- g. Photographs indicating date work has been completed and showing conditions and treatment after work is completed.
- h. A binder or electronic copies of completed organized survey sheets, photos and report of work done on each marker provided to the cemetery office.

GROUP VISITS/EVENTS PERTAINING TO CEMETERIES

1. Information required will be name of cemetery visiting, time and dates of visit, number of people visiting, name of group and responsible person, and reason for visit. Depending on the cemetery schedule some times and dates may be blocked.
2. For all events approval from the cemetery office is required. Some events may require a special events permit. Events may include cleanups, historical reenactments, tours and work being done. In addition, the person who submits for event approval or a special events permit shall be the responsible person. For all events the responsible person or his or her designee shall be present. All guidelines listed in the Town's special events permit must be followed. Chaperones or tour guides for groups of ten or more people will be required.
3. If school groups, field trip forms need to be provided. Students shall be allowed to visit as an educational field trip. They will not be allowed to do conservation work.
4. All groups visiting the cemeteries must be respectful of their surroundings and others and follow the general rules of the cemeteries.
5. All groups must have one chaperone per ten participants.

GENERAL RULES PERTAINING TO TOWN OF PLYMOUTH OWNED CEMETERIES

1. The Cemetery Superintendent manages all the Towns cemeteries. He has the right to close or halt work in the cemeteries at any time. Reasons may include but are not limited to: weather conditions, poor or unsafe working conditions, poor workmanship or reasonable doubt of activities
2. The cemeteries under the Town's jurisdiction are open dawn to dusk.
3. Stone rubbing is not allowed in any of the Town of Plymouth owned cemeteries.