

Spring Grove Cemetery

Rules and Regulations

Introduction

The Spring Grove Cemetery was established by the Town of Andover in 1871 and is under the care of the Town's Municipal Services Dept. A Board of Trustees is appointed by the Town Manager to oversee the management and maintenance of the cemetery. The working foreman, whose office is located at the cemetery, should be contacted for further information.

Office Hours are: 7:00 am - 3:30 pm

Telephone Number: 978-623-8440

Observance of the Grounds

1. Speed limit within the cemetery grounds is 10 mph.
2. The gathering of flowers, either wild or cultivated, the breaking or injury to any tree, shrub or plant is forbidden.
3. Pets must be on a leash and not allowed to litter.
4. Horseback riding is prohibited.
5. The selling of flowers, plants or solicitation of any commodity is prohibited.
6. Receptacles are to be used for the deposit of trash.
7. The cemetery is open from sunrise to sunset.

8. Any person who commits a malicious or wrongful act by defacing or vandalizing any gateway, fence, monument, gravestone, curbstone, tree, shrub, plant or anything within the limits of the Cemetery or its approaches, will be prosecuted to the full extent of the law.
9. The planting or replacing of shrubs or trees is prohibited and will be removed without notice.
10. Gravestone rubbing requires registration with the working foreman.

Purchase of Burial Lots

1. The purchase of a cemetery lot which is defined as having one or more contiguous graves is limited to individuals who are domiciled in the Town of Andover. A resident may purchase no more than 8 graves.

Larger lots will require approval by the Board of Trustees. All lots must be paid in full at the time of purchase.

2. Information and purchase of a burial lot should be directed to the working foreman. All lots are sold with Perpetual Care.
3. No lot shall be enclosed by a wall, fence, coping, and hedge or otherwise, but the limits of each lot shall be marked by granite, cement or other posts, approved by the Trustees. A suitable marker bearing the lot number shall be placed upon said lot by the working foreman.

Veterans Section

Honorably Discharged veterans are entitled to burial in the Veterans Section. The lot is free of charge if they meet the following criteria:

1. Proof of Veteran Status per a Military Discharge, or DD Form 214, indicating the period of time served and, upon discharge, was classified as being “Honorably Discharged.”
2. Only one burial plot is available for the veteran. If the veteran wishes future accommodation for a spouse, one or both need to have cremains interred to accommodate the allocated space.
3. A Veterans Administration (VA) “Burial Marker” is required. The VA provides several markers, yet only the “*Flat Bronze Burial Marker*” shall be allowed in the Veterans Section. The veteran’s next of kin is required to arrange for the VA “Burial Marker” at the time of interment. The Veterans Administration will provide these markers at no cost to the next of kin of the deceased veteran, however, arrangements must be made through the Funeral Director.



The Twentieth Century Monument

4. In the case of a spousal burial, the family shall be responsible to add the spousal information, if so desired, to the VA "Burial Marker." This is arranged at a cost to the family. In keeping with tradition, the normal practice is to purchase a tasteful bronze plate, engraved with the necessary spousal information, and have it bolted to the "Burial Marker" that is already set at the plot.
5. There is no pre-selecting a plot location or reserving of plots. All interments are arranged after a veteran is deceased.

Perpetual Care

1. The term Perpetual Care includes cutting the grass at the proper intervals, raking, cleaning the grounds and general maintenance and repairs at the cemetery. The term "perpetual care" shall in no case be construed as meaning the maintenance, repair or replacement of any grave stones or monumental structures or memorials placed or erected upon lots, or the planting of flowers or ornamental plants.
2. The money received for perpetual care shall be held in trust and invested as provided by law. All such sums so received, together with the fund already created shall collectively constitute the "Perpetual Care Fund."
3. The Fund shall be comprised of restricted funds which consist of 2/3 of the money received from the sale of lots. A non-restricted balance is comprised of interest earned on the Trust Fund Balance. Transfers from the Fund will be limited to the interest earned and is subject to Town Meeting appropriation.

Trees and Shrubs

1. The planting, replanting or replacement of trees, shrubs and hedges is not permitted and will be removed without notice. The working foreman is directed to remove from any lot; any tree, shrub, hedge, article or structure when it becomes unsightly or detrimental to adjacent lots, paths, avenues or is a danger to the public.
2. All tree maintenance work is to be performed by Town of Andover employees or contractors authorized by the Town.

Urns, Receptacles, and Decorative Items

1. Flowers, wreaths, etc. left on graves of lots will be removed as soon as possible after they become unsightly. The Town is not responsible for urns, receptacles and baskets placed on lots. All Christmas decorations must be removed by February 1st.
2. Plant hangers, decorative ornaments etc. will be removed by the working foreman whenever such items impede the maintenance of the cemetery or could be injurious to town workers.
3. The use of glass containers is prohibited. Flower planting beds should be in front of monument only, and should not exceed the width of the monument.

Stone and Monumental Work

1. Owners of a lot are permitted at their own expense to erect stones or monuments with appropriate foundations. Sketches of all monuments or stones must be submitted to the working foreman for approval according to the requirements set forth as follows:

Specifications:

1. Flat type markers are to be set no more than 1 inch above the ground, unless on a sloping lot where the back line measurement shall be no more than 1 inch.
2. Only one monument is to be placed on a lot, and its location is to be determined by the working foreman.
3. Monuments are to be of granite.
4. Monuments will have a foundation which will adequately support a headstone.
5. Flat markers or memorial stones approved by the Trustees for marking lots of individual graves may be constructed if substantially level with the surface of the lot. Other monuments, tombs or structures of any kind may be erected on any lot with the approval of the trustees.
6. Traditional sizes of monuments:

Number of Graves Per Lot	Minimum-Maximum Height From ground to top	Minimum-Maximum Length of Base	Minimum-Maximum Length of Die
1	2' by 1' Flat marker only		
2	28" to 32"	30" to 36"	24" to 30"
3	28" to 32"	30" to 36"	28" to 30"
4	28" to 32"	34" to 36"	28" to 30"
4-special*	28" to 32"	36" to 48"	30" to 38"
6	36" to 40"	36" to 42"	30" to 34"
8	36" to 45"	42" to 54"	34" to 44"

*"4-special" is four lots in a row side-by-side, as opposed to the regular "4" which is in a block.

Plate Section or Lawn Markers

1	2' by 1'	Infant Lot	18" by 9"
2	3' by 15" 3' by 14" 3' by 13" 3' by 1'		

In no case shall the size of the headstone exceed 8' long by 45" high by 16" wide.

Lots exceeding 8 graves shall require the approval of the Cemetery Trustees.

Flat Marker Section

Monuments or memorial stones approved by the Trustees for marking lots of individual graves may be constructed if substantially level with the surface of the lot. No other monument, tomb or structure of any kind shall be erected on any lot.

Interments

Undertakers are required to have all interment orders signed by the owner or legal representative of the lot and accompanied by the proper burial permit before interment can be made. The capacity of a grave shall be one body and one later cremain; or two cremains.

The order must be given to the working foreman twenty-four hours before the time of interment. It is important that the owner or representative of a lot should give personal attention to location of graves. Funerals on arrival at Cemetery shall be under the charge of the working foreman or assistant.

Interment Location

When instructions regarding the location of an interment space in a lot cannot be obtained, or are indefi-

nite, or when for any reason the interment space cannot be opened where specified, the working foreman may, in his discretion, open it in such location in the lot as he deems best and proper, so as not to delay the funeral; and the Trustees and the working foreman shall not be liable for damages for any order so made.

The Town of Andover shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a lot where interment is desired.

The Trustees shall have the right to correct any errors that may be made by the Town either in making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property either by canceling, substituting, and or conveying, in lieu thereof, other interment property of equal value and similar location or in the sole discretion of the Trustees, by refunding the amount paid for said purchase. In the event such error involves the interment of the remains of any person in such property, the Trustees shall have the right to remove and/or transfer such remains to other property of equal value and similar location as may be substituted and conveyed in lieu thereof.

Payment for Interments

No interment shall be permitted or memorial placed unless all fees are paid in full.

Other Receptacles

All interments except for cremains shall be in an outer receptacle of cement so as to constitute a reasonable permanent support for the earth above it.

Disinterments and Removals

A body, or cremated remains, may be removed from its original lot to another lot in the Cemetery, or from this Cemetery to another Cemetery in accordance with applicable laws.

The Town shall exercise the utmost care in making a removal, but it shall assume no liability for damage to any casket or burial case or urn incurred in making the removal.

Removal will not be made without a signed order from owner of lot or grave, nor without written consent of surviving husband or wife, or, if no husband or wife, the next of kin or authorized agent. A charge is made for this service.

Repurchase of Cemetery Lots

An owner or legal representative may not resell their lot to another person and must resell their lot to the Town under the following provisions:

1. All remains have been removed from said lot and applicable fees have been paid for removal.
2. The lot will be purchased in total that is in the same configuration as the owner purchased it and for the same purchase price.
3. The repurchase by the Town will be contingent on available funding for said purchase price.
4. Requests for repurchase must be made in writing and will be processed according to date received.
5. An exchange of lots is not permitted. You must request a repurchase of your lot by the Town and apply for a purchase of another lot at the

current fee schedule, terms and conditions. Under no circumstances can the total number of lots owned exceed the maximum allowed under these regulations.

Receiving Tomb

Bodies may only be placed in the receiving tomb once all lot fees and burial fees are paid.

When bodies are placed in the receiving tomb, they are considered interred, and the working foreman is forbidden to open any casket without written orders from, or in the presence of, someone of the immediate family of the deceased, or legal representative.

In no case shall it be done when in the judgment of the working foreman the condition of the body is such as to render it improper.

The remains of persons dying of any contagious disease will not be placed in the tomb unless the casket is properly sealed. Removal will not be made without a signed order from applicant or legal representative.

The trustees reserve the right of interment of any remains whenever it may be necessary for sanitary or other reasons upon twenty-four hours' notice to the undertaker or a family member.

Legacies, Gifts and Memorial Funds

The Trustees will accept legacies, gifts and memorial funds, in name and behalf of the Cemetery, and see that the terms and conditions attached to such legacy, gift or fund are faithfully fulfilled.

Waiver

The Trustees have the authority to waive the Rules and Regulations as they deem appropriate for reasons stated in the waiver motion.

Fees

Fees are established by the Trustees upon recommendation to the Board of Selectman for their approval.

Severability

If one section of the Rules and Regulations is declared invalid it shall not affect the validity of the remaining section.

Laws of the Commonwealth Of Massachusetts

These rules and regulations are subject to the Laws of the Commonwealth of Massachusetts, applicable provisions of which are incorporated herein by reference.

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter114>

Rules Adopted June 11, 2013

Spring Grove Cemetery Trustees

Sandra L. Dearborn, Chairman

William Canane, Vice-Chairman

Jack Bigelow

Gail Ralston

Richard Morrissey

Superintendent of Cemetery

Paul Sanborn

For more information visit the

Town of Andover website at

www.andoverma.gov

MISSION STATEMENT

The Trustees and Staff of Spring Grove Cemetery are committed to providing a serene, attractive, and contemplative setting for the families of the deceased.

We are dedicated to offering timely and high quality service in a dignified manner with respect to the wishes and beliefs of the deceased and their family.



TOWN OF ANDOVER, MASSACHUSETTS SPRING GROVE CEMETERY TRUSTEES

TOWN OFFICES
36 Bartlet Street
Andover, MA 01810
Tel: (978) 623-8280
Fax: (978) 247-9600

Sandra Dearborn, Chairman
William Canane, Vice-Chair
Jack Bigelow
Gail Ralston
Richard Morrissey

FEE SCHEDULE

Adopted April 28, 2008

Number of Graves per Lot

Urn Lot – flat marker only	\$270
1 Grave Lot	\$800
2 Grave Lot	\$1,600
4 Grave Lot	\$3,200
6 Grave Lot	\$4,800
8 Grave Lot	\$6,400
10 Grave Lot	\$8,000
Administrative fee for lot transfer	\$25

Opening Charges

Adult Burial	\$700
Child Burial	\$260
Infant Burial	\$150
Cremation Remains	\$300
Saturday Burial Surcharge	\$425
Saturday Remains Surcharge	\$200
Burial After 2:00 PM Surcharge	\$280
Disinterment	\$750