

# TOWN OF HAWLEY CEMETERIES

## Procedures (effective February 6, 2018)

updated 5/4/2021

Hawley has six cemeteries, four town-owned and two private.

Town-Owned: Doane (Forget Rd.); East Hawley (on Plainfield Rd. opposite the Fire Station); Bozrah (Bozrah Rd.); and South Hawley (Hallockville Rd.). These four cemeteries are subject to the most current Hawley Cemetery Rules and Regulations.

Private Associations: Pudding Hollow (on Pudding Hollow Rd.), and West Hill Cemetery (on West Hill Rd.). These cemeteries are operated by private cemetery associations and therefore not subject to Hawley Cemetery Rules & Regulations. Should an inquiry be received regarding a lot in one of these cemeteries, the person shall be referred to the current lot manager, secretary, or president of the association that owns the cemetery.

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The Hawley Historical Commission (HHC), with the assistance of the town's Administrative Assistant (AA), is responsible for the sale of town-owned cemetery lots. The Administrative Assistant shall be responsible for interacting with the public regarding cemetery matters and maintaining a cemetery log, computer database, copies of all lot deeds, maps recording the location of cemetery lots, and any other records related to cemetery business.

The AA, under the supervision of the HHC, shall also mark a small number of empty lots in each cemetery, in available space, so that they will be ready for sale and burial at short notice.

A single lot is normally 9'x4'. The actual size of the lot may vary depending on the cemetery. The cost of a lot with perpetual care included is \$500. There will be an additional fee of \$100 paid to the Town of Hawley at the time of every burial. The buyer and the AA shall agree on the selection of an empty lot or lots and payment will be made to the Town of Hawley. The AA shall issue a completed receipt and a completed deed to the buyer, retaining town copies, and enter the sale into the Hawley Cemetery Log computer database, and cemetery map. The deed and receipt shall include the following information: the date of transaction, specific location of the lot, name of purchaser and contact information, date of birth of the person to be buried there, date of death (to be completed upon the event), next of kin and that person's contact information. The deed shall, in addition, include the name of the owner of the lot. Both documents shall state that when a lot is purchased the

buyer is purchasing burial rights only; the land itself remains the property of the Town of Hawley.

When a death occurs, the funeral home shall contact the town office to inform the AA of the need for a burial and confirm the lot to be used for burial. The AA will ensure that the lot is staked for excavation within the proper time frame. For a casket burial, the family of the deceased is responsible to purchase and arrange for excavation and closing of the grave.

In the case of cremation, the family of the deceased may choose not to involve a funeral home. In that case the family should contact the AA, who will ensure that the lot is staked for excavation. Excavation and closing the grave in such cases are the responsibility of the deceased's family, though if the family wishes, the Town of Hawley will assume the responsibilities of excavation and closing of the grave for an additional fee of \$100.

The AA or a member of the HHC must be present at all funerals or immediately after to ensure that the lot is properly closed. Any damage to adjoining lots or to the cemetery grounds is the responsibility of the excavator to rectify.