



TOWN OF WAKEFIELD, NEW HAMPSHIRE  
**CEMETERY TRUSTEES**  
2 HIGH STREET, SANBORNVILLE, NEW HAMPSHIRE 03872

(603) 522-6205

# **WAKEFIELD CEMETERY TRUSTEES**

## **Adopt - A - Cemetery Program**

### **Rules & Regulations**

There are a number of cemeteries up for adoption. If you'd like to volunteer for this project, contact the Wakefield Cemetery Trustees and we will help you get started. It is important that you contact us prior to any work --- this is to prevent any duplication of effort.

Wakefield Cemetery Trustees  
Phil Twombly  
Phone: (603) 522-3582

Adoption involves 3 steps:

**First, get permission from the owner of the cemetery.**

This is especially important if this is a private cemetery, or on private land.

**Second, visit the cemetery.**

Take several pictures.

Record all information from all stones.

Be sure to note the location of the stones. Genealogist will thank you for two reasons:

1. Often family members are buried near each other.
2. Knowing the location of the stones facilitates any visits made to the cemetery.

**Third, type up all of the information** in Microsoft Word (if possible), and send it to the Wakefield Cemetery Trustees, along with the photos. Include your contact information, and keep a copy of all the information for yourself.

Wakefield Cemetery Trustees  
2 High Street  
Sanbornville NH 03872

# **Rules and Regulations**

- 1. All adopting individuals or organizations must sign an Adopt-A-Cemetery Program Application.**
- 2. The Wakefield Cemetery Trustees will have final approval on all cemeteries adopted.**
- 3. Participants must be at least 6 years of age and children below the age of sixteen (16), must be accompanied by a responsible adult while in the cemeteries. The trustees, sexton, nor the Town of Wakefield, will be held responsible for any damages caused by children, including but not limited to: memorials, plants, flags, holders, new grass, and any other object within the cemetery boundaries. Cemetery grounds ARE NOT a place for children to play.**
- 4. All domestic animals (i.e.: dogs, etc.) brought to any of Wakefield's cemeteries, must be under the control of it owner or on a leash at all times. Neither the trustees, nor the Town of Wakefield will be held responsible for damage done by animals or persons visiting these hallowed grounds. Also, it is required that owners will pick up any waste that may be left behind by their animal(s).**
- 5. State Law prohibits any person from writing upon, defacing, or injuring any monument, stone, marker or structure in, or belonging to the cemeteries.**
- 6. No "rubblings" to markers, stones, structures, or monuments without written permission from the Trustees, as rubblings can create damage.**
- 7. All visitors to the cemeteries will adhere to the New Hampshire rules of cemetery etiquette:**
  - A. Take only photos, leave only footprints.**
  - B. Do not touch memorials or artifacts.**
  - C. Do not bring alcohol, weapons, or entertainment items into cemeteries.**
  - D. Show respect for the dead.**
  - E. Supervise your children & teach them to respect the dead.**
  - F. Keep pets under control & clean-up after them.**
  - G. Do not litter, including cigarette butts.**
  - H. Promptly report suspicious activities or vandalism to local authorities.**
- 8. Commercial organizations cannot display any product I.D., address, or phone number.**
- 9. All organizations must be approved for the Adopt-A-Cemetery Program.**

## **Procedures for Cleaning a Non-Perpetual Care Cemetery**

1. The Wakefield Cemetery Trustees will define the burial boundaries; limitation of clean-up; unusual features such as fieldstone marked graves, brick lined borders, depressions, etc., and trees and brush which may be cleared. The manner in which the trees and undergrowth may be disposed will also be clarified.
2. There is to be absolutely **NO** subsurface disturbance at any time within the established boundaries and buffers of the cemetery.
3. There is to be absolutely **NO** disturbance of any stones, whether they are carved headstones, or fieldstone markers, brick or stone borders, unless directed by and under the supervision of the Wakefield Cemetery Trustees.
4. Small trees designated for removal will be marked by the Wakefield Cemetery Trustees. This will be done at the first on-site meeting between the parties, and be thoroughly explained, understood and agreed upon by all parties.
5. Methods for removing obnoxious weeds and shrubs will be shown to the clean-up group by the Wakefield Cemetery Trustees. The climbing vines and those with runners will be snipped into short sections and carefully pulled. They **MUST NOT** be yanked in long runners, as they can upset a fieldstone or rock/brick border.
6. No repair, removal, replacement or addition of fences or other means of enclosure will be allowed **UNLESS** agreement has been reached and permission to proceed has been given by the Wakefield Cemetery Trustees.
7. Location of graves will be marked so as to avoid damage to them during clean-up.
8. Please maintain an attitude of respect for those persons who are buried in these cemeteries. Do not sit on headstones or leave paper/food trash scattered.
9. The following tools, supplies and equipment **WILL** be acceptable for use in the cleaning procedures:
  - Leaf blowers
  - Axes
  - Chain Saws
  - Leaf Rakes
  - Lopping Shears
  - Hand Trimmers (i.e., rose trimmers)

**Plastic bags (for leaf collection)**

**10. The following tools and equipment WILL NOT be acceptable in any way for the cleaning procedures:**

**No Tractors or Heavy Equipment**

**No Rototillers**

**No Trowels**

**No Shovels or Digging Apparatus of any sort**

**No Steel Tooth Rakes**

## **SUGGESTIONS:**

**Do take time to read the inscriptions on the headstones (if there are any there), record the information from the stones and describe the style (square, rectangle, obelisk, etc.) and material they are constructed from (granite, marble, agate, cement, fieldstone, brick, wood, etc.). Lookup the names in the local history and genealogical books available at our local and county libraries, and learn a little about these early residents of Wakefield. Read about the burial customs used during the time of their demise. The Wakefield Cemetery Trustees will greatly appreciate copies of any reports of information gathered. This information will be put on file with the official documentation concerning the cemetery site.**

**Cemeteries are a non-renewable cultural resource. So let's take care of these unique pieces of history, and please take pride in yourself for having cared enough to help those who came before us and started this place where we live called Wakefield.**

Revised: May, 2014