

The following policy and procedures (*revised and approved 12/10/08*) will be followed for all Town of Enfield cemeteries:

- **Lots** - A fee of three hundred dollars (\$300) per plot shall be charged for the sale of plots in any of the Town's cemeteries.
- **Interment** - A fee of four hundred and fifty dollars (\$450) for opening and closing a plot shall be charged and paid to the cemetery grounds coordinator. If the burial is after 3 PM on weekdays or anytime on Saturdays, the fee will be five hundred and twenty-five dollars (\$525). There will be no Sunday burials.
- **Ash burials** - A fee of two hundred and seventy-five dollars (\$275) will be charged for ash burials.
- All tasks associated with burials will be taken care of and coordinated by the Cemetery Coordinator within 48 hours of notification or by the date requested, if that request date is beyond the 48-hour notification period.
- **Foundations** - A fee of fifty-five cents (\$0.55) per square inch will be charged for the head stone foundation. The foundation can provide no more than a 3" boarder around the headstone, which will be coordinated with the headstone dealer.
- The cemetery grounds coordinator will coordinate with a local excavator for the opening and closing of the plot.
- The cemetery grounds coordinator will coordinate with a local contractor for the foundation installation.
- All incoming funds pertaining to the cemetery plots will be deposited into the cemetery fund account, and recorded accordingly, with the plot owner's name and cemetery name.
- All expenses pertaining to the cemetery plots will be paid for out of the cemetery fund account, and recorded with the plot owner's name and cemetery name.
- All financial transactions will be handled through the Town Supervisor, who will also maintain the financial records and report monthly to the Town Board.