



**Town of Milton Cemetery Trustees**  
**Adopt-a-Cemetery Care Guidelines**  
**Volunteer Agreement**

**[Important: This document authorizes the individual named to participate as a volunteer for the Town of Milton as described below. In addition, this document contains important terms and conditions regarding liability and immunity. Do Not Sign this document if you have questions or if you are uncertain as the nature of the rights specified.]**

Thank you for volunteering your time and energy to help us maintain the cemeteries in and around Milton and Milton Mills. Your assistance, along with many other volunteers, and the town crews is critical for the reasonable maintenance of all our cemeteries. Please plan to clean up your adopted cemetery at least twice a year; once in the spring and then again in the fall. Your cleanup should include raking leaves, pine needles, and picking up branches and any other garbage or debris. Extreme care should be taken not to damage any headstones, grave markers, or any other monuments within the cemetery. New Hampshire law protects cemeteries (New Hampshire Revised Statutes Annotated, Title XXVI, Cemeteries; Burials; Dead Bodies, Chapter 289 – Cemeteries; Title LXII, Criminal Code, Chapter 634 – Destruction of Property; Chapter 635 – Unauthorized Entries; and Chapter 637 – Theft). There is also a great deal of information available regarding the preservation of cemeteries through the New Hampshire Old Graveyard Association. Contact us about any questions, concerns, or problems as soon as they come up.

In performing the specified volunteer service, I acknowledge:

- that I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks required with or without reasonable accommodation;
- that I have acquainted myself with what is required to perform those tasks, and represent that I have the skill and ability to perform them with or without reasonable accommodation;
- that I assume full responsibility for my own safety, and I release and hold harmless the Town, its agents, employees, and officers, from any and all claims of any nature for any illness, bodily injury, or personal injury to me or damage to my property arising in any way from my participation in the above described activity, except when such injury or damage results from the negligence of the Town or its agents;
- that I perform the services with care and regard for the safety and security of the person and property of others, and to the extent that any immunity associated with this volunteer position under New Hampshire law is waived or otherwise not applicable due to gross negligence or wanton or intentional conduct attributable to me, I agree to indemnify and hold harmless the Town, its agents, employees, and officers from any and all claims of any nature arising there from.

I further acknowledge:

- that this release is binding upon my heirs, successors or assigns, that I have read the foregoing and understand its significance, and that I have executed this document voluntarily; and that I will perform the volunteer service in compliance with the standards and specifications established, or approved, by the Town of Milton, and will honor the direction of the Town of Milton officials to suspend or terminate service;

I (Print) \_\_\_\_\_, agree to provide care for the following cemetery or burial ground (Name and location \_\_\_\_\_) in accordance with the guidelines provided below *and to the satisfaction and under the supervision of the Milton Cemetery Trustees*. I also understand that I assume all risks associated with these duties and shall not hold the Town of Milton or the Milton Cemetery Trustees liable for anything that may happen to me while performing this care. Either party may end this agreement by contacting the other in writing.

\_\_\_\_\_  
(Signature of Applicant/Date Signed)  
Address: \_\_\_\_\_  
\_\_\_\_\_

Tel/E-Mail: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair, Milton Cemetery Trustee/Date  
Address: 1218 White Mtn. Highway  
Milton, NH 03851

Tel/E-Mail: (603) 534-1245  
[ridgetopfarm@metrocast.net](mailto:ridgetopfarm@metrocast.net)

\_\_\_\_\_  
Property Owner/Date

## Do's

1. Remember, the cemetery you have adopted is sacred ground; as the history of our community and as a remembrance of lives now past. Keep that in mind as you work there. Most cemeteries have public access, for those that don't, contact Milton Cemetery Trustees for information. For cemeteries located on or surrounded by private property, it is important to contact the property owner and ensure they understand what you are doing and get their input on how to access the cemetery.
2. Pick up and remove all paper trash, soda cans, etc.
3. Rake the leaves, pine needles, and pick up fallen branches off the cemetery. Mow the grass and carefully remove grass clippings from the stones (blower or soft brush). In most cases, you should be able to simply move this natural debris off the cemetery and place it along the outer edge of the cemetery. At any rate, you should discuss where to place natural debris with the landowner. You should also sift through the debris carefully for any small pieces of headstones, footstones, monuments, obelisks, or pieces of old flag stands (either metal or wooden) from many different organizations, that may have fallen off or were broken off for one reason or another.
4. Replace any stones or rocks onto the stone wall surrounding the cemetery, if it appears they originally belonged there. Cemeteries may also be enclosed with metal poles strung horizontally and placed within granite pillars. Sometimes the metal poles will have fallen out, it is ok to try and replace the poles into the holes in the granite pillars. You may paint any metal part of the enclosure with only Rust-Oleum flat black paint; and any wooden enclosure with a flat, water-based latex white paint. Do not use spray paint, only use a brush to apply the paint.
5. Completely remove all low brush and shrubs from the cemetery. Try and pull up as much of the root structure as possible.
6. The Milton Cemetery Trustees would very much appreciate a notification when you visit and/or work in your adopted cemetery. A short note or report can be sent via e-mail or surface mail to the Chair of the Milton Cemetery Trustees.
7. Contact the Milton Cemetery Trustees if you have any questions, concerns, or issues concerning your adopted cemetery.

## Don'ts

1. Do not remove any object from the cemetery that appears to be part of the cemetery. This would include, but is not limited to, whole or parts of any headstones or footstones, monuments or obelisks, or any metal or wooden flag stands.
2. Do not attempt to clean off any headstone, footstone, monument or obelisk. The lichen you see growing on these objects has roots which, if removed, will leave microscopic holes in the object it is attached to. Over time, precipitation can easily get into these small holes and will freeze in the wintertime. Over the years, this moisture repeatedly freezing and thawing, will cause small bits of the object to flake away. Eventually, this will render the stone unreadable and may cause it to break apart.
3. Do not make any repairs to any object in the cemetery that is in any way damaged. Contact the Milton Cemetery Trustees if you are uncertain or have any other questions.
4. Do not build or erect any building or other permanent object within twenty-five feet of a cemetery. New Hampshire State Law states that there must be a twenty-five foot buffer zone completely surrounding any cemetery.
5. Do not perform any headstone or footstone rubbings. It is against New Hampshire State Law.
6. Do not plant anything except perennial flowers without first getting approval from the Milton Cemetery Trustees.