



## SALEM PUBLIC WORKS DEPARTMENT

December 12, 2017

**RE: Scheduling of Burials in the Town of Salem, NH**

Dear Funeral Directors and Staff,

Please be advised that the following rules **must be adhered to** before a funeral is scheduled with the Town of Salem, NH.

- A request must be made **72 hours** prior to the scheduling of the funeral.
- **Do not** finalize plans for the funeral before talking to the Cemetery Foreman; (example scheduling church, placing notice in newspaper, confirming with family, etc.)
- Effective December 1<sup>st</sup>, the winter rate is **\$150** in addition to the normal charges.
- We are extremely busy during the winter months and we will schedule your funeral when the time permits. The Cemetery staff in addition to the Cemetery is also responsible for the care and maintenance of all Town parks and properties and are also required to plow during storms, they do not just handle the Cemetery, therefore staff is limited
- Winter storms take priority over funerals.

Please feel free to contact the Cemetery Foreman if you have any questions. We appreciate you adhering to these rules. Failure to do so, could result in your burial not being granted for the time you arranged without scheduling with us first.

Sincerely,

Dave Wholley,  
Deputy Director  
Department of Public Works