

TUFTONBORO CEMETERY TRUSTEES BYLAWS

MISSION: The mission of the Town of Tuftonboro Cemetery Trustees is to execute all the powers and duties as defined in NH RSA 289.

- A. The Trustees will prepare certificates of Right of Burial for the governing body to sign.
- B. The Trustees shall be responsible for the sale of cemetery lots. They shall keep accurate records regarding the use of all funds associated with operations, all lots sold, the location of all internments at cemeteries owned by the Town, and any/all trust funds expenditures.
- C. The Trustees will develop Cemetery Rules and Regulations, for operating and maintaining in good condition the cemeteries within their jurisdiction, now and hereafter, and to preserve the sanctity of local burial grounds. It is the intent that if any provisions of these policies are held to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity of the remaining provisions or parts thereof.
- D. The Trustees will meet once a month at a minimum, and as needed to ensure their responsibilities are being fulfilled.


Article II – Responsibilities:

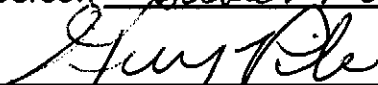
- A. The Trustees will elect a Chairperson and a Secretary at the first meeting following the election of a new or existing Trustee. The Chairperson shall preside at all meetings ,may call special meetings above those regularly scheduled, and shall issue notice of all meetings no less than 24 hours in advance. The Secretary shall keep a permanent, true and accurate record of all meetings of the Trustees and shall make available copies of minutes within 5 working days after the regularly scheduled meeting.
- B. The Trustees will prepare an annual budget indicating what support and maintenance of the municipal cemeteries will be required out of public funds, for submission to the Budget Committee. A separate budget request shall be submitted for any proposed warrant article(s) and/or capital improvements of an existing cemetery. The Trustees shall expend all monies raised and appropriated by the Town of Tuftonboro for cemetery purposes.
- C. The Trustees will expend income from any cemetery trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by the Town. Such trust funds will be held in the custody of the Trustees of the Trust Funds. The trust income shall be transferred to the Cemetery Trustees by the Trustees of the Trust Funds in response to vouchers executed by the Cemetery Trustees, if the funds are available.


Such trust funds income shall not be comingled with the monies raised and appropriated by the Town.

- D. The Trustees will make recommendations to the Board of Selectman for abandonment of neglected cemeteries within the Town on Tuftonboro, pursuant to NH RSA 289:19. Upon the completion of proper procedure, pursuant to NH RSA 289:20, the Trustees will manage said cemeteries.
- E. The Trustees shall be responsible to hire, supervise and periodically review the performance of a Cemetery Sexton, who may not be a Trustee.
- F. The Trustees will hire, supervise and periodically review the performance of an experienced and reputable landscape maintenance professional, for the purpose of maintaining all cemeteries, now and hereafter, as directed by the Trustees.
- G. The Trustees shall be available to provide guidance and advice to owners of private cemeteries regarding NH State Statutes governing cemeteries.
- H. The Trustees will annually review the bylaws. These bylaws may be changed or amended as the Trustees see fit, by majority vote of the Trustees as a whole, at any regular meeting.

Article III – Standard of Conduct: Trustees shall avoid any possibility of conflict of interest; neither any Trustee nor any member of a Trustee’s family shall receive any gain by reason of dealings with any municipal cemetery within the Town of Tuftonboro.

Susan Weeks, Chairperson 

Guy Pike, Trustee 

Charlotte Allen, Trustee 

Approved and enacted: 8/1/2017