

ADMINISTRATIVE CODE

Cemetery Committee

A. Membership

Five members appointed by the Town Manager with staggered three-year terms. The Committee elects a chairman and clerk.

B. Duties and Responsibilities

1. The Committee is responsible for the operation of all town cemeteries and burial grounds and establishing the policies and regulations for such.
2. Provide policy guidance to the Director in the care and management of all public burial grounds in the town, including the laying out of lots and subdivisions, providing proper paths and ways, plantings, embellishing, ornamenting, and fencing the grounds, erecting suitable edifices and conveniences, making convenient improvements, and making regulations subject to approval of the Town.
3. Convey cemetery lots by deed to residents of the Town, exercise repurchase options for such lots, prescribe and enforce conditions or covenants of sale, and accept on behalf of the Town any conveyance or devise of rights, title, or interest in or to any lot in a town cemetery.
4. Under direction of the Trustees of Town Donations, utilize the income from gifts or bequests to the town for the care and preservation of the benefited lots and structures thereon and secondly for the general purposes of the Town's cemeteries; also, transfer all proceeds from sales and lots or rights of burial to custody of the Trustees of Town Donations, and utilize the income and principal thereof for the general purposes of the Town's cemeteries; and render an annual account of all receipts and expenditures.
5. In case of the death of a proprietor of a cemetery lot and default of his heirs to designate one of their number to control the use of the lot, the committee shall hold a hearing of the parties entitled to control of such lot and shall designate which of such parties shall represent the lot.

6. Cooperate with the Board of Health in enforcement of board regulations concerning burial grounds and interments and in closing tombs, burial ground, or cemeteries for public health reasons; and cooperate with the Massachusetts Department of Public Health in receiving approval for erection of community mausoleums, in supervising such mausoleums, and in removing bodies for health reasons from such mausoleums.
7. Comply with all requirements of law concerning certificates for burial or removal of human bodies and cremated remains before permitting any such burial or removal in or from burial grounds of the town.
8. Make recommendations on the acquisition of property for department functions.
9. Provide policy guidance and make recommendations to the Director on improving the organization and operational effectiveness of the department.
10. Assist the Town Manager in the appointment of the Director.
11. Review the annual budget and capital improvement program for the cemetery as submitted by the Director and submit them to the Town Manager with its recommendations.
12. Recommend to the Director cooperative arrangements with other towns and with private persons or bodies for the provision and operation of the town facilities and programs, and serve as the town's liaison with other governmental units and private bodies in matters relating to the Committee's responsibilities.
13. Assist the Director in special studies relating to cemeteries.
14. Submit an Annual Report for incorporation in the Annual Town Report.
15. With approval of the Town Manager, appoint special advisory committees to the Committee.