

TOWN OF JAFFREY
CEMETERY COMMITTEE

Article I

Section 1 - Creation and Authority

Pursuant to Chapter 41 of the laws of the State of New Hampshire the Board of Selectmen hereinafter referred to as the Board, may assemble, create or abolish committees, for the purpose of assisting the Board in matters of community interest.

Therefore, the Board of Selectmen having deemed it desirable to create such a committee hereby appoints and authorizes the formation of a committee which shall henceforth be officially known as the **Cemetery Committee**.

The Committee shall be advisory in nature and shall serve at the pleasure of the Board of Selectmen. The Committee's charge and composition may be altered from time-to-time as the Selectmen may deem appropriate.

Article II

Section 2 - Mission

Taking direction from the Board of Selectmen, the Committee shall be responsible to assist the Town in the operation, management, maintenance, and preservation of Jaffrey's publicly owned cemeteries (both active and inactive), the repair and conservation of the memorials, markers and landscape elements situated in these cemeteries, and in the keeping of records pertaining to such and to interments, sales and transfers of lots, and other such data, and in any other matters related to the Town's cemeteries. This mission is to be accomplished through recommendations made by the Committee to the Town Manager and to the Director of Public Works with specific regard to but not necessarily limited to:

- Cemetery Rules and Regulations
- Fees and charges
- Maintenance and operations including gravestone repair
- Recordkeeping and data management
- Other areas of concern that may be deemed necessary or appropriate

As this Committee is advisory in nature, it shall take no action that might in any way result in the expenditure or obligation of public funds. All such recommendations are to be directed through and approved by the Director of Public Works.

Article III

Section 1 - Membership

The Board intends that this Committee shall represent the best long-term interests of both the Town and its cemeteries. Therefore, the Board directs that the Cemetery Committee shall be composed of the following:

Jaffrey Historical Society - One (1) representative
Cournoyer Funeral Home - One (1) representative
American Legion/Veterans of Foreign Wars - One (1)
representative from each or one to serve for both
Board of Selectmen - One (1) representative
Members At Large - Up to five (5) selected from interested
citizens of the Town
Director of Public Works, *ex officio*, and/or his
designee(s)

Section 2 - Terms of Service

The Board of Selectmen shall appoint each of the persons/positions noted above. Members-at-large shall be appointed for terms of three years. All other appointments shall remain in place indefinitely until such time as the Board may appoint their replacements.

Should a vacancy occur at any time, the Board of Selectmen will appoint a replacement for the unexpired portion of the term.

Article IV

Section 1 - Meetings

The Committee will meet according to a schedule that it may deem necessary. However, in no case will it meet less than twice (2) each calendar year.

The Committee shall visit and inspect the active Town-owned cemeteries at least once a year and report on their condition to the Director of Public Works.

The Committee shall meet with the Town Manager and the Director

of Public Works no later than November 1st of each year so as to discuss its recommendations for the ensuing year related to cemetery policy, cemetery rules and regulations, contractor performance, cost projections, recordkeeping, warrant articles related to cemeteries, etc. This information shall be considered by the Town Manager and the Director of Public Works when preparing the overall annual budget for the Town.

The Committee shall not meet or conduct any business without a majority of its membership being present.

Minutes of each meeting shall be kept and made available to the public within the period of time required by law. Approved minutes will become a permanent record of the Town.

Section 2 - Voting

Prior to taking any action the Committee shall obtain the affirmative vote of a majority of its membership present at any duly called and announced meeting.

In all cases where the Committee wishes to make a recommendation regarding an expenditure, policy adoption, etc., the membership shall be polled for its vote, i.e., yes/no/abstain. Matters shall, if passed in the affirmative, be communicated to the Town Manager and the Director of Public Works.

Section 3 - Conduct of Meetings

During each calendar year, the Committee shall nominate and appoint at any duly called and announced meeting, its Chairperson by popular election.

It shall be the responsibility of the Chairperson to conduct each meeting and to record the minutes.

Article V

Section 1 - Prior Resolutions

This resolution supplants any other resolutions previously adopted and/or implemented by the Board of Selectmen related to a Jaffrey Cemetery Committee.

Article VI

Section 1 - Amendments

This resolution may from time-to-time may be amended as recommended and approved by the Board of Selectmen.

NOTE FOR CLARIFICATION

The Cemetery Committee has existed since 1991 when it was created by the Selectmen and the Town Manager. It was largely inactive until July 31, 1997 when it was re-established by a charge issued by the Selectmen. Since then the present committee has been operating under that charge:

"In order to provide involvement from the residents of Jaffrey, we, the Jaffrey Board of Selectmen do hereby establish a Cemetery Committee. The purpose of this Committee will be to advise and assist the Town Manager and Public Works Director on the care and maintenance of all the cemeteries owned and maintained by the Town of Jaffrey. The purpose of the Committee, and its authority, does not extend into the authority of the Town Manager as established by RSA 37. The Committee will meet on a regular basis established by a need as determined by the Committee and/or Town Manager. The Committee will consist of five members, three members appointed on an at-large basis, one member as recommended by the VFW, one member as recommended by the American Legion, one member as recommended by the Historical Society, one member from Cournoyer's Funeral Home and one Selectmen. The terms of the Committee members will be three years in length."

Approved by the Board of Selectmen as its meeting on Monday April 13, 2009.