

Town of Chichester, NH

Cemetery Trustees

By-Laws

1. The cemetery trustees will be elected for a three year staggered term. (In the event of a vacancy the Selectmen have the authority to appoint a member to fill the remainder of the vacant term.) RSA 289.6
2. The Officers shall be chairperson, bookkeeper and secretary. The duties shall commence on the first meeting after town meeting.
3. The Trustees will meet - dates to be determined by the Trustees.
4. Trustee Duties Include:
 - a. Issue Right-to-Inter contracts and oversee placement of cornerstones. Update cemetery map.
 - b. Tour all cemeteries once a year and prepare a report of findings. At year end, review report and update, noting any improvements made.
 - c. Prepare a RFP for maintenance/upkeep of public cemeteries and arrange for maintenance/upkeep of private cemeteries when appropriate and when funds are available.
 - d. Award the bid.
 - e. Prepare and execute Maintenance Contract.
 - f. Arrange for extra maintenance/upkeep as necessary.
 - g. Supervise the maintenance/upkeep.
 - h. Annually purchase U.S.A. flags and before Memorial Day have them placed on Veterans' graves in all cemeteries. Update list of veterans. Flags will be removed after Veterans' Day
 - i. Review temporary flag display applications.
 - j. Keep a record of all burials – cemetery and lot.
 - k. Handle correspondence and complaints.
 - l. Prepare budget annually.
 - m. Approve invoices.
 - n. Enforce cemetery rules.