



**Town of Candia
Cemetery Trustees
74 High Street
Candia, New Hampshire
03034**

Bylaws

Authority

In accordance with Chapter 289 of the NH Revised Statutes, every municipality shall provide one or more suitable cemeteries for the interment of deceased persons within its boundaries. The operation and maintenance of all cemeteries owned and maintained by the municipality shall be in the charge of the cemetery trustees. The Candia Town Meeting voted In March 2014 to have a five (5) member elected board of cemetery trustees.

Officers

Trustees shall organize by electing one of their number chairperson and another bookkeeper, who shall keep the records and books of the trustees, and shall issue vouchers as necessary for funds to be expended. The chairperson and the bookkeeper may be the same member.

Powers and Duties

Cemetery trustees shall:

- (a) Adopt bylaws and regulations for their transaction of business and for the establishment and management of all municipal cemeteries within their responsibility.
- (b) Prepare an annual budget indicating what support and maintenance of the municipal public cemeteries will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for planning and establishment of a new public cemetery and for capital improvements or expansion of an existing public cemetery.
- (c) Expend all moneys raised and appropriated by the municipality for cemetery purposes. Such funds shall be maintained in the general fund and paid in the same manner that funds of other municipal departments are paid.
- (d) Expend income from all trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by the municipality. Such trust funds shall be held in the custody and under the management of the trustees of trust funds. The trust income shall be transferred to the cemetery trustees by the trustees of trust funds in response to vouchers executed by the cemetery trustees, if the requested funds are available. Such trust fund income shall not be commingled with the moneys raised and appropriated by the municipality.
- (e) Prepare deeds of cemetery lots for the governing body to sign.

Meetings

Meetings are at the call of the chairperson. The cemetery trustees are currently scheduled to meet monthly on the 3rd Thursday of each month. Meetings shall conform fully with NH RSA 91-A.

Quorum

The quorum for any meeting is three (3) members. Decisions by the cemetery trustees require a motion, second and approval by a majority of the members present and voting.

Chairperson

The chairperson, or their designee, sets the agenda for and presides at all meetings of the cemetery trustees. They are responsible for ensuring that the duties and responsibilities of the cemetery trustees are carried out in an efficient, orderly and timely manner. They or their designee(s) provide the necessary interfaces with other officials and the public in the performance of those duties and responsibilities. They shall be responsible, in coordination with the bookkeeper and the other cemetery trustees, for the development, preparation and maintenance of the required budget(s), bylaws and regulations for review and approval by the cemetery trustees and/or the Town Meeting.

Bookkeeper

The bookkeeper shall prepare a draft of the annual operating budget and a separate budget for capital improvements, if applicable, for the review and approval by the cemetery trustees before submission to the appropriate agency of the municipality. They shall ensure that all moneys raised and appropriated by the municipality for cemetery purposes are properly recorded and expended, including any income from trust funds for cemetery purposes. They shall prepare the vouchers necessary to effect the proper transfer of trust fund moneys to the cemetery trustees by the trustees of trust funds. They shall prepare deeds for the sale of cemetery lots for the governing body to sign and shall prepare and maintain such other records of the cemeteries as are required by statute or necessary for the cemetery trustees to properly carry out their duties and responsibilities.

**Revised & Re-adopted by the Cemetery Trustees at their May 21, 2015 meeting.
Effective May 21, 2015**