

**Town of Shaftsbury
Cemetery Committee Responsibilities
March 2010**

Shaftsbury cemetery matters are the responsibility of the Select Board. Day-to-day management and supervision of the Cemetery Superintendent is the responsibility of the Town Administrator. The Town is responsible for five cemeteries within its boundaries:

Village Cemetery
Center Shaftsbury
Maple Hill Cemetery
Waite Cemetery
Little Rhode Island Cemetery

The role of the Cemetery Committee is to assist the Select Board in fulfilling its responsibilities for Shaftsbury's cemeteries in accordance with Vermont State Statutes, the Secretary of State's manual "Digging Deep", and the Shaftsbury Cemetery Bylaws. A volunteer Cemetery Committee shall be appointed annually by the Select Board. After appointments are made, the Cemetery Committee shall elect a chairperson from its appointed members. The chairperson shall preside over the duly warned public meetings of the Committee. The chairperson shall also ensure that minutes of each meeting are taken and provided to the Town Administrator for archiving after approval by the Committee.

It is expected that the members of the Cemetery Committee will attend scheduled meetings on a regular basis, will participate in discussions and the work of the committee, and will abide by all policies and procedures set by the Town including the Conflict of Interest Policy.

The Cemetery Committee shall advise and assist the Select Board in the following ways:

1. Annually assess the needs and condition of Town Cemeteries to ensure they are kept in good repair including stones, roads, fences, entrances, flagpoles, and flags
2. Recommend repairs, renovations and improvements to Town Cemeteries
3. Review and recommend policies, procedures and fees for the proper care, operation and documentation of Town Cemeteries
4. Review Cemetery Maps, inventory available lots for sale, and determine the need for additional space
5. Review and report the proceeds of sales and investments to the Select Board
6. Recommend policies for the burial of indigent people
7. Develop, review and recommend a job description for the Cemetery Superintendent
8. Advertise, interview and recommend a Cemetery Superintendent candidate to the Select Board as needed
9. Voting members of the Cemetery Committee shall not serve as Cemetery Superintendent
10. Annually evaluate the performance of the Cemetery Superintendent and report the Committee's findings to the Select Board
11. Advertise, interview and recommend candidates to fill Committee vacancies
12. Annually develop and recommend a budget for the proper care, operation and improvement of Shaftsbury's Cemeteries
13. Annually prepare a report of cemetery operations including detailed financial statement, listing of committee work and needs of the cemetery for the Town Auditors to publish in the Town's Annual Report.