# BYLAWS AND REGULATIONS

TOWN OF RANDOLPH CEMETERY TRUSTEES

Revised

The following Bylaws and Regulations for the Randolph Cemetery Trustees were revised from those dated June 15, 1 995 and approved by the duly elected trustees on October 1 9, 2011.

These bylaws and regulations are divided into two Sections, A and B. Section A contains those items that are specified by New Hampshire State Law RSA 289. Section B contains those rules and regulations that are specific to Randolph.

Section C gives the steps involved in the process of purchasing a cemetery plot



# SEC T ON A - NEW HAMPSHIRE LAW

SECT ON B - RANDOLPH RULES & REGULAT ONS

SECTION C - PROCEDURE FOR OBTAINING BURIAL PLOTIN RANDOLPH

**SECTION A - By Laws Pursuant to R.S.A. 289**

1. There will be three Cemetery Trustees elected to serve a staggered three year term at the Annual Town Meeting. Vacancies are filled at end of those terms by vote.

1. From the three, Trustees appoint one to serve as chairperson, one as bookkeeper to keep records, books and forms required for the purchase of a plot. The bookkeeper also collects the money and submits to the Trustee of the Cemetery Trust Fund upon sale. The third appointee will act as secretary of Trustees, recording minutes of each meeting and submitting a copy to the Town Clerk for public record. The secretary is also responsible for keeping the Rules and Regulations current to RSA 289. These responsibilities are interchangeable if necessary.
2. Trustees meetings must have a quorum present (2 out of the 3 Trustees),

and will be open to the public with notice of the meeting made available at least 24 hours prior to the meeting. Minutes of these meetings will be available for public viewing within a week of the meeting and will be filed in the office of the Town Clerk.

1. Trustees must prepare an annual budget indicating what support and maintenance of the cemeteries will be required from public funds for submission to the Selectmen. They must also submit a separate budget for capital improvements or expansion of existing cemeteries when appropriate.
2. Expend all moneys raised and appropriated by the Town for cemetery purposes. Expend income from trust funds for cemetery purposes in accordance with the conditions of each donation to the Trusts. Trust income shall be transferred to the Cemetery Trustees in response to vouchers executed by the Cemetery Trustees if the requested funds are available.
3. Cemetery Trustees may appoint a Cemetery Sexton or Custodian (not a trustee) and who will be responsible to the Cemetery Trustees for supervising work done in the cemeteries.
4. Burial permits issued by the Trustees are required for the burial of every human body. NOTE: NH law does not refer specifically to cremation burials, but because of a New Hampshire requirement that cemetery trustees keep records of "every burial" - see SECTION B # 5 - permits for cremations are also required.

**SECTION B - RANDOLPH REGULATIONS & DUTIES OF TRUSTEES**

1. A quorum consisting of a majority present is required for a Trustee meeting.

1. Upon approval of the majority, the Bookkeeper Trustee will be authorized to sign contracts related to expenditures for the cemetery.
2. Clerical work associated with the maintaining of books and records of the Cemetery Trustees may be delegated to staff employees of the Town, but the Cemetery Trustees maintain full responsibility for the accuracy and completeness of such records.
3. The Cemetery Trustees may accept proposals compliant with the RSA's for cemetery projects where the Town is fully reimbursed by private and non-municipal sources as donations to the town without involving the procurement process of competitive bidding.
4. Randolph residents, full time or seasonal, who own property in the town or once owned property in the town, may apply through one of the Trustees for an APPLICAT ON FOR RIGHT TO I NTER.
5. Once approved and purchase has been made, the ownership of said plot is transferred through the CERT F CATE FOR RIGHT TO BUR AL. This CERTIFICATE will be necessary to confirm other “rights to burial" in same plot until the

allowed number of burials has been reached (see #8). All burials in that plot, however, requires an approved APPLICAT ON TOINTER by Trustees.

1. All single cemetery plots in Randolph Hill Cemetery measure 6 ft x 10 ft - to accommodate one (1) full burial plus three (3) cremation burials. Owner has the option, in lieu of a full burial, to have up to six (6) cremation burials in a single plot. The cost of one plot is $525, covering paper work for first burial.
2. Application for sale of plots to non-residents of Randolph may be considered by the Trustees to determine the relationship of the applicant with Randolph. A majority vote will be required for approval of all sales. All Applications for Right to Bury should be made through one of the three Cemetery Trustees. Once approved, the purchase will be verified with a Certificate of Right to Inter.
3. New Hampshire law requires burial permits for full burials and records of all burials within a town's cemetery, including cremation burials. Additional burials in a purchased plot requires an approved Application to Inter along with the family’s Certificate of Right to Burial, which identifies plot number and location. For multiple cremation burials in purchased plot, documentation of where other cremated remains are within a plot should be identified by a flat grass marker before the burial takes place. (See #7)
4. For full burials, graves may be opened and closed only by an undertaker. Full vaults are required for all casket burials. Burial of cremated remains require an APPLICAT ON TO BURY from one of the Trustees but do not require an undertaker. A container of some sort for cremated remains is required but a vault for container is optional.
5. For a casket burial, one large headstone proportional to size of plot can be used to identify deceased, birth and death dates. Each cremation burial must have a flat grass marker to identify burial site as well as name of deceased, birth and death dates. f owner elects to have only cremation burials in one single plot, one headstone monument, granite bench OR a natural rock of appropriate size can be placed within plot boundaries to identify the family name.
6. No plants, shrubs or trees may be permanently planted on plot without the consent of Trustees. Artificial flowers and wreaths are permitted but must be removed when appearance is no longer decorative. All containers - baskets, vases, etc. - must be removed before Thanksgiving or will be discarded at the discretion of the Trustees.
7. All funeral directors and undertakers in the area will be given a copy of these regulations to follow to help make the process easier for those involved.

These regulations will be amended from time to time to conform with any State requirements or as circumstances dictate and will be enforceable on all previous purchasers



**SECTION C: PROCEDURE FOR OBTAINING A BURIAL PLOT**

The following has been included to help those who are eligible (see Section B/5)

and wish to purchase a burial plot in the Randolph Cemetery:

1. Applicant must first obtain from Trustee an *APPLICATION FOR RIGHT TO INTER,* to be filled out and returned to Trustee for approval

2. Upon approval, Trustees help applicant review Cemetery map to determine availability to purchase. A visit to desired spot with a Trustee is helpful and advised in determining the final selection and location of a plot or plots in the preferred area. Selected plot is then marked *off* with temporary markers. A check to Randolph Cemetery Trust Fund for $525 per plot is then paid. (see B7)

1. A *CERTIFICATE OF RIGHT TO BURIAL* is then presented to applicant, along with a copy of the Rules & Regulations, to confirm purchase of chosen plot(s). Permanent markers with Applicant's initials will be made and placed by a Trustee at each corner of purchased plot(s) replacing the temporary stake marker.
2. Cemetery Trustee enters transaction of plot purchase and then forwards check to Trustee of Cemetery Trust Fund. Plot is then marked on cemetery map as purchased, using applicant's family name as identification of ownership.!.

Please note: For each additional family burial within the boundaries of said plot, an Application t o Inter is again required for approval along with a $25 filing fee.

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The Cemetery Trustees will make every effort to be available as needed to individuals seeking assistance with lot sales and location. Questions? Please contact one of the Trustees listed below:

 Bill Arnold 603-723-2438

 Suzie Lowe Santos 603-723-9341

 Raymond T Aube 603-723-6292

These bylaws may be amended by the Cemetery Trustees by a majority vote of the total membership.

ADOPTED: July 15, 1995 REVISED: October 19, 2011

