

Chapter 9

CEMETERY COMMISSION

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[HISTORY: Adopted by the Town Council of the Town of Millinocket 7-21-81 as Art. II of Ch. 5 of the Millinocket Code. Amendments noted where applicable.]

GENERAL REFERENCES

Creation of advisory commissions — See Ch. 3, § 3-27.

§ 9-1. Establishment; appointment; vacancies.

There shall be a Cemetery Commission, which shall consist of five (5) members appointed by the Town Council for five (5) years. Should a vacancy occur in said Commission, the vacancy shall be filled by appointment by the Town Council to finish the unexpired term. The present Commission shall constitute the Cemetery Commission under this chapter, and each member thereof shall serve the remainder of his or her present term.

§ 9-2. Qualifications.

Commission members shall be qualified electors of the town and shall reside in the town during their term of office.

§ 9-3. Powers and duties.

The Cemetery Commission shall have the following powers and duties:

- A. Operation of cemetery. Be responsible for the operation of the Millinocket Cemetery, within the limitations of statutory authority, the Millinocket Town Charter and the provisions of this chapter.
- B. Appointment/removal of Superintendent. Make recommendations in the appointment and removal of the Cemetery Superintendent and other cemetery employees.
- C. Employee regulations. In conjunction with the Town Manager or his designee, adopt and prescribe rules and regulations governing the duties of the Superintendent and other cemetery employees, subject to the approval of the Council.
- D. Rules governing use. Make, alter and repeal rules and regulations, subject to the approval of the Town Council, as to the use of the cemetery by the public and for such other purpose as may be required to carry out the responsibility of the Commission.
- E. Fee schedule. Recommend from time to time for Council approval prices to be charged for plots and opening and closing of graves.

§ 9-4. Meetings.

The Cemetery Commission shall, at its first meeting or as soon thereafter as possible, establish by rules and regulations a regular place and time for holding its regular meetings and shall meet regularly at least once a month. It shall also provide a method for calling special meetings. Actions of the Commission shall be recorded

by the Chairman and a copy thereof filed with the Town Council within a reasonable time after such action is taken.

§ 9-5. Chairman; Vice Chairman; vacancies.

At its first meeting or as soon thereafter as practicable, the Cemetery Commission shall elect, by majority vote of the entire Commission, one of its members to serve for the ensuing year as Chairman and one of its members to serve as Vice Chairman. The Commission may fill, for an unexpired term, any vacancy in the office of Chairman or Vice Chairman that may occur.

§ 9-6. Budget and explanatory message.

The Cemetery Commission shall submit to the Town Manager a budget and explanatory budget message in accordance with the procedure set forth in § C502 of the Town Charter and at least forty-five (45) days prior to the new fiscal year.

§ 9-7. Cemetery Superintendent; powers and duties.

The Cemetery Superintendent shall be the chief administrative officer for the Cemetery Commission and shall be responsible to the Manager for the proper administration of all cemetery affairs. He shall have the power and be required to:

- A. Control over employees. Exercise such authority as the Town Manager may grant to appoint, prescribe the duties and removal of employees.
- B. Budget. Prepare a budget annually, submit it to the Cemetery Commission and be responsible for its administration after adoption by the Council.
- C. Relation to Commission. Attend the meetings of the Commission, keep the Commission advised of the financial condition and future needs of the cemetery and make such recommendations as may seem to him desirable.

- D. **Purchasing Agent.** Act as Purchasing Agent for the Commission to the extent that the Town Manager may grant such authority in writing.
- E. **Other duties.** Perform such duties as may be prescribed by law, ordinance or required of him by the Commission, not inconsistent with this chapter, including but not limited to:
- (1) Providing for attendance at all funerals and execution of proper forms for filing with the Town Clerk.
 - (2) Operation of the vault and providing for burials therefrom.
 - (3) Maintaining the cemetery to standards set by the Town Council from time to time.
 - (4) Authorizing assignment of lots, the money to be paid by the purchaser to the Town Treasurer.
 - (5) Maintaining suitable plans and maps to locate specific burial plots and providing adequate ground reference points with respect to said plots.

§ 9-8. Compliance with Charter.

The Commission shall operate subject to all provisions of the Town Charter with respect to operation of the town offices, departments or agencies.