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## **TOWN OF BROOKLINE, NEW HAMPSHIRE CEMETERY TRUSTEES**

**P.O. BOX 360 – 1 Main Street  
BROOKLINE, NH 03033-0360**

<http://www.brooklinenh.us>

### **Cemetery Trustee By-Laws**

#### **I. Applicable Revised Statutes Annotated (RSAs)**

Brookline Cemetery Trustees shall operate in accordance with New Hampshire's applicable RSAs related to cemeteries. These include RSAs 289 and 290 as may be amended from time to time.

#### **II. Membership**

- A. Brookline Cemetery Trustees shall be elected by ballot at the annual town meeting, in accordance with RSA 289:6. There shall be three Cemetery Trustees, each of whom will serve a three-year term with the exception of the initial election of the Trustees. In the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term.
- B. Cemetery Trustees shall serve without compensation.
- C. A Cemetery Trustee may also be a Trustee of the Trust Funds.
- D. In the event of a vacancy, interim appointments must be made by the Selectboard, per RSA 289:6, for the remainder of the term.

#### **III. Officers/Quorum**

- A. At the first meeting following the annual town meeting the Cemetery Trustees shall elect a Chair, Vice-Chair, and Secretary annually. Each officer shall serve for one year and be eligible for re-election. The Chair shall preside over all meetings.
- B. The Vice-Chair shall preside in the absence of the Chair and shall have the full powers of the Chair on matters which come before the Cemetery Trustees in the absence of the Chair.
- C. The Secretary shall post notices of meetings, take and maintain minutes, and maintain records of all meetings, transactions, and business of the Cemetery Trustees.
- D. Two Trustees shall constitute a quorum.
- E. The Trustees and the Sexton shall maintain records of all cemetery maps, burials, and Right to Inter documents.

#### **IV. Meetings**

Meetings of the Cemetery Trustees shall be held on an as needed basis, but no less than once every three months. Public notice and notice to each Trustee

shall be given at least 24 hours, excluding Sundays and holidays, prior to any meeting and shall be done in a manner conforming to RSA 91-A. All meetings shall be open to the public unless designated as Nonpublic in accordance with RSA 91-A:3

## **V. Cemetery Fund Accounts**

- A. The Cemetery Trustees shall prepare an annual budget and expend moneys raised and appropriated by the Town of Brookline for cemetery purposes. The Cemetery Trustees may expend income from all trust funds established for cemetery purposes, in accordance with the conditions of each donation or bequest accepted by the Town. All cemetery trust funds shall be held in the custody of the Trustees of the Trust Funds.
- B. Funds raised and appropriated by the Town, and any income derived therefrom, shall be kept in the General Cemetery Fund for the purpose of general cemetery maintenance and may be withdrawn by the Cemetery Trustees from time to time to be applied toward maintenance and improvement of any municipal cemetery within the Town of Brookline. Use of available General Cemetery Funds shall be made by voucher authorized by at least two Cemetery Trustees and presented to the Trustees of the Trust Funds for payment. The voucher will be generated by the Town Administrator. A copy of an email from a cemetery trustee authorizing the payment will suffice as “authorization” and a copy of such email will be printed and attached to the voucher for bookkeeping purposes.

## **VI. Minutes and Records**

In accordance with RSA 91-A:4, all minutes of meetings and records shall be open for inspection during regular business hours of the town offices. Minutes of all meetings, including the name of members present, persons appearing before the Cemetery Trustees, a brief description of the subject matters discussed and final decisions made, shall be recorded and available to the public.

## **VII. Authority**

The Cemetery Trustees shall adopt and amend such by-laws and rules as are necessary for the management of all Town cemeteries as well as the transaction of all business within their responsibility. The Cemetery Trustees have sole authority to grant exceptions to and/or change any of the by-laws or rules in accordance with RSA 289:7.

## **VIII. Enforcement**

The Sexton, or his designee, is empowered and authorized by the Cemetery Trustees to enforce cemetery rules.

*Adopted: February 18, 2014*

*Amended: December 15, 2020*

*Amended: January 21, 2021*

*Amended: December 8, 2023*