ORDINANCE ESTABLISHING A CEMETERY COMMITTEE

The action of the Board of Selectmen of July 23, 1970, establishing a Cemetery Committee is hereby rescinded and the following ordinance is enacted in lieu thereof:

Purpose

To preserve, maintain and oversee the town owned and town operated cemeteries in the Town of East Haddam (the "Town"), a Cemetery Committee (the "Committee") is hereby established.

Membership and Terms

The Committee shall consist of five (5) members, appointed by the Board of Selectmen. The initial terms of appointment for the Committee shall be as follows: Two (2) members shall be appointed for a term of one (1) year and two (2) members shall be appointed for a term of two (2 years.

Annually thereafter, the Board of Selectmen shall appoint two (2) members for a two-year term to replace each member whose term has expired. Within a period of sixty (60) calendar days after the initial appointment of the members of the Committee, said members shall meet, organize and elect a chairman, vice chairman and a secretary. The Facilities Director of the Town shall serve on this Committee ex officio and in an advisory role.

Duties

The Committee shall have all the powers and duties of a Committee established as provided for in Section 19a-302 of the Connecticut General Statutes. Notwithstanding the foregoing, the duties of the Committee shall include, but not be limited to creation of a budget and oversight of its spending. As part of the budget process, the Committee shall designate that part of the budget dedicated to cemetery maintenance which the Facilities Director shall oversee. The Committee shall develop policies and by-laws to include rules and regulations for all the Town- owned and Town-operated cemeteries, identify and pursue grant opportunities and work with the land use commissions of the Town and the Board of Selectmen to identify and secure property on which to locate future burial grounds. Management of Memorandum of Understanding or contracts for the care and upkeep of Town-owned cemeteries shall also be a responsibility of the Committee. The actual care and upkeep shall be the responsibility of the Facilities Director. Should additional burial grounds be established, the Committee shall arrange for the sale of burial plots. The Committee shall also oversee and approve methods of maintenance of gravestones or other markers and as necessary shall also research, identify, survey and inventory all town cemetery properties. The Committee may also appoint and oversee the duties of a sexton, who may also be the Town's Facilities Director, to manage Town-owned cemeteries.

Maintenance of Fund

A separate account known as the cemetery account (the "Account") shall be under the custody and control of the Town Treasurer to hold, receive, and administer various funds for the preservation and maintenance of all Town owned or Town operated cemeteries. The funds in this Account may

be received from public or private sources including appropriation for the Town's annual budget, private donations and the sale of gravesites or service fees associated with the Town owned or Town operated cemeteries. Funds from the Account shall be held in accordance with financial policies to be established by the Board of Finance.

Donations and Perpetual Funds

All private donations authorized or provided to be held in trust and perpetual funds established in accordance with Section 19a-301 of the Connecticut General Statutes shall be under the control and custody of the Town Treasurer and shall not be commingled with the Cemetery Account or with the General Funds of the Town. The income, if any, from perpetual funds and the principal and interest from trust donations shall be used to maintain and reserve the cemeteries for which each fund was established or as otherwise authorized by the donor. The principal and interest of all private donations shall be used only in the manner and for the purpose designated by the donor(s) thereof. If no specific authorization or instructions are given with a donation it may then go into the account established in the foregoing section "Maintenance of Funds".

Management of Funds

The Town Treasurer shall manage and control the private trust donations and perpetual funds in accordance with policies established by the Board of Finance. The Finance Director shall annually on or before June 1st file an accounting of the Cemetery Account and all trust or perpetual funds including the balances, income earned, disbursements and the use of each disbursement for the preceding fiscal year. This report shall be forwarded to the Committee for review. Copies of the approved report shall go to the Board of Selectmen, the Town Clerk and the Probate Court as required by Section 19a-301 of the State Statutes no later than July 1st of each year.