

CITY OF LEBANON

ORDINANCE #2018-04

AN ORDINANCE TO AMEND Chapter 31, Boards, Committees and Commissions, of the Code of the City of Lebanon, by adding Article VIII, Board of Cemetery Trustees.

Be it ordained by the City Council of the City of Lebanon as follows:

Section 1:

Chapter 31 of the Code of the City of Lebanon is hereby amended by adding Article VIII, Board of Cemetery Trustees, to read as follows:

- §31-34. Authority
- §31-35. Purpose
- §31-36. Powers and Duties
- §31-37. Members and Appointment
- §31-38. Qualifications and Conduct
- §31-39. Terms of Office
- §31-40. Organization
- §31-41. Meetings

§31-34. AUTHORITY

In accordance with and under the authority of New Hampshire Revised Statutes Annotated 289:6, the City Council of the City of Lebanon hereby adopts the following ordinance to establish a Board of Cemetery Trustees.

§31-35. PURPOSE

The purpose of this ordinance is to establish a City of Lebanon Board of Cemetery Trustees pursuant to RSA 289 to operate and maintain all cemeteries owned by the City of Lebanon.

§31-36. POWERS AND DUTIES

The Board of Cemetery Trustees shall have the following powers and duties:

- A. All powers and duties set forth in RSA 289:7, as amended.
- B. Creating an inventory of all cemetery plots, including photographs and condition assessments of all monuments.
- C. Making recommendations to the City Council regarding management of the Cemeteries.
- D. Preparing an Annual Report inclusive of Board activities and updates to the Cemeteries.

- E. Consulting with Grafton County Extension Service relative to improving soil and turf conditions in the cemeteries.
- F. Regulation and management concerning the following matters, following consultation with the City Manager and Director of Public Works:
 - a. Consulting with subject matter experts, particularly in matters relating to restoration and historic preservation, prior to undertaking repair projects.
 - b. Utilizing landscape architects or other design professionals whenever cemetery expansions are being planned.
 - c. Considering alternatives to conventional burials to both efficiently utilize remaining space within the cemeteries and optimize revenue.
 - d. Establishing a program to repair damaged stones and monuments, prioritizing based on the degree of damage.

Notwithstanding RSA 289:7,II, maintenance and other work on cemeteries shall continue to be performed by employees of the Department of Public Works, who shall continue to be subject to all applicable City personnel policies or collective bargaining agreements.

§31-37. MEMBERS AND APPOINTMENT

In accordance with RSA 289:6, the Board of Cemetery Trustees shall consist of five (5) members who shall be appointed by the City Council. The members shall include one representative from each of the three wards and two at-large members. All members shall be residents of the City of Lebanon. In determining each member's qualifications, the City Council shall take into consideration the appointee's demonstrated interest and ability to understand, appreciate, and promote the purpose of the Board of Cemetery Trustees. Examples for qualifications include, but are not limited to: a genuine interest in municipal cemeteries, burial grounds, and community; a general knowledge of cemetery procedures; familiarity with the RSAs governing Cemetery Trustees; a readiness to devote time and effort to the duties associated with service on the Board; the ability to work well with other Trustees, City officials, and the public; and the willingness to adhere to City policies.

§31-38. TERMS OF OFFICE

Initial Cemetery Trustee appointment terms shall be as follows:

- Ward Representatives: 2 years
- At-Large Representatives: 3 years

Cemetery Trustees shall be subject to re-appointment by the City Council for two (2) year terms.

§31-39. ORGANIZATION

The Cemeteries Trustees, at an annual organizational meeting, shall elect a chair and a vice chair.

§31.40. MEETINGS

The Board of Cemetery Trustees shall be on a monthly basis at a time and date to be determined at the initial meeting.

Section 2: Severability.

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Section 3: Effective Date.

This ordinance shall become effective upon passage.
This ordinance was adopted by the City Council on June 20, 2018 and is hereby authenticated by the undersigned as required by Section C419:22 of the City Charter.

CITY OF LEBANON

By: _____
Suzanne M. Prentiss, Mayor

By: _____
Sandra L. Allard, City Clerk

Effective Date: June 20, 2018
Date of Publication of Notice of Public Hearing: June 9, 2018
Date of Public Hearing: June 20, 2018
Date of Adoption: June 20, 2018
Date of Notice of Adoption: June 28, 2018
Date of Recording of the Ordinance by the City Clerk: June 28, 2018