

**POWNAI CEMETERY COMMISSION
BY-LAWS**

Sec. 1

This Commission shall be known as Pownal Cemetery Commission.

Sec. 2.

This Commission hereby established shall carry on its work under these By-Laws.

Sec. 3.

The duties of said Commission shall be the care, management and improvement for burial purposes, of the Cemeteries, who shall be elected at the Annual Town Meeting of Pownal in the year 1923. One for one year, one for two years and one for three years. Thereafter one shall be elected annually for a term of three years. All vacancies shall be filled at the next Annual Town Meeting for the unexpired term.

Sec. 4.

As soon as may be after the election of said Commission they shall meet and elect one of their number as Chairman for one year and thereafter they shall elect a Chairman yearly who shall preside at the meeting of the Commission and who shall retain in his possession all papers and data relating to its affairs except those which may be required to be kept by the Town Treasurer and by the Clerk of the Commission. The Commission at the same time shall elect a Clerk who may be one of the members thereof or some other suitable person who shall serve until a successor is chosen in his place at the first regular meeting of the Commission in any year.

Sec. 5.

The Town Treasurer of the Town of Pownal in his said capacity shall be the Custodian of all funds or property donated to, or in any way coming into his hands for the care, improvement and management of said Cemeteries. He shall keep proper books of account and such other records as said Commission may deem advisable.

Sec. 6.

The Town Treasurer if the Town of Pownal in its behalf and in behalf of said Commission shall accept and receive from any individual, individuals or corporation any sum of money the income from which shall be donated for the preservation and care of any one lot and its appurtenances in said Cemeteries. All funds and property now in possession if said Town of Pownal shall be transferred to the care of the Town Treasurer. He shall further receive any sum of money or property equivalent thereto, the income thereof or such part of the principal, or both, as may be donated for the general care of, the removal of objectionable and unsightly features, the preservation of headstones and monuments in said Cemeteries and the beautifying, grading, enlarging and improvement thereof.

Sec. 7.

All funds and properties so donated for the purposes hereinbefore set forth shall be held by the Town Treasurer in his said capacity and his successor or successors in office, and the net income therefrom, or such part both of the income and of the principal as shall be donated for that purpose, shall be annually applied of the specific purposes for which any donation is made. All funds received by the Commission for the purposes herein specified shall be turned over to the Town Treasurer.

Sec. 8.

The funds and properties so donated and all funds appropriated by the town for general or special purposes shall be deposited in some Savings Bank or invested in securities which the Commission may deem safe and secure.

Sec. 9.

The Town Treasurer shall, at each annual meeting make a full and detailed report in the annual Town Report of its funds so held by him, the annual income therefrom, the kind and nature of investments and securities, and the expenditures therefrom during the year last past. His account shall be audited by the Commission.

Sec. 10.

At the expiration of the Town Treasurer's term of office he shall turn over to the incoming Town Treasurer, after being duly qualified, all funds, securities, papers, accounts and books relating to said Commission, and shall take an itemized receipt therefor, in duplicate, one of which shall be held by him-self and the other shall be filed with the Town Clerk to be retained and filed by him for the town.

Sec. 11.

The Clerk of the Commission shall keep records of all its meetings and of all its acts in a book kept for that purpose, which book and all papers held by the Chairman of the Commission and by said Clerk be turned over to the succession in office.

Sec. 12.

Said Commission shall hold regular meetings on the first Monday of May and November of each year. Special meetings of the Commission may be held at such time and place as the Chairman of the Commission may appoint and the Chairman shall call such special meetings on the request of two members of the Commission. The Commission may adjourn its regular or special meetings from time to time and from place to place as it may vote, but not beyond the date of the next semi- annual meeting.

Sec. 13.

Said Commission shall have the care and charge of said Cemeteries and may employ such help and do such work as it may deem necessary from time to time in the management and care of said Cemeteries as provided by these By-Laws. All bills for moneys expended and labor done shall be presented to the Chairman of the Commission in duplicate and shall be approved at least by said Chairman and one other member of the Commission and thereupon payment thereof may be made by the Treasurer. One of said receipted bills shall be retained by the Commission and the other by the Town Treasurer. The Commission through its Chairman shall make a report at each annual Town Meeting of its doings and acts during the prior year and shall make such recommendation as it deems available for the action of the Town thereon.

Sec. 14.

Any individual or individuals taking a lot in said Cemeteries for burial purposes after the adoption of these By-Laws by the Town, or any individuals who have a lot or lots in said Cemeteries at the time of the adoption of these By-Laws, on request thereof shall receive from the Town Treasurer, on behalf of the Town, a certificate of their respective lot or lots, giving the number of each lot or lots, and otherwise properly describing them. In case the Town has not had said Cemeteries properly lotted and numbered it shall proceed by proper authority to have such Cemeteries, as it may vote, properly lotted and numbered, so as to enable it to give proper certificates of description to the owners of the lots therein.

Sec. 15.

Said Commission shall make or cause to be made a plan of the Cemeteries, and of the lots therein corresponding with that of the Town, showing the number of each lot and the name or names of the owners thereof, and the burials in said lot or lots so far as may be practicable. Said plan may be retained by the Commission for its purposes and for public reference.

Sec. 16.

After adoption of these By-Laws by the Town, Non-residents shall be charged the sum of one thousand dollars (\$1,000) for one (1) grave lot, and residents four hundred dollars (\$400) for one (1) grave lot. Thirty (30) percent of the fee shall be deposited into the Cemetery Commission Perpetual Care Fund; the remaining seventy (70)

percent shall be deposited in the Cemetery Commission Operating Fund. The definition of one grave lot shall be a lot four (4) feet by twelve (12) feet. A lot for which a resident's fee had been paid may not be resold to a non-resident except by written permission of the Cemetery Commission and upon payment of the difference to the Cemetery Commission. It may also be repurchased by the Cemetery Commission for the original fee, if the title holder wishes to sell.

Sec. 17.

The expense of printing circulars, necessary stationery, postage and all other expenses connected with said Commission shall be paid from the income of the general fund when said income be sufficient for that purpose. All funds appropriated by the town for Cemetery purposes shall be held by the Town Treasurer and be expended under direction of the Commission.

Sec. 18.

The Town at its annual Town Meeting may amend these By-Laws on recommendation of a majority of the Commission.