



TOWN OF RAYMOND

Cemetery Advisory Committee (CAC), Charter Working Document

(June 29, 2021)

Cemetery Advisory Committee (CAC) Charter

Recommended Charges

- 1) Act as advisors to support the Town Manager statutory responsibilities regarding public cemeteries and bridge the gap until Cemetery Trustees are re-established
- 2) As an advisory committee the CAC does not, oversee staff, obligate funds, alter policy and procedures. However, it may formulate recommendations to the office or body with authority to act
- 3) Conduct and assessment of identified task and build a projected timeline for the completion of all CAC Charges
- 4) Lead both research and administrative efforts to re-establish Cemetery Trustees; and prepare strategies for Board of Selectmen approval
- 5) Review and make recommendations for updated Cemetery Policies for Board of Selectmen approval
- 6) Evaluate, determine, and prepare recommendations to the Town Manager for the prioritization of short-term, mid-term and long-term capital needs along with projected funding needs
- 7) Evaluate cemetery near and long-term funding needs against current revenue and make recommendations to Town Manager for plot fees schedule and make ready for Board of Selectmen or Legislative Body Approval
- 8) Evaluate and prepare Request for Proposals for approved cemetery service contracts
- 9) Be the primary office of responsibility for all public outreach and communications regarding cemetery activities and information
- 10) Create an in-person forum for citizens to present recommendations, express concerns or offer support municipal cemetery efforts and make corrective action recommendations

Membership

The Cemetery Advisory Committee will be a **Seven (7)** member Committee with membership composed from a primary and alternate from the Raymond Board of Selectmen, Raymond Planning Board, and the Raymond Historical District Commission. In addition, the Raymond Board of Selectmen will appoint **Four (4)** members at large from the community.