

Upton Cemetery Commission

List of Specific Duties

Until now, 2016, the Upton Cemetery Commission has operated without benefit of any operational documentation. As a result, purpose may have been unclear to various elected members over the years and therefore results may not have met the expectation or need of the public.

It is **our purpose and goal**, being the Commission seated as of 2016, to at least begin to correct those conditions.

The Current Duties of the Upton Cemetery Commission, although not necessarily limited to these points, must include, to:

- Insure an adequate supply of cemetery lots and burial facilities by the conduct of a perpetual search for suitable land to be used for development of cemetery facilities.
- Develop, implement and manage a program for funding the purchase, development and operation of all Upton Cemetery Facilities.
- Guide and oversee ongoing maintenance and operation of all Upton Cemeteries with the support of the Upton Department of Public Works.
- Provide, maintain and staff several methods by which members of the public and/or cemetery service organizations may contact commissioners to begin a needed process.
- Meet with prospective buyers to show available lots, help with making a choice and preparation of deeds to convey right of burial supported with a permanent maintenance plan.
- Prepare and maintain permanent records for all purchase of rights and burial transactions that occur at any Town of Upton Cemetery facility.
- Provide facilities by which the public may view or obtain any and all cemetery records produced or maintained by the Commission.
- Accept and service request from individuals in the public for information about any aspect of cemetery services, operations or records in a courteous and timely manner.
- Accept requests from Funeral Directors and/or the public, timely and as needed, to efficiently coordinate funeral activities between the client and the Town of Upton.
- Meet funeral parties at the site to facilitate efforts of a funeral director, only when asked to do so, for conveyance of a casket from Hearse to the grave.
- Meet a funeral director as pre-arranged to certify burial has occurred by adding a Commissioner signature to the Burial Permit.
- Develop, publish and enforce policy for healthy on-going operation of all Upton Cemetery facilities.
- Provide support, wherever possible, to local private cemetery operations, but only when requested to do so by those operators.