

Peacham Cemeteries Personnel Jobs, Regulations and Duties

Cemetery Jobs

The **Sexton** of the Peacham Cemeteries is in charge of the care of Peacham's four cemeteries in accordance with the rules and regulations of the Peacham Cemeteries. This position is hourly.

The **Peacham Cemetery Administrator** sells plots, tracks finances and maintains records, inventories and a database of the cemetery plots. This position is hourly.

The **Gravedigger** is responsible for preparing graves for burial. This position is contracted.

General

Regulations:

- Sexton, Cemetery Administrator and the Gravedigger are appointed yearly by the Selectboard. Each person may be removed from the position at the will of the Peacham Cemetery Preservation Committee or the Selectboard at any time.
- Sexton, Cemetery Administrator and the Gravedigger operate under the general supervision of the Peacham Cemetery Preservation Committee.
- Sexton, Cemetery Administrator and the Gravedigger will run the cemeteries in accordance with Vermont law.
- Sexton, Cemetery Administrator and the Gravedigger will be responsible for carrying out the Cemetery By-laws, rules, and regulations as applicable to their position and as set by the Cemetery Preservation Committee and approved by the Selectboard.

Remuneration:

- All Cemetery employees who are paid as hourly employees will receive the benefits afforded to other part-time town employees.
- All Cemetery hourly employees will submit time-sheets to the Town Clerk in a manner consistent with town policy for part time employees.
- All contracted positions will provide, yearly, certification of insurance in amounts consistent with town policy.
- All contractors will provide a monthly summary of hours worked to aid the Peacham Cemetery Preservation Committee in preparing future budgets.

Sexton:

Cemetery Maintenance:

- Sexton is responsible for the maintenance of cemetery grounds. This will include monument repair, tree cutting and trimming, grass mowing, weed whacking, surveying, corner stone setting, Memorial Day preparations, clearing debris and unwanted items, and any other work that may arise in regard to the maintenance of the cemetery.
 - When such work is to be carried out by an outside contractor the Sexton will contact potential contractors, accept bids, make recommendations to the Cemetery Preservation Committee and then coordinate with the winning contractor as needed for efficient completion of the work.
 - The town contracts with the Corrections Work Crew to mow the cemetery, the adjacent green and the monument area. The Sexton will coordinate with the crew's supervisor to ensure the areas are mown appropriately.
- Sexton will decide the proper cycle for care and pruning of trees. This plan is to be filed with and approved by the Cemetery Preservation Committee yearly.
 - No trees are to be felled or removed without the concurrence of the Town's Tree Warden and the Selectboard.
- Sexton will decide how and where any plantings are made in the cemetery consistent with the long-term planting plan approved by the Cemetery Preservation Committee.
- Sexton will be responsible for the maintenance of the equipment used in the cemetery. Equipment will be stored in the Peacham Corner Cemetery shed when not in use. All equipment will be cleaned and prepared for winter storage as appropriate.
 - Purchases of equipment must be approved by the Selectboard.
- Sexton will create and update, as needed, a long term plan for the development of the cemetery. The plan must be approved by the Cemetery Preservation Committee.
- Sexton will submit bills to the Peacham Cemetery Preservation Committee for approval and for payment by the Town Treasurer on a monthly basis.
- Sexton will budget maintenance time spent over the season to stay within the financial budget.

Operation:

- Sexton will be responsible for opening the cemetery for burials in the spring.
- Sexton will mark all new lots and place (and replace as needed) corner markers.
- Sexton will place military markers as appropriate and provide appropriate disposition of temporary items such as flags.
- Sexton schedules all services and notifies others as needed.
- Sexton oversees the Gravedigger under the direction of the Peacham Cemetery Preservation Committee .
- Sexton submits a monthly summary of the month's work to the Peacham Cemetery Preservation Committee.
- Sexton will be responsible for closing the cemetery to burials in the fall.

Administration:

- Sexton will participate in conferences and training as needed to stay current with laws, regulations, and methods.

Cemetery Administrator

Duties:

- Cemetery Administrator will be responsible for selling lots in the cemetery, preparing appropriate paperwork, and relaying applicable information and paperwork to the Town Clerk in accordance with Peacham Cemetery By-Laws and Vermont laws.
 - All payments will be made to the Town of Peacham, delivered to the Town Treasurer within three days and be duly recorded by the Treasurer.
- Cemetery Administrator will cause to be purchased corner stones and veteran markers as needed and supply to the Sexton for proper placement.
- Cemetery Administrator will keep complete records including up-to-date maps, a computerized data base and an index card system for use at the cemetery. All forms will include the location of remains that are placed in each lot.
- Cemetery Administrator will locate lots for visitors to the cemetery.
- Cemetery Administrator will maintain an inventory of all town-owned Cemetery tools, equipment and supplies.
- Cemetery Administrator will submit bills to the Peacham Cemetery Preservation Committee for approval and for payment by the Town Treasurer on a monthly basis.
- Cemetery Administrator will be responsible for timely communications with all those responsible for burials.
- Cemetery Administrator submits a monthly summary of the month's work to the Peacham Cemetery Preservation Committee.

Administration:

- Cemetery Administrator will participate in conferences and training as needed to stay current with laws, regulations, and methods.

Gravedigger

Graves:

- Gravedigger is responsible for burials in the Town of Peacham.
- Gravedigger will assure that burials are in accordance with accordance with Peacham Cemetery By-Laws and Vermont laws.
- Gravedigger will supervise at funerals including the direction of traffic through the cemetery so as to avoid desecration or damage to existing monuments and graves.
- Gravedigger will clean up and re-seed grave site within 24 hours of a burial.
- All paperwork will be delivered to the Town Clerk according to Vermont law.
- Gravedigger submits a monthly summary of burials to the Peacham Cemetery Preservation Committee.
- All charges relating to opening and closing graves and other expenses of grave digging will be paid for by the estate of the deceased or the family to the Gravedigger.

Approved June 2, 2020 at the Peacham Cemetery Preservation Committee online meeting

Present and voting:

Rebecca Jensen

Karen Lewis

Annette Lorraine

Robert Morgan

Not present

Laura Johnson