Bylaws and Regulations Town of Sunapee, New Hampshire Cemetery Commission

1.	Authority
	The Bylaws and Regulations presented herein are enacted under authority of the State of New Hampshire, RSA Title XXVI, Cemeteries; Burials; Dead Bodies, Chapter 289, Section 7, I(a).
II.	Scope
	These Bylaws and Regulation have been created by the Town of Sunapee Cemetery Commissioners for the establishment and management of all town cemeteries within their responsibility and to regulate cemetery plot sales.
III.	Changes
	Changes to rules and regulations (adopted in 2006) require a two-thirds majority of the Cemetery Commissioners and approval of the Sunapee Board of Selectmen prior to enactment.
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DEFINITIONS

Within this document, unless the context clearly requires otherwise:

- 1. "Burial ground" means a private cemetery on private property and not available for use by the public.
- 2. "Burial space" means a lot in any cemetery as designed and intended for the interment of a human body or bodies, but presently not used for such purpose.
- 3. "Cemetery" means any cemetery within town limits that is owned, managed, or controlled by Sunapee or owned and managed by any cemetery corporation chartered by the state.
- 4. "Cemetery association" means a cemetery corporation, the voting members of which are the owners of burial spaces in the cemetery owned and operated by the association.
- 5. "Cemetery corporation" means a corporation organized for the purpose of operating a cemetery.
- 6. "Cemetery commissioners" means those individuals, elected by the town or appointed by the Selectmen to fulfill the duties of "cemetery trustees" as defined in RSA 289:6.
- 7. "Corporate officer" means the elected or appointed managing officer of a corporation established to operate a cemetery for public interment.
- 8. "Fence" means any natural or man-made object that would impede entry to non-designated travel areas within a cemetery, unless entry was by foot.

- 9. "Gate" means any natural or man-made object that would impede entry to designated travel areas within a cemetery, unless entry was by foot.
- 10. "Owner" means any person or persons owning or possessing the privilege, license, or right of interment in any burial space, as determined under RSA 290:24.

Authority: RSA 289:1; Sunapee Board of Selectmen

SUNAPEE CEMETERIES

The Town of Sunapee shall provide one or more suitable cemeteries for the interment of deceased persons within its boundaries, which shall be subject to the bylaws and regulations of this document. The operation and maintenance of all cemeteries owned and maintained by Sunapee shall be in the charge of the cemetery commissioners. Town of Sunapee Cemeteries are identified as follows:

- Colby Cemetery, xxx Stagecoach Road (Tax Map 231, Lot 15)
 Cremains burial plots are available. Flush stone markers only.
- Cooper Cemetery, xxx Stagecoach Road (Tax Map 231, Lot 13) Cremains burial plots are available. Flush stone markers only.
- Crowther Chapel & Cemetery, xxx Stagecoach Road (Tax Map 231, Lot 17)
 Closed to new burials.
- Georges Mills Village Cemetery, xxx Georges Mills Main St, (Tax Map 104, Lot 5)
 Cremains burial plots are available.
- Lower Village Cemetery, xxx Lower Main Street (Tax Map 132, Lot 45)
 Cremains burial plots are available. Flush stone markers only.
- New Eastman Cemetery, xxx North Road (Map 210-Lot 37)
 Burial plots are available for embalmed remains and cremains. Green burial plots will be available in a new section.
- Old Eastman Cemetery, xxx North Road (Tax Map 210, Lot 35)
 Cremains burial plots are available. Flush stone markers only.
- South Sunapee Cemetery, xxx Harding Hill Road (Tax Map 234, Lot 8)
 Burial plots are available for embalmed remains and cremains.

CONDUCT WITHIN THE CEMETERY

1. Sunapee Cemeteries shall be closed between dusk and dawn to all except law enforcement personnel.

- 2. All work of any description shall cease while a funeral or interment is being conducted nearby.
- 3. Gathering flowers, breaking or cutting trees, shrubbery or plants, defacing or otherwise damaging monuments or structures is prohibited.
- 4. Littering or disposing of rubbish on any part of the cemetery grounds is prohibited.
- 5. Vehicles shall not be parked on or driven over any grove, lot, or lawn.
- 6. Gravestone rubbing is prohibited.
- 8. Leashed dogs are allowed on cemetery grounds. Dog waste shall be removed by the owner. Owners of any domestic animals that enter the cemetery are liable for any damage they may cause.
- 9. No signs, notices, or advertisements of any kind shall be allowed in the cemetery unless placed by the cemetery commissioners.
- 10. Interference with or willful damage to any cemetery is a class B felony according to New Hampshire RSA 635:6 and 635;7 and will be prosecuted as such.

Authority: RSA 289:2; Sunapee Board of Selectmen

CEMETERY DESIGN & PLACEMENT

All cemeteries and burial grounds shall be laid out in accordance with the following requirements:

- No cemetery shall be laid out within 100-feet of any dwelling house, school building, school lot, or place of business without the consent of the owner of the same, nor within 50-feet of a known water source, nor within 50-feet of any state highway right of way. Existing cemeteries which are not in compliance with the above set-back requirements may be enlarged, provided that the enlargement meets the above requirements.
- 2. Burials on private property, not in an established burial ground, shall comply with Sunapee zoning regulations. In the absence of such regulations, such burial sites shall comply with the requirements in paragraph 1, above. The location of the burial site shall be recorded in the deed to the property upon transfer of the property to another person.
- 3. New construction, excavation, or building in the area of a known burial site or within the boundaries of an established burial ground or cemetery shall comply with Sunapee zoning regulations concerning burial sites, burial grounds or cemeteries, whether or not such burial site or burial ground was properly recorded in the deed to the property. In the absence of such regulations, no new construction, excavation, or building shall be conducted within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery, whether or not such burial site or burial ground was properly recorded in the deed to the property, except when such construction, excavation, or building is necessary for the construction of an essential service, as approved by the Sunapee Board of Selectmen in concurrence with the cemetery commissioners, or in the case of a state highway, by the commissioner of the department of transportation in concurrence with the cemetery commissioners.
- 4. Nothing in this section shall be construed to conflict with RSA 290, local ordinances, or cemetery rules concerning burials and disinterment of human remains.

Authority: RSA 289:3; Sunapee Board of Selectmen

CEMETERY FUNDING

- Sunapee shall raise and appropriate sufficient funds, by taxation or otherwise, to
 provide for the suitable care and maintenance of the municipal public cemeteries
 within its boundaries which are not otherwise provided for, and to provide and
 maintain around all such cemeteries a good and sufficient fence, and to supply the
 fence with necessary gates.
- 2. Sunapee may raise and appropriate annually a sufficient sum to provide for the suitable care and maintenance of deserted burial grounds and cemeteries which have been declared abandoned in accordance with RSA 289:19-21.

Authority: RSA 289:4; Sunapee Board of Selectmen

CEMETERY RECORDS

- 1. The Sunapee cemetery commissioners charged with the responsibility of operation and administration of any cemetery under their control shall keep a record of every burial showing the date of burial and name of the person buried, when these particulars can be obtained, and the lot, plot, or part of such plot or lot, in which the burial was made. Such records shall also be kept of every private burial site within Sunapee by the owner of the land containing the burial site, and a copy of the information shall be supplied to the cemetery commissioners who will maintain the municipal records of such sites. A copy of such record, duly certified, shall be furnished to any person on demand and payment of a fee established in compliance with RSA 91-A:4. The location of each cemetery and private burial site may be annotated on the municipal tax map.
- 2. In addition to the burial records specified in paragraph 1, above, the cemetery commissioners shall keep and maintain records, through photographic and/or written means, of all the physical appurtenances associated with each burial lot to include all locational or identity information provided by memorials, markers, flag holders or other items appropriate to the lot. Records shall be updated yearly to reflect changes to the lot.
- 3. Using the records specified in paragraph 2, above, the cemetery commissioners shall perform a physical inventory of each cemetery at ten-year intervals to confirm the presence of these appurtenances and to restore the lot, as appropriate, if loss is detected.
- 4. Records shall be maintained for all sales of burial lots, showing cemetery, lot number, purchaser, date, and price.
- 5. Records of meeting minutes shall be maintained to include a summary of the business transacted and names of those in attendance.
- 6. Regardless of working copies, the primary storage of all cemetery commissioner generated records shall be the Sunapee Town Hall or a facility or mechanism designated by the Board of Selectmen.

Authority: RSA 289:5; Sunapee Board of Selectmen

CEMETERY COMMISSIONERS

- 1. Sunapee shall elect a board of cemetery commissioners consisting of 3 members. In the initial election of cemetery commissioners, they shall be elected by ballot at an annual town meeting. One shall be elected for a one-year term, one for a 2-year term and one for a 3-year term. Subsequent commissioners shall be elected by ballot at the annual town meeting to replace those whose terms expire. The term of each commissioner shall be 3 years. Vacancies shall be filled by the selectmen for the remainder of the term. Commissioners shall organize by electing one of their number as chair and another as bookkeeper, who shall keep the records and books of the commissioners, and shall issue vouchers as necessary for funds to be expended. The chairperson and the bookkeeper may be the same member.
- 2. Sunapee may vote to not have cemetery commissioners by delegating all of the duties and responsibilities of cemetery commissioners to the town manager, as specified in RSA 289. This option may be adopted by a vote of the town meeting. The warrant article question to be voted shall be: "Shall we discontinue the board of cemetery commissioners by delegating their duties and responsibilities to the town manager?" If the majority votes in the affirmative, then the discontinuance shall take effect 90 days after adoption.
- 3. At any subsequent town meeting, the town may vote to reinstate the board of cemetery commissioners. A new board of cemetery commissioners shall be elected at the town meeting next following the vote to reinstate the board of cemetery commissioners.
- 4. Any person designated as a cemetery commissioner failing to comply with the provisions of this document shall be guilty of a violation. Oversight shall be provided by the selectmen through annual assessment to the approved regulations stated herein. Any other person who violates regulations established under the authority of this document shall be guilty of a violation.

Authority: RSA 289:6; RSA 289:8; Sunapee Board of Selectmen

CEMETERY COMMISSIONER DUTIES

All Sunapee cemetery commissioners shall:

- Adopt and adhere to these bylaws and regulations for their transaction of business and for the establishment and management of all municipal cemeteries within their responsibility.
- 2. Attend scheduled monthly meetings for the purpose of conducting cemetery business. A meeting may be deferred by agreement of all three commissioners.
- 3. Prepare an annual budget indicating what support and maintenance of Sunapee public cemeteries will be required out of public funds for submission to the appropriate agency of the municipality. A separate budget request shall be submitted for planning and establishment of a new public cemetery and for capital improvements or expansion of an existing public cemetery.
- 4. Expend all moneys raised and appropriated by Sunapee for cemetery purposes. Such funds shall be maintained in the general fund and paid in the same manner that funds of other municipal departments are paid.
- 5. Expend income from all trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by Sunapee. Such trust funds shall

be held in the custody and under the management of the trustees of trust funds. The trust income shall be transferred to the cemetery commissioners by the trustees of trust funds in response to vouchers executed by the cemetery commissioners, if the requested funds are available. Such trust fund income shall not be commingled with the moneys raised and appropriated by Sunapee.

- 6. Prepare deeds of cemetery lots in accordance with RSA 289:18, I, and maintain specified records.
- 7. Cemetery commissioners may appoint a cemetery custodian or sexton who shall not be a commissioner and who shall be responsible to the cemetery commissioners for performing, or supervising, work done in the cemeteries.

Authority: RSA 289:7; Sunapee Board of Selectmen

CEMETERY BURIAL REQUIREMENTS - GENERAL

- 1. Burials are allowed only in designated burial spaces within identified cemetery lots.
- 2. The lot to be used must be owned by the deceased or a relative.
- 3. The burial process starts with notification of the chairman of the Cemetery Commissioners. All site preparation for burials will be by, or at the direction of the cemetery commissioners.
- 4. Burials will only take place between early spring and late fall when the frost is out of the ground and other conditions permit.
- 5. No interment of a dead human body, whether in a vault, coffin or shroud, shall be made without a burial permit, and only in accordance with the permit. Any person who violates the provisions of this requirement shall be guilty of a misdemeanor.
- 6. Markers (corner pins) at each corner of four-grave plots shall be located and provided by the cemetery commission. Corner pins shall be of durable material, approximately 5" x 5" x 8" long, set flush with the ground.
- 7. All graves shall be opened and closed by the cemetery commission, except cremains burials which may be opened and closed by the family.
- 8. Embalmed remains shall be buried in a concrete vault with a full piece cover.

Authority: RSA 290:5; Sunapee Board of Selectmen

CEMETERY BURIAL REQUIREMENTS - CREMATIONS

- Cremated remains shall be buried a minimum of 6 inches from a lot's edge and a minimum of 12 inches between burial sites within the lot to a maximum of six burials per 4 by10-foot lot.
- 2. Each burial may contain cremated remains for more than one individual, up to a maximum of two individuals, only if the remains of the two individuals are contained in a dual urn designed for that purpose.

Authority: RSA 290:5; Sunapee Board of Selectmen

Non-Cremations

1. Non cremation burials must be in a cement vault with a full piece cover.

CEMETERY BURIAL REQUIREMENTS - GREEN BURIALS

- 1. Green burials will be accommodated in the near future in a new section of New Eastman Cemetery.
- 2. No embalming is allowed and no electronic device may be left in the body. No vault of any material may be used.
- 3. A casket, if used, shall be of biodegradable materials with no nails, screws, glue or fasteners that would remain in the ground.
- 4. A blanket or shroud may be used in place of a casket, but must be of all -material materials.
- 5. All graves shall be dug to a depth of 3.5 feet. The body shall be covered with 18 to 24 inches of soil above the body.
- 6. All graves shall be dug (opened and closed) by If the grave is hand dug by the the cemetery commission.
- 7. After burial, 3 to 4 inches of dirt shall be mounded over the grave site to allow for sinking.
- 8. Green burial plots will be maintained like all other areas of the cemetery.

Authority: RSA 290:5; Sunapee Board of Selectmen

CEMETERY LOT PURCHASES

- 1. In order to purchase a burial lot in a Sunapee cemetery, the purchaser must be a Sunapee resident, tax payer, or a former resident.
- 2. All lots shall be purchased from the cemetery commissioners, in single grave (4 by 10-foot), double grave (8 by 10-foot), triple grave (12 by 10-foot), or quadruple grave (16 by 10-foot) lot size, up to a maximum equivalent of 8 single grave lots.
- 3. Purchased lots shall be conveyed by special deed for burial purposes only. Deeds may be transferred among family members or as specified by RSA 290:24, but not resold for profit. Deeds may be sold back to the town at the price paid, or as deemed by the Cemetery Commission. Deeds may be sold or transferred to unrelated third-party, however the third-party deed holder is not the recognized owned until the deed is presented to the Cemetery Commission and a new deed is issued.
- 4. Current lot prices, and burial fees for the opening and closing pertaining to both cremation burials and non-cremation burials, are available from the cemetery commissioners.
- 5. The ownership of lots which have not been used or improved for a period of 50 years from the date of sale may be subject to termination and forfeiture pursuant to RSA 289:18.

Authority: RSA 290:24; RSA 289:18; Sunapee Board of Selectmen

CEMETERY LOT APPEARANCE / MAINTENANCE

1. All markers, fixtures, decorations, and similar materials placed upon a cemetery lot shall be appropriate in substance, location and appearance as determined by the cemetery commissioners.

- 2. The following are specifically excluded from Sunapee cemeteries and will be removed by the cemetery commissioners:
 - a. Glass
 - b. Permanent plants (i.e. trees, shrubs, bushes, etc.) that have not been approved prior to planting by the Cemetery Commission.
 - c. Fixtures, decorations or plantings exceeding 3 feet in height
 - d. Plastic decorations in faded, frayed or broken condition
 - e. Plantings, decorations or other items placed outside the lot, or that exceed one foot in distance from either the head of the lot, or the base of the stone.
 - f. Curbs, copings, fencing, hedging or enclosures.
- 3. The care of all fixtures, decorations, and plantings shall be the responsibility of those who place them. Decorations and seasonal plantings must be removed by November 1st, or they will be disposed of. Any personal items or containers that become unsightly or an impediment to maintenance will be removed.
- 4. The town of Sunapee will provide an American flag for display at graves of those who have served in the armed forces of the United States of America.
- 5. The maximum monument size for a four grave plot shall be 6-feet wide and 4-feet high. The maximum monument size for smaller plots shall be 3-feet wide and 3-feet high. Monuments shall be placed on the west side of the lot with burials on the east side of the lot, except at Georges Mills Village Cemetery which shall follow the existing layout. Footstones shall be flush with the ground surface. In lieu of a headstone, a bench may be installed measuring no more than 18-inches high, 3-feet long and 2-feet wide. All requests for non-conforming monument size shall be approved by the cemetery commissioners prior to installation.
- 6. Foundations for stone markers (headstones, memorials, monuments, etc.) shall, at minimum, match the length and width of the marker to be supported, have no discernable taper from top to bottom and shall have a minimum depth of 36 inches or be secured to bedrock.
- 5. No person shall make gravestone rubbings in any Sunapee cemetery or burial ground, without first obtaining the written permission of the town selectmen. Before granting such permission, the selectmen will ascertain to the best of their ability that the person making the request knows the proper precautions to be taken and the proper materials to be used for this activity. The town selectmen or their designee shall notify the cemetery commissioners of the request and its disposition. Any person who violates the provisions of this regulation shall be guilty of a misdemeanor.
- 7. No person, without the written authorization of the owner of a burial plot or the lineal descendant of the deceased, if such owner or lineal descendant is known, or the written authorization of the governing board of the municipality, if the owner or lineal descendant is unknown, shall:
 - a) Purposely or knowingly destroy, mutilate, injure or remove any tomb, monument, gravestone, marker, or other structure, or any portion or fragment thereof, placed or designed for a memorial of the dead, or any fence, railing, gate, curb, or plot delineator or other enclosure for the burial of the dead.
 - b) Purposely or knowingly disturb the contents of any tomb or grave in any cemetery or burial ground.

The governing board of the municipality shall not grant approval for the removal or disturbance of a tomb, monument, gravestone, marker, or plot delineator without first giving 30 days' notice, along with a report of the full circumstances, to the division of historical resources, that such approval has been requested. The governing board of the municipality shall maintain a record of the date, circumstances, and disposition of the request for removal or disturbance.

- 8. No person shall possess or sell, offer for sale or attempt to sell, or transfer or dispose of any monument, gravestone, marker, or other structure, or any portion or fragment thereof, placed or designed for a memorial of the dead, or any fence, railing, gate, plot delineator, or curb, knowing or having reasonable cause to know that it has been unlawfully removed from a cemetery or burial ground.
- 9. Any person who is convicted of an offense under paragraphs 6 and 7, above, shall be guilty of a class B felony, and shall be ordered by the court to make restitution for damages resulting from the offense and for replacement of removed items.

Authority: RSA 289:22; RSA 635:6; RSA 635:7; RSA 635:8; Sunapee Board of Selectmen

CEMETERY TRUST FUNDS

1. Usage: Cemetery corporations and/or the trust fund trustees of Sunapee may take and hold funds in trust, and may apply the income of the trust to the improvement, watering, or embellishment of the cemetery, or to the care, preservation, or embellishment of any lot or its appurtenances. Sunapee shall take and hold in trust gifts, legacies and devises made to the town for the care of cemeteries and burial lots when the terms of the gift, legacy or devise do not impose any liability upon Sunapee beyond the amount of the gift, legacy or devise and the income thereof. Sunapee may receive from cemetery associations or individuals funds for the care of cemeteries or any lot therein, and the income thereof shall be expended by the town in accordance with the terms of the trust or contract under which the funds were received.

Principal and interest funds held by the Cemetery Expendable Trust Fund, established in __ by town meeting warrant, shall be used for the improvement, maintenance, and expansion of town cemeteries.

- 2. Investments: Cemetery corporations holding funds in trust as provided in RSA 289:9 may establish, maintain, and operate common trust funds as provided in RSA 31:27-30.
- 3. Accounting: Whenever any cemetery corporation shall take and hold trust funds according to the provisions of RSA 289:9, such corporation shall keep in its books an account of all funds received and held by it in the same manner as required of Sunapee, and the account of any such fund shall be open to inspection by any person having an interest in the proper administration of the trust.
- 4. Reports: A copy of the annual financial report of such corporations shall be filed with the attorney general, unless otherwise required by law to file such a report with any town, city, county, or state agency.
- 5. Cemetery Association Termination: Any cemetery laid out by an individual or corporation and located within Sunapee, in which all lots have been sold and for the care of which trust funds are held by Sunapee, may be deeded to Sunapee with no implied financial liability to the town for the maintenance of the cemetery over and above the trust fund income, provided Sunapee votes to accept such cemetery

transfer. Sunapee may raise and appropriate additional funds for the care of such cemeteries. Upon the transfer of the title to the cemetery, Sunapee cemetery commissioners shall have the sole management responsibility for the cemetery.

Authority: RSA 289:9; RSA 31:20; RSA 31:21; RSA 289:10; RSA 289:11; RSA 289:12; RSA 289:13; Sunapee Board of Selectmen

PRIVATE CEMETERY RIGHT OF ENTRY

1. Any person wishing to have a temporary right of entry over private land in order to enter a private burial ground enclosure to which there is no public right of way may apply in writing to the selectmen of Sunapee stating the reason for such request and the period of time for which such right is to be exercised. The applicant shall also notify in writing the owner or occupier of the land over which the right of way is desired. The selectmen in the exercise of discretion and in consultation with the cemetery commissioners, may issue a permit for such temporary right of entry designating the particular place where the land may be crossed. The owner or occupier of the land may recommend the place of crossing which, if reasonable, shall be the place designated by the selectmen.

Authority: RSA 289:14; Sunapee Board of Selectmen

DISCONTINUED AND ABANDONED CEMETERIES

- 1. Discontinuance: Whenever there is a public necessity for the discontinuance of any Sunapee cemetery and the removal of the remains of persons buried in such cemetery, the cemetery may be discontinued by a 3/4 vote of the legal voters present and voting at any town meeting held for the purpose.
- 2. Reinterment: The governing body may, at the expense of the town, disinter all the remains of persons buried in such cemetery and reinter the same in the unoccupied part of another cemetery within Sunapee, such reinterment to be in the place designated by the nearest surviving relatives of the deceased persons or, in the absence of such surviving relative, by the cemetery commissioners. Such removal and reinterment shall be done prudently and with proper care and attention.
- 3. Removal of Monuments: The monuments, gravestones, and other appurtenances attached to the graves shall be carefully removed and properly set up at the place of reinterment with as little injury as the nature of the case will admit. In case of injury to any monument, gravestone, or appurtenance, the damages shall be assessed by the governing body in the same manner and with the same right of appeal as in the case of alteration of the grade of highways.
- 4. Neglected Burial Ground: Whenever a burial ground within the boundaries of Sunapee has been neglected for a period of 20 years or more, the municipality may declare it abandoned for purposes of preservation, maintenance or restoration.
- 5. Procedure to Declare a Burial Ground Abandoned: The municipality shall place an advertisement in at least one newspaper having general distribution in the municipality and surrounding area. The advertisement shall state the intent of the municipality, identifying the burial ground by name, if known, and by names and dates of the oldest stones in the burial ground, with a request for any direct descendent to contact the town selectmen's office, or town manager as applicable.

If the burial ground contains no stones with legible inscriptions, the site may be identified by a detailed description of its location. Not less than 60 days nor more than 90 days after the notice of the intent has been published, the notice shall be read at a regularly scheduled selectmen's meeting or in the case of a city, a city council meeting.

If any descendants were located and grant permission, or if no descendants were located, then, after a public hearing, the municipality may declare the burial ground abandoned by a majority vote of the selectmen present and voting.

6. Rights and Responsibilities: Any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the cemetery commissioners, who shall assume all the authorization and rights of natural lineal descendants.

Authority: RSA 289:15; RSA 289:16; RSA 289:17; RSA 289:18; RSA 289:19; RSA 289:20; RSA 289:21; Sunapee Board of Selectmen

PLOT FORFEITURE PROCEDURES

- 1. Whenever a burial space or spaces in any cemetery subject to the provisions of this document have remained unused for a period of 50 years, and the owner has not improved such space or spaces by causing a monument, gravestone, or other permanent appurtenance to be placed on the burial space, the cemetery commissioners having jurisdiction over such cemetery may institute proceedings for the termination and forfeiture of the rights and interests of such owner. All purchase contracts for burial spaces executed after August 7, 1994, shall include a notice that this procedure may be invoked in the future.
- 2. Whenever the board of commissioners determines that the conditions stated in paragraph I have been met, then they may send to the owner a notice of the intent to terminate and forfeit the owner's rights, served on the owner personally by a competent person or sent by certified mail with return receipt requested to the owner's last known address.
- 3. When the owner receives the forfeiture notice, the owner may notify the cemetery management of continued intent to use the space, in which case this procedure shall be cancelled, or the owner may return the space to the cemetery and receive in compensation the same amount the owner paid for the space, less any portion of the original purchase price that was specified for inclusion in a perpetual care trust fund.
- 4. If no response is received from the owner for 60 days, the cemetery management may advertise in a paper of local distribution for information regarding the present whereabouts of the owner. If information is forth-coming, the notification process shall be repeated using the new address information. If no information is received, the original purchase contract may be voided and the space sold to a new owner. Any owner contacting the cemetery management after the space has been resold shall be reimbursed the amount he originally paid, including the portion set aside for perpetual care.

Authority: RSA 289:15; RSA 289:16; RSA 289:17; RSA 289:18; RSA 289:19; RSA 289:20; RSA 289:21; Sunapee Board of Selectmen

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