

**TOWN OF CLIFTON  
CEMETERY ORDINANCE**

**SECTION 1: ESTABLISHMENT OF CEMETERY COMMITTEE**

101. There is hereby created a Cemetery Committee which will consist of a minimum of 3 members appointed by the Select Board for three year terms.

102. Should a vacancy occur in said Committee by death, resignation or otherwise, the same shall be filled for the balance of the term by appointment from the Select Board with recommendation from the Cemetery Committee.

**SECTION 2: JURISDICTION, POWERS AND DUTIES OF THE CEMETERY COMMITTEE**

201. The Committee shall have jurisdiction over all cemeteries within the Town of Clifton that are property of said Town.

202. The Committee shall adopt Rules and Regulations for the operation and use of all Town owned cemeteries and shall amend the Rules and Regulations as necessary, subject to the approval of the Select Board.

203. The sexton or representative shall be responsible for the establishment, grading and maintenance of all lots and roads within the cemetery.

204. The Town Clerk or his or her designee shall act as secretary; and as such shall keep records of burials; process sale of lots; be custodian of cemetery records, which at all times shall be housed in the Town Office.

205. The Town will provide a map of the various cemeteries. The map shall be reconciled at least annually.

**SECTION 3: SEXTON RESPONSIBILITIES**

301. The Select Board shall appoint the Sexton. The Select Board shall prescribe the duties of the Sexton. In addition to the duties assigned by the Select Board, the Sexton or representative shall be responsible for the care of all cemetery grounds, including that of attending burials of the deceased, the digging of the graves and filling of same. The Sexton or representative shall be responsible for the care and maintenance of all lots, equipment and the care and maintenance of the same, the locating of lots for various reasons, including burials, monument location, lots left in estates, transporting manpower and equipment to the various cemeteries and the general appearance and care of the cemeteries. The Select Board shall approve any sexton representative and their duties.

**SECTION 4: FINANCIAL PROVISIONS**

401. A Cemetery Trust Fund is established for the perpetual care of the cemeteries. Money deposited in the Cemetery Trust Fund, including interest and other earnings shall be used only to provide perpetual care for lots in accordance with the laws of the State of Maine. The Town Treasurer shall keep accurate

record of the amount earned and disbursement of said earnings.

402. Thirty (30) percent of the sale price of cemetery lots shall be deposited in the Cemetery Trust Fund. The remainder shall be deposited in the reserve account for general cemetery purposes.

403. The Town of Clifton shall be obligated to care for all lots in the Town owned cemeteries.

404. The Cemetery Committee shall recommend and the Select Board shall approve the cost of cemetery lots.

**SECTION 5: FEES, CHARGES AND PAYMENTS:**

501. The following schedule of fees and charges is in effect and applicable to all of the Clifton Town Cemeteries. The payment of all lot purchases shall be made at the Clifton Town Office where receipts and quitclaim deed will be issued for all amounts paid. All lots must be paid in full at time of reservation.

502. Cost Schedule (includes perpetual care) as of June 28, 2023.

Single interment lot	\$ 300	Single cremation lot	\$100
Double interment lot	\$ 550		
Quadruple interment lot	\$1000		

These prices are subject to change pursuant Section 404.

**SECTION 6: BUDGET ESTIMATE:**

601. Annually the Cemetery Committee and the Sexton shall file with the Town Administrator their budget estimate for the ensuing year, setting forth the amount required to operate the cemeteries for the ensuing year and the details thereof.

A true copy ATTEST: Nicole MacFarline  
Nicole MacFarline, Town Clerk