

## **Ad Hoc Cemetery Expansion Committee**

### **Charge**

#### **Purpose**

The Ad Hoc Cemetery Expansion Committee shall identify and evaluate suitable land parcels for the potential expansion of the Southborough Rural Cemetery. The Committee shall assist and advise the Department of Public Works (DPW) Superintendent and the Select Board regarding the potential acquisition of such parcel(s). The Committee will also identify opportunities to maximize the use of existing Rural Cemetery grounds, including the columbarium.

#### **Membership**

The Committee will consist of 5 members, appointed by the Select Board.

#### **Term**

Members shall serve for a term ending June 30, 2027. The Committee shall expire on June 30, 2027, unless extended by the Select Board.

#### **Reporting**

At the Committee's first scheduled meeting, the Committee will select a Chairperson, Vice Chairperson, and Recording Secretary. Within four weeks of the Committee's first meeting, the Committee will provide the DPW Superintendent and Select Board with an Action Plan outlining its approach to carrying out this effort. The Committee shall submit a final report and recommendations to the Select Board and the DPW Superintendent no later than June 30, 2027.

#### **Open Meeting Law Compliance**

The Committee shall comply with the Massachusetts Open Meeting Law, Massachusetts General Laws Chapter 30A, Sections 18-25, including requirements related to posting meeting notices, public meetings, and meeting minutes.