

**TOWN OF ISLE LA MOTTE**  
**JOB OPPORTUNITY: CEMETERY COMMISSIONER**

**SUMMARY OF POSITION**

*From Vermont Statute:* When a town votes to place its public burial grounds under the charge of Cemetery Commissioners, it shall elect separately a board of three or five Cemetery Commissioners, who shall have the care and management of such burial ground and exercise all the powers, rights, and duties with respect to such care and management and all responsibility on the part of the Selectboard shall cease. 18 V.S.A. § 5373

Due to a recent vacancy, this appointment will be made by the Selectboard for a term to end March 2024, at which time the position will be elected to a term ending in 2025.

For more information about the applicable statutes and the position:

<https://legislature.vermont.gov/statutes/fullchapter/18/121>

<https://sos.vermont.gov/media/qxdpo431/digging-deep-2014.pdf>

The position comes with an annual stipend of \$330, which will be prorated for the remaining portion of the current term. Expenses accrued with **prior** Selectboard approval will be reimbursed. Please note, if selected for the position you will be required to complete the necessary State and Federal paperwork required for employment.

**DUTIES AND RESPONSIBILITIES**

The Isle La Motte Cemetery Commission is comprised of three elected residents of Isle La Motte, each elected to a staggered three-year term. Expectations of the role include:

- Attendance at meetings as needed.
- Establishment and implementation of policies and guidelines for the care of the town cemeteries, including on-going maintenance and restoration for markers and grave mounds, as needed.
- Laying out, selling and conveying cemetery lots and the management of the proceeds of sale of lots.
- Filing of records, minutes, and investment accounts at the Town Hall.
- Additional guidelines and duties may be found at <https://islelamotte.us/departments-2/cemetery/>.

**DESIRED QUALIFICATIONS, ABILITIES AND SKILLS**

- Interest in protecting the public health and safety, ensuring that individuals who have purchased plots and families who have loved ones buried in the cemeteries have a reasonable guarantee that the cemetery will be maintained into the future.
- Willingness to learn and curious about the duties and responsibilities of a Cemetery Commissioner.
- Good communicator and good problem-solver.
- Able to respond to citizens professionally, courteously, and accurately. Communicate any unusual complaints to the Selectboard.

Letters of interest, including your qualifications and reasons for your interest in the position, can be emailed to the Selectboard clerk: Andrea Carbone [ilmvtselectboardclerk@gmail.com](mailto:ilmvtselectboardclerk@gmail.com), mailed to the Town Office at P.O. Box 250, 42 School St. Ext, Isle La Motte, VT 05463, or dropped off at the Town Office in person at 42 School St. Ext.