

BY-LAWS, RULES AND REGULATIONS

The purpose of this ordinance shall be to preserve the public peace and good order on lands operated as municipal cemeteries by the Town of Westmoreland and to provide for the Rules and Regulations necessary for the protection of lot and grave owners, to protect and preserve the monuments already erected or which may hereafter be erected therein to the memory of the dead, and for the proper conduct and good order of the cemeteries.

TOWN CEMETERIES WESTMORELAND, NEW HAMPSHIRE

The following named existing cemeteries shall be deemed to have been established as municipal cemeteries:

Canoe Meadow Cemetery	Entrance off River Road
Chaffee Cemetery	Entrance off Hurricane Road
East Westmoreland Cemetery	Entrances off Rte. 12 & Old Mill Brook Rd.
Edson Cemetery	Entrance off Hurricane Road
Gline Cemetery	Entrance off Paine Road
Lord Cemetery	Entrance off Lord Cemetery Road
North Cemetery	Entrance off Great Meadow Ferry Road
Pratt Cemetery	Entrance off Route 63
South Village Cemetery	Entrance off Glebe Road

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A. RULES & REGULATIONS OF THE TOWN CEMETERIES OF WESTMORELAND

1. For the mutual protection and benefit of lot owners, and each cemetery as a unit, the following Rules and Regulations have been adopted as the Rules and Regulations of Westmoreland Town Cemeteries. All owners and visitors within the cemeteries, and all lots sold, shall be subject to said Rules and Regulations, and subject, further, to such other Rules and Regulations, amendments or alterations as shall be adopted at any annual cemetery meeting by the Cemetery Trustees from time to time; and reference to these Rules and Regulations in the Deed to a lot shall have the same force and effect as if set forth in full therein.
2. The Cemetery Trustees may, and hereby expressly reserves the right, at any time, or times, to adopt new rules and regulations, or to amend, alter or repeal any rules, regulation, section, paragraph or sentence in these Rules and Regulations. All rules formerly adopted which are contrary to these Rules and Regulations are hereby repealed and declared to be no longer effective.
3. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Cemetery Trustees, therefore, reserves the right, without notice, to make exceptions, suspensions or modifications in any of these Rules and Regulations, when, in its judgment, the same appears advisable; and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such rule.
4. The Cemetery Trustees shall take reasonable precautions to protect the owners of plots within the cemetery from loss or damage but it distinctly disclaims all responsibility for loss of damage from causes beyond its reasonable control and especially from damage caused by elements, an act of God, thieves, vandals, malicious mischief makers, unavoidable accidents, and order of any military or civil authority, whether the damage be direct or collateral, other than as herein provided.

B. CEMETERY MAINTENANCE

1. The general maintenance of the cemeteries, designed to improve and maintain their appearance and condition, shall be the responsibility of the Cemetery Trustees. It shall include such items as the upkeep of drives, buildings, fences, spring and fall clean-up, raking of leaves, and the general periodic mowing of grass.
2. Every municipality 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 (RSA 473:5), and to supply the fence with necessary gates. (RSA 289:4)

C. CEMETERY TRUSTEES

The municipality shall elect a Board of Cemetery Trustees consisting of 3 members, unless a town at an annual or special town meeting votes that the board shall consist of 5 members. One shall be elected for a one-year term, one for a 2-year term and one for a 3-year term. In towns with a board of 5 Trustees, the 2 additional Trustees shall be appointed by the Selectmen, one for one year and one for 2 years. Subsequent Trustees shall be elected by ballot at the annual town meeting to replace those whose terms expire. The term of each Trustee shall be 3 years. Vacancies shall be filled by the Selectmen for the remainder of the term.

D. CEMETERY TRUSTEES POWERS AND DUTIES

1. To enforce all Rules and Regulations and to exclude from the property of town cemeteries any person violating the same, and to have charge of the grounds and buildings, and at all times, shall have supervision and control of all persons within the cemetery.
2. To protect and promote the best interests of the cemetery by making temporary additional rules, which may be needed from time to time, to meet emergencies, which are not, covered by these Rules and Regulations.
3. To adopt by-laws, rules and regulations and amendments for their transaction of business and for the establishment and management of all municipal cemeteries within their responsibility.
4. To prepare an annual budget indicating what support and maintenance of the municipal cemeteries will be required out of public funds for submission to the Board of Selectmen. 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.
5. To expend all moneys raised and appropriated by the municipality for cemetery purposes. It shall be their duty to supervise all public cemeteries to the end that said funds might be so expended as best to serve the purposes for which they are raised and appropriated.
6. To expend income from all trust funds for cemetery purposes in accordance with the conditions of each donation or bequest accepted by the municipality. 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 town by the Trustees of Trust Funds in response to vouchers executed by the Cemetery Trustees, if the requested funds are available. Such trust fund income shall not be commingled with the moneys raised and appropriated by the municipality.
7. To keep all records of cemeteries of the Town. All maps showing laid out sections of each cemetery, records of lot ownership and burials shall be kept by the Cemetery Trustees. The Cemetery Trustees shall keep copies of the deeds conveyed for lot purchases.

8. To hold an annual meeting on the 1st Monday in the month of November in each year. Notice of said meeting shall be given by posting written notice of said meeting in two or more public places in said Town of Westmoreland at least seven days before said meeting.
9. Cemetery Trustees may appoint a cemetery custodian or sexton who shall not be a Trustee and who shall be responsible to the Cemetery Trustees for supervising work done in the cemeteries.
10. The cemeteries will be closed for burial during the winter season when the Cemetery Trustees see fit. Notification will be made to all local Funeral Directors.

E. PURCHASE AND CARE OF LOTS

1. The sale of lots in the municipal cemeteries shall be under control of the Cemetery Trustees and subject to the town rules and regulations pertaining thereto. Anyone desiring to buy a lot shall apply to the Cemetery Trustees and select a lot from those available for sale. Upon presentation of proper receipt, the Cemetery Trustees shall issue a deed to the lot. The deed shall be signed by the Selectmen and be recorded in the office of the Cemetery Trustees. Each deed shall state the name of the purchaser, purchase price, name of cemetery, number of lot and section in which lot is located and a listing of persons permitted for burial in the purchased lot. (See sample deed - Appendix 'A')
2. Sale of lots is restricted to town residents or former town residents; however, persons with strong family ties to Westmoreland should be considered by the Cemetery Trustees to be eligible for the purchase of a lot.
3. Lots purchased in the laid out sections of cemeteries of the town shall be conveyed by deed for burial purposes only, and shall be subject at all times to the provisions of the cemetery by-laws, rules and regulations of Westmoreland and applicable State Laws.

<u>Lot</u>	<u>Purchase Price</u>	<u>Lot Size</u>
Single grave lot	\$100	4 feet by 10 feet
Double grave lot	\$200	8 feet by 10 feet
Three grave lot	\$300	12 feet by 10 feet
Four grave lot	\$400	16 feet by 10 feet

4. Lot sizes may vary slightly in developed sections of cemeteries where space does not permit the above states sizes.
5. Fifty percent (50%) of the funds derived from the sale of lots of the cemeteries is designated for perpetual care and shall be held in trust by the Trustees of Trust Funds and invested as provided by law. All money received from the sale of lots except the part provided for perpetual care shall be designated in an expendable trust fund per RSA 31:19a. The Cemetery Trustees will serve as agents of such established fund named "Cemetery Maintenance Fund", to be held by the Trustees of Trust Funds to be used for maintenance and repairs related to the function of the cemeteries.

6. The care and maintenance of all lots within the cemetery, whether perpetual or ordinary, shall include the mowing and trimming of grass at reasonable intervals, the raking and cleaning of lots, and the grading and seeding of lots in such a manner as to contribute to the general appearance of the grounds. Perpetual or ordinary care shall not include the maintenance or repair of any monuments, stones, markers or walls. When no provision or insufficient provision has been made for perpetual care, "annual care" is given at the expense of the town.
7. Perpetual care annual income, whether applied to lots, graves, or anything within the confines of the cemeteries, shall be limited absolutely to the income received from the investment of the perpetual care fund, no part of the principle being expended, unless stated in provisions of the fund.
8. Lot #95 in the South Village Cemetery will be designated as a burial lot for town-assisted persons (RSA 165:27-a). Assignment will be made for the cost of a cremation burial only. Per RSA 31:19a, the Cemetery Trustees will serve as agents of an established expendable fund named "Burial Support Fund", to be held by the Trustees of Trust Funds to be used for the cremation burial of town-assisted persons.

F. TRANSFER OF LOTS

1. Lots previously sold and no longer needed may **only** be sold back to the town (at the original purchase price). The town may then resell the lot following all current provisions of by-laws and rules and regulations.
2. The transfer of lots previously sold shall be registered with the Cemetery Trustees by presentation of the original deed on the back of which is written, "hereby transfer to (name of the new owner) (portion of lot)" and the endorsement of the original lot owners, his heirs and assigns. No person shall be recognized as the owner or part owner unless so recorded in the office of the Trustees. The Cemetery Trustees must approve all transfers.
3. The subdivision of lots is not allowed, and no one shall be buried in any lot not having an interest therein, except by written consent of the relatives of any owner of record as provided in these rules or by the laws of the State of New Hampshire.
4. Burial space that has remained unused for a period of 50 years can become property of the town following procedures established by State Law (RSA 289:18).
5. Burial space that has remained unused for a period of less than 50 years can be resold and/or deeded back to the town with written consent from the listed inheritors of a will or any and all living immediate family members.

G. INTERMENTS AND DISINTERMENTS

1. In addition to being subject to these rules and regulations, all interments and removals are made subject to the orders and laws of the properly constituted authorities of the State of NH.
2. The term "interment" shall mean the permanent disposition of the remains of a deceased person by cremation and inurnment, or burial.
3. No interment of the dead body of a human being shall be made without a permit, and only in accordance with it. The burial of human remains shall be under the direction of a licensed funeral director. Burial placement will be under the direct supervision of the Cemetery Trustees.
4. No disinterment of a dead body of a human being shall be made without a permit from the department of health and human services, division of public health services, countersigned by the local health officer, and only in accordance with such permit. Such disinterment permit shall not be required for removal of such dead body for reinterment after discontinuance of a public cemetery, if a body is to be removed within the geographic boundaries of the same cemetery, nor in a case where an autopsy has been ordered by a county attorney or the attorney general.
5. No person shall assist in, assent to, or allow any interment or disinterment to be made until a permit has been obtained under this section. Any person who violates the provisions of this section (relative to disinterment) shall be guilty of a misdemeanor. (RSA 290:5)
6. A concrete vault, cement liner, or equal, shall be required for all non-cremated burials in all cemeteries. Natural ('Green') burials are allowed using an inverted vault with the cover removed.
7. No interment of any body, or the cremated remains of any body, other than that of a human being, shall be permitted in the cemeteries.
8. Once a casket containing the body is within the confines of the cemetery, no funeral director, or his embalmer, assistant, employee or agent, shall be permitted to open the casket or touch the body without consent of the legal representative of the deceased.
9. Cremations are allowed in graves at cemeteries. A maximum of four cremations are allowed per single grave lot. Cremated remains may be brought to a cemetery for burial by any person, with the consent of the Cemetery Trustees together with a crematory certificate from the respective crematory identifying the remains. Burial placement will be under the direct supervision of the Cemetery Trustees.
10. The Cemetery Trustees reserve the right to make an interment of any member of the immediate family of any one of several lot owners upon his written authorization. No

other person may be interred in any lot without the consent of all owners of the lot recorded as such in the books of the cemetery, or deed of said lot.

11. When instructions regarding the location of an interment space in a lot cannot be obtained, or are indefinite, or when for any reason, the interment space cannot be opened where specified, the Cemetery Trustees may, in their discretion, open it in such a location in the lot as they deem best and proper, so as not to delay the funeral; and they and the town shall not be liable in damages for any error so made.
12. The Cemetery Trustees reserve the right to refuse an interment in any lot if in their judgment there is a question of ownership.
13. The town shall in no way be liable for any delay in the interment of a body where a protest to the interment has been made, or when the rules and regulations have not been complied with. The town shall be under no duty to recognize any protests of interment unless they are in writing and filed with the Cemetery Trustees.
14. Neither the town nor the Cemetery Trustees shall be responsible for errors in location of graves on lots arising from improper instructions from persons making arrangements. In all cases, orders for grave opening shall be communicated to the Cemetery Trustees in writing. Orders from funeral directors shall be construed as orders from owners.
15. The town reserves, and shall have, the right to correct any errors that may be made by it either making interments, disinterments or removals, or in the description, transfer or conveyance and substituting other interment property of equal value and similar location as far as possible or as may be selected by the town, or, in the sole discretion of the town, by refunding the amount of money paid on account of such purchase. In the event such error shall involve the interment of the remains of any person in such property, the town reserves, and shall have, the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be substituted and conveyed in lieu thereof.
16. A body or cremated remains may be removed from its original lot to a larger or better lot in the cemetery where there has been an exchange or purchase for that purpose.
17. The utmost care will be exercised in making a removal, but the town shall assume no liability for damage to any casket, burial case, urn or memorial incurred in making the removal.
18. Removal by the heirs of a body or cremated remains so that the lot may be sold for profit to themselves, or removal contrary to the express or implied wish of the original lot owner, is repugnant to the ordinary sense of decency and is absolutely forbidden.

H. MONUMENTS AND MARKERS

1. All municipal cemeteries shall be permitted to have monuments, markers (footstones), and cornerstones of such dimensions and placement as described below:
2. All markers and cornerstones shall be set flush with the lawn surface so that no part of such marker or cornerstone shall protrude above the surface of the ground
3. Monuments will be positioned to align with other monuments in row(s). Individual grave markers shall be placed at the end of the grave farthest from the base of the monument. In the absence of a monument, all markers shall be placed at the head of the grave.
4. Cornerstones require no foundations. They shall be six inches wide by six inches long and shall be set at the extreme corners of the lot and square with the bounds of the lot.
5. The name or inscription on each monument, or marker must correspond with the name recorded with the Cemetery Trustees and no changes shall be made thereon except upon request of the proper parties and by permission of the Cemetery Trustees.
6. Persons engaged in cleaning, erecting, or repairing monuments and other structures, shall operate as independent contractors, but must do so under the general supervision of the trustees.
7. While the town will exercise all possible care to protect the memorial or other structure on any lot and the raised lettering, carving or ornaments on such memorial or other structures, it disclaims responsibility for any damage or injury thereto.

I. DECORATION OF LOTS

1. No enclosure of any nature, such as fences, curbing, copings, hedges, borders, or ditches shall be allowed around any lots.
2. Flowers may be planted and must be placed against the front of the headstone and bedded the exact length of the headstone and may not come out from the headstone more than eight (8) inches. Artificial flowers and wreaths are prohibited from April 1 through October 31.
3. No trees, flowering shrubs, or rose bushes shall be planted in any lot by any person or persons.
4. Dwarf evergreen shrubbery may be planted. The shrubbery may not exceed the height of the monument by more than six (6) inches and may be planted only at the ends of the monument.

5. The cemetery department shall do all grading of lots and no person shall do any grading causing the surface of the ground to be raised above the existing height of the surrounding area.
6. The Cemetery Trustees may enter upon any lot and remove any shrubs, plants (including vases, urns or potted plants), or trees that are deemed detrimental to the cemetery or adjoining lots or unsightly or inconvenient to the public. They may enter upon any lot and make any improvement deemed for the advantage of the grounds. Notice of removal of the above items shall be given to the lot owner, whenever feasible.

J. CONDUCT OF PERSONS

1. Persons within the cemetery grounds shall use only the established gates, walks, or roads.
2. No person shall deposit rubbish or debris on cemetery grounds, except in receptacles provided.
3. No person shall discharge firearms or any other weapon in or adjacent to any cemetery. This prohibition shall not apply to authorized volleys at burial services conducted by recognized military organizations or associations of the United States.
4. No person shall in any way disturb, damage, or deface any monument, stone, fence or other structure, or property within any cemetery. Any person damaging any cemetery property shall be liable for any damages incurred. (RSA 635:6,7,8)
5. No person through fault or neglect shall allow any stock to trespass within the cemeteries.
6. No person shall allow any dog or other domestic animal to run at large within any cemetery.
7. No person shall perform any form of metal detecting in any cemetery.
8. No person shall make gravestone rubbings in any cemetery without first obtaining the written permission of the Selectmen (RSA 289:22). Selectmen will notify Cemetery Trustees of the request and it's disposition.
9. No signs, notices or advertisements of any kind shall be allowed in the cemetery unless placed by the Cemetery Trustees.
10. All persons are prohibited from gathering flowers, either wild or cultivated, disturbing trees, shrubbery or plants, defacing or otherwise damaging monuments or structures, or disturbing the bird or animal life.

K. TRAFFIC REGULATIONS

1. No motor vehicles shall be driven except on roads designated for that purpose and no vehicle shall be driven faster than fifteen (15) miles per hour upon the roads of any cemetery.
2. Motor vehicles must be kept under complete control at all times. When meeting a funeral procession, they must stop until the procession has passed. They must not pass a funeral procession going in the same direction. Motor vehicles must not be left with the engine running and the emergency brake must be set when the driver is not in his seat. Mufflers must not be open nor the horn sounded within the cemetery.
3. No motor vehicles shall be driven across or upon any grave, lot or lawn, nor parked or left thereon. It is prohibited to park or leave any motor vehicle on any road or driveway within the cemetery at such location or in such a position as to prevent any other motor vehicle from passing the same, and if so parked or left, such motor vehicle will be removed.
4. No person shall enter any cemetery with a loaded truck, unless permission has been received from the Cemetery Trustees.
5. Snowmobiles, ATV's, and go-carts are not allowed within the boundaries of any cemetery at any time.
6. When the cemeteries are closed for the winter season, the cemeteries will be closed to all vehicular traffic unless permitted by the Cemetery Trustees.

L. ADDITIONAL CEMETERY LANDS

1. Every municipality shall provide one or more suitable cemeteries for the interment of deceased persons within its boundaries, which shall be subject to approval of the Westmoreland Planning Board in accordance with all State & Federal laws then applicable. The operation and maintenance of all cemeteries owned and maintained by the municipality shall be in the charge of the cemetery trustees. (RSA 289:2)
2. Before any new land is opened for cemetery use and the sale of lots, the Cemetery Trustees shall have such land area laid out showing the system of streets and avenues, and a numbered system of lots.
3. All cemeteries shall be laid out in accordance with the following requirements:
 - I. No cemetery shall be laid out within 100 feet of any dwelling house, schoolhouse, or school lot, store or other place of business without the consent of the owner of the same, nor within 50 feet of a known source of water or the right of way of any classification of state highway. Existing cemeteries which are not in compliance with the above set-back requirements may be enlarged, provided that no portion of the enlargement is located any closer to the above-

listed buildings, water sources or highways than the existing cemetery, and provided further that no such enlargement shall be located within 50 feet of any classification of state highway.

- II. Burials on private property, not in an established burial ground, shall comply with local zoning regulations. In the absence of such regulations, such burial sites shall comply with the requirements in paragraph I. The location of the burial site shall be recorded in the deed to the property upon transfer of the property to another person.
- III. 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 local 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 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 governing body of a municipality in concurrence with the Cemetery Trustees, or in the case of a state highway, by the Commissioner of the Department of Transportation in concurrence with the Cemetery Trustees. (RSA 289:3)

M. DISCONTINUANCE OF A TOWN CEMETERY

A town cemetery may be officially closed from further burials upon written notice to the Board of Selectmen from the Cemetery Trustees that the designated cemetery, to the best of their knowledge is full and no further lots will be sold.

N. DISCONTINUANCE AND REMOVAL OF REMAINS

1. Whenever there is a public necessity for the discontinuance of any municipal 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, or by 3/4 of each board of the city councils present and voting. (RSA 289:15)
2. The governing body may, at the expense of the municipality, disinter all the remains of persons buried in such cemetery and reinter the same in the unoccupied part of another cemetery within the municipality, 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 Trustees. Such removal and reinterment shall be done prudently and with proper care and attention. (RSA 289:16)
3. 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 governing body shall assess the damages in the same manner and with the same right of appeal as in the case of alteration of the grade of highways. (RSA 289:17)

O. ABANDONED BURIAL GROUNDS

1. The term "burial ground" means a private cemetery on private property and not available for use by the public.
2. Whenever a burial ground within the boundaries of the town has been neglected for a period of 20 years or more, the municipality may declare it abandoned for purposes of preservation, maintenance or restoration. (RSA 289:19)
3. To declare a burial ground abandoned:
 - I. 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. If the burial ground contains no stones with legible inscriptions, the site may be identified by a detailed description of its location.
 - II. 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.
 - III. 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. (RSA 289:20)
4. Any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the Cemetery Trustees, who shall assume all the authorization and rights of natural lineal descendants.

P. RIGHT OF WAY TO PRIVATE BURIAL GROUND

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 the town 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 trustees, 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. (RSA 289:14)

WESTMORELAND CEMETERY DEED

Know all Men by these Presents:

That the WESTMORELAND CEMETERY TRUSTEES, in the County of Cheshire, and State of New Hampshire, in consideration of two hundred dollars, paid by _____ to said Trustees, the receipt whereof is hereby acknowledged, do hereby grant, sell and convey unto the said _____ heirs, and assigns, a certain lot of land in the _____ Cemetery, being a _____-single grave lot and known as lot No. _____ on the plan of said Cemetery, on file with the Cemetery Trustees. Said lot of land shall not be used for any other purpose than as a place of burial for the dead, and to be subject to the restrictions and by-laws of said Cemetery Trustees.
Per RSA 289:18, Forfeiture Procedure may be invoked in the future.

OPTIONAL – The following individual(s) will be accepted for burial in the above named lot(s):

To Have and to Hold said lot to the said _____, heirs and assigns forever, subject to the above restrictions and such resolutions as may be approved by said Cemetery Trustees in regard to the care of said Cemetery.

In Testimony Whereof, the said Board of Selectmen for the Town of Westmoreland do hereby affix their signatures this _____ in the year of our Lord two thousand and _____.

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.....
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Board of
Selectmen

STATE OF NEW HAMPSHIRE

CHESHIRE, SS., _____ then personally appeared the above Board of Selectmen and acknowledged the above instrument to be their voluntary act and deed.

Before me,

.....

Notary Public