



CITY OF LAWRENCE

OFFICE OF THE MAYOR

City Hall • 200 Common Street • Lawrence, MA 01840
Tel: (978) 620-3010 • www.cityoflawrence.com

DANIEL RIVERA
MAYOR & CEO

BELLEVUE CEMETERY

Job Descriptions	Members	Meeting Dates	Application
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The Lawrence Bellevue Cemetery consists of (5) full time members which serve up to Three (3) year terms.

The Bellevue Cemetery Board shall have the following responsibility;

The Bellevue Cemetery Board of Directors oversees changes to the cemetery that are not addressed in routine care and maintenance that affect architectural and landscape features. The Bellevue Cemetery Board of Directors has authority for the management and control of the Bellevue Cemetery through its Superintendent and shall have all of the powers and duties granted to cemetery by General Laws, Chapter 40, Section 114 and acts in amendment thereof and in addition thereto. The Board of Directors controls the property, real and personal, which constitutes the assets of the cemetery. The Board has all duties and powers conferred by statute, Lawrence City Charter and the Lawrence Municipal code, including but not limited to:

- (1) Establishing rules and regulations governing the cemetery.
- (2) Making repairs and improvements to buildings, grounds, and infrastructure.
- (3) Establishing prices and fees for cemetery services and the sale of grave lots.
- (4) Managing and investing the enterprise fund of the cemetery.
- (5) Enforcing the provisions of this code concerning interments within the cemetery.
- (6) Controlling expenditures made on the account of the cemetery.

Board of Directors meetings are held monthly on the third Wednesday of each month at 3:00PM. The meetings are held at the Bellevue Cemetery main office located on 170 May Street.

Qualifications:

All members of boards, commissions, authorities, and committees of the city, whether appointed by the mayor or city council, shall be residents of the city unless otherwise provided for in the General laws or the Municipal Code, with the exception that no more than three members of the airport commission may be nonresidents. Boards and Commissions Applications are available at the City of Lawrence, Office of the Mayor Daniel Rivera, 200 Common Street, 3rd floor, Lawrence, MA 01840, or download an application at www.cityoflawrence.com under the job posting/board openings page.



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Deadline for applications is until selected and filled. Please send your application to the above said address. Said appointment is subject to the appointment of the Mayor Daniel Rivera and the confirmation of the Lawrence City Council.

The City of Lawrence is an Equal Opportunity Employer, Mayor Daniel Rivera

