

PEMBROKE CEMETERY COMMISSION MEETING

November 17, 2016

Minutes

Present: James Garvin, Donald Hill (chair), Ellen Paulsen, V. J. Ranfos, Fleda Young. Also attending part of the meeting was Donald Cotnoir of New Hampshire Monuments.

1. Chair Donald Hill called the meeting to order at 7:00 p.m. at the Pembroke Town Hall.
2. On a motion by Fleda Young, seconded by Ellen Paulsen, the minutes of the meeting of October 20, 2016, were unanimously approved.
3. Donald Cotnoir of New Hampshire monuments attended the first part of the meeting and reviewed photographs of his summer 2016 monument repairs in Pembroke Street Cemetery. V. J. Ranfos will e-mail a list of these repairs to the Commission members. Among the repairs was the replacement of the broken urn on a tall, red granite column. A second column, in memory of Samuel Moore, has a broken urn. The broken pieces are resting on the base of the column and awaiting future repairs. The Commission also reviewed photographs of another broken stone that was not included in the 2016 list of repairs. The Commission thanked Mr. Cotnoir for his careful work and for his time in attending the meeting.
4. Jim Garvin reported that the invoice received from Jerry's Flag Shop in Providence, Rhode Island in the amount of \$414.14 for four gross (576) American veteran's grave marker flags with ⁵/₁₆" wooden staffs, as described in the October minutes, was not the proper invoice for payment. Due to the need to order these flags from a different supplier, Jerry's Flag Shop submitted a later invoice in the amount of \$500.00. Town administrator David Jodoin has stated that the balance of \$85.86 due to Jerry's Flag Shop will be placed on the next payment manifest for the Board of Selectmen to approve on Monday, November 21, 2016.
5. V. J. reported that Collins Tree Service had removed the single large white pine tree in Evergreen Cemetery for a price of \$1,600. The \$2,000 income from the tree removal at Evergreen Cemetery will be applied to this cost.
6. The unspent balance of funds appropriated by Warrant Article 5 of the 2016 Town Meeting (\$5,090) and the unexpended balance from repairs to the Appleton-Badger Tomb (\$5,740) need to be spent or else encumbered for use in 2017 by means of contracts signed before the end of December. In October, V. J. Ranfos reported that Accurate Tree Service had agreed to hold their bid price of \$3,200 for removing three large white pine trees and one large Norway spruce from the front of Pembroke Street Cemetery, and grinding the stumps, until 2017. The Commission felt that it would be prudent to cut these trees in 2016 to avoid potential winter damage if the unexpended funds may be used for this work. On a motion by James Garvin, seconded by Fleda Young, the Commission voted unanimously to recommend to the Board of Selectmen that as much as necessary of the unexpended balance of funds appropriated by Warrant Article 5 be applied to the bid by Accurate Tree Service to remove the trees in front of the front wall of Pembroke Street Cemetery and grind the stumps. If this work cannot be done in 2016, the Commission asks the Board of Selectmen to encumber \$3,200 from the unspent balance of funds appropriated through the Capital Improvement Program for the tree cutting in 2017.

7. V. J. Ranfos reported that he has been talking with Brickett Hill Landscaping about raking and seeding in Evergreen Cemetery, and that he will try to get a contract for this work in order to encumber the remaining unexpended 2016 funds for use in 2017.
8. The Commission reviewed its projects for 2016 and its proposed projects for 2017. In 2016, the Commission completed the repointing of the Appleton-Badger Tomb at Evergreen Cemetery, the cutting of overgrown pine trees at Evergreen Cemetery, the grinding of stumps at Evergreen Cemetery, the repair of most of the damaged monuments at Pembroke Street Cemetery, and landscaping at Pembroke Hill Cemetery. For 2017, we need to accomplish the GIS data entry for Pembroke Hill Cemetery. This will serve as a pilot project for eventual use in all town cemeteries. The estimate for the basic GIS work, as submitted by Wright-Pierce of Portsmouth, is \$1,800. This would include burial plots, names, dates of birth and death, and headstone photography taken by Wright-Pierce for an estimated total cost of \$1,800. If we need to add a supplementary GIS platform to the town website for full public access to this information, we would need an additional \$2,500.
9. The Commission reviewed the revisions to Chapter 155 (Cemeteries) of the Town Code that have been suggested thus far. Secretary Jim Garvin will add further changes that were suggested at this meeting and distribute the revised chapter to Commission members by e-mail, with all suggested changes shown in **red**. It was suggested that the Commission should continue to correspond by e-mail about these changes and might meet again earlier than usual in 2017 to continue this work.
10. Fleda Young and Ellen Paulsen showed photographs of the Ryan Mihill lot in Evergreen Cemetery. The Commission authorized them to box the items that have been left on the lot over the years and take these objects to the Public Works office for pickup by the family, if desired.
11. The next regular meeting of the Commission will be held on Thursday, April 13, 2017, at 7:00 p.m. at the Pembroke Town Hall unless an earlier meeting is called by the chair.
12. On a motion by Fleda Young, seconded by Jim Garvin, the meeting adjourned at 8:20 p.m.

Respectfully submitted,
James L. Garvin, Secretary