

PEMBROKE CEMETERY COMMISSION MEETING

October 20, 2016

Minutes

Present: James Garvin, Donald Hill (chair), Ellen Paulsen, V. J. Ranfos, David Richards, Fleda Young.

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 September 8, 2016, were unanimously approved.
3. An invoice was 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 $\frac{5}{16}$ " wooden staffs to fit into the older cast iron flag holders. Jim Garvin will verify the bill and forward it to Town Hall.
4. V. J. Ranfos reported that the removal of white pine trees from Evergreen Cemetery produced a net income for the Town of Pembroke of \$2,000.
5. V. J. reported that Collins Tree Service submitted a proposal to remove the single large white pine tree in Evergreen Cemetery for a price of \$1,600. The \$2,000 income from the tree removal will be applied to this cost, and the removal of the tree is scheduled for November 1.
6. V. J. Ranfos reported that in he had secured a bid of \$1,200 from Accurate Tree Service of Hooksett to grind the stumps in Evergreen Cemetery, plus \$700 for additional costs. In September, the Commission had recommended that the bid of Accurate Tree Service for this work in this fiscal year be accepted if sufficient money remained in the cemetery budget after veterans' flags are ordered and ground-penetrating radar scanning for Old North Pembroke Cemetery is completed. Accurate Tree Service has started to grind the stumps, and most have been removed. Public Works staff have started to spread the bark on the hillside at the back of the cemetery in an effort to reduce erosion during the winter of 2016-17.
7. V. J. reported that Public Works director Jim Boisvert has asked for an increase in the regular cemetery budget of up to \$5,000.
8. Ellen Paulsen reported on the ground-penetrating radar scan of the area near the Viken lot in Old North Pembroke Cemetery by Topographix, LLC, on October 19. The scanning verified that the two early Cochran burials (1818 and 1833) lie behind the headstones. This places them beneath the 8-foot by 8-foot area that had been reserved for future Viken family burials. The investigation revealed no old burials in the area behind the existing Viken family lot except for a single unmarked grave that touches the southern edge of that lot. It should be possible to mark out a new area for future Viken family burials behind the existing lot, thus avoiding interference with the old Cochran graves.

Robert Perry of Topographix was also kind enough to quickly scan the area near the front fence of Buck Street Cemetery that contains no marked graves. The scan revealed that there is ledge

about two feet beneath grade level, explaining why this area of the cemetery was never used for burials.

9. Ellen Paulsen reported that the reproduced wooden gate for Old North Pembroke Cemetery will be installed soon.
10. V. J. Ranfos reported that there will be two cremation burials of members of the Haggett family on the same Saturday. The family has asked if there could be a discount from the standard town fee of \$275 per interment for weekend cremation burials, since the two will be on the same day. The consensus of the Commission was that it lacked the authority to waive or alter the standard town fees.
11. V. J. reported that the repair of monuments in Pembroke Street Cemetery by New Hampshire Monuments is about 90% complete. All repaired stones were cleaned after mending, so the repaired monuments are easily seen in the cemetery. New Hampshire monuments also replaced the marble urn that had been broken off the top of a tall marble column. The project was slowed by the fact that company owner Donald Cotnoir has a second, primary job and needed to hire extra help to complete the Pembroke Street Cemetery contract.
12. V. J. reported that he does not know the status of discussions between town administrator David Jodoin and Wright-Pierce Engineering of Portsmouth and Cartographic Associates, Inc., Pembroke's GIS (Geographical Information System) service provider, to be sure that Cartographic Associates can incorporate Wright-Pierce's data into Pembroke's existing GIS data. At the August meeting, the Commission voted in favor of contracting with Wright-Pierce for providing the town with a revised GIS layer for Pembroke Hill Cemetery. 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. There is a balance of \$1,800 left from the landscaping project at the rear of Pembroke Hill Cemetery, and the Commission hopes that a contract for the Wright-Pierce work can be signed before the end of the fiscal year in order to encumber the balance for the proposed Wright-Pierce project.
13. V. J. reported that Accurate Tree Service will 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
14. Jim Garvin will e-mail the existing Cemeteries chapter of the Pembroke Town Code, with already suggested edits or additions, to Commission members for review before a special Commission meeting in November to revise the chapter. Don Hill will inquire to see if he can get the key to Town Hall on November 17.
15. The next regular meeting of the Commission will be held on Thursday, November 17, 2016, at 7:00 p.m. at the Pembroke Town Hall if the key is available.
16. On a motion by David Richards, seconded by Jim Garvin, the meeting adjourned at 7:40 p.m.

Respectfully submitted,
James L. Garvin, Secretary