

# **PEMBROKE CEMETERY COMMISSION MEETING**

**June 13, 2019**

## **Minutes**

Present: James Garvin, Ellen Paulsen (chair), V. J. Ranfos, Dan Chase.

1. Chair Ellen Paulsen called the meeting to order at 9:02 a.m. at the Pembroke Public Works conference room.
2. On a motion by Ellen Paulsen, seconded by Dan Chase, the minutes of the meeting of May 9, 2019, were unanimously approved.
3. V. J. Ranfos updated the Commission on the contract for monument repairs in Pembroke Street Cemetery, which was awarded to New Hampshire Monuments at their bid price of \$5,200 as detailed in their estimate dated April 10, 2019. V. J. has talked with Donald Cotnoir of New Hampshire Monuments, who hopes to begin work on the week of June 17<sup>th</sup>. He will begin with touch-up repairs to some of the monuments he repaired in 2018 and wants to plumb the Fowler family monument in Old North Pembroke Cemetery before remounting the repaired finial on it. He will then begin the work in Pembroke Street Cemetery.
4. Chair Ellen Paulsen reported that Matthew Roan of Petit-Roan Funeral Home will be glad to assist in locating someone who could consult on the possibility of inserting columbarium units in the town tomb in Evergreen Cemetery.
5. The Commission returned to a discussion of the revisions of Chapter 155, "Cemeteries," of the Town Code. Chair Ellen Paulsen contacted Town Administrator David Jodoin, who advised her on the procedure for getting the revised draft of Chapter 155 approved for addition to the Town Code. When we are ready to submit the chapter, we should send a digital copy to David Jodoin, who will distribute it to the Board of Selectmen and schedule a public hearing.

Secretary Garvin agreed to check our draft of Chapter 155 against RSA 289, "Cemeteries," to see if our proposed ordinances are in compliance with state regulations. If appropriate, we may want to cite RSA references at the end of any of our sections to indicate that our language comports with that of the state statute.

The Commission agreed to check our draft one final time and review it in July before forwarding it to David Jodoin.

The Commission discussed the need to make owners of older burial permits aware of the new rules once the new Chapter 155 is accepted. The new regulations will be posted on the town website as a chapter in the Town Code, but few residents routinely check the Town Code. The Commission discussed the possibility of posting a notice at the

entrance of each active cemetery (Buck Street, Evergreen, Pembroke Hill, and Pembroke Street) that new rules are posted on the town website.

The Commission asked Secretary Garvin to e-mail a copy of the current draft of Chapter 155 to Matt Roan of Petit-Roan Funeral Home and invite him to comment and/or attend the next Commission meeting.

6. The Commission received a flier from Veterans' Flag Company, an on-line company with offices in Texas, which sells 12" by 18" veterans' flags with 3/8" sticks for \$150 per gross with free shipping:

<https://www.veteransflagdepot.com/12x18-inch-hemmed-us-stick-flags-with-spear/>

We have been buying 12" by 18" grave flags from Jerry's Flag Company of Providence, R. I. Our last order from this company (2016) was about \$104 per gross.

We agreed to check our inventory and compare prices from Jerry's Flag Company against those of Veterans' Flag Company when we are ready to reorder.

7. Due to inclement weather, the Commission canceled a field meeting that had been proposed for today. The Commission agreed to reschedule the field meeting to begin at 9:00 a.m. on Thursday, July 11, 2019, weather permitting.

Other business:

8. V. J. Ranfos reported that most available lots in New North Pembroke Cemetery are sold. The Commission agreed to consider declaring this cemetery closed to future burials, except in lots that have been sold, as soon as we determine that there are no more available lots.
9. The Commission noted that David Jodoin has called for funding proposals to be made to the Capital Improvements Program (CIP) Committee by July 5, 2019. V. J. Ranfos has solicited prices from Advanced Excavating and Paving for work on the roads and gates of Evergreen Cemetery. He will e-mail this information to Commission members when received. We may also want to ask the CIP Committee for funding to complete the second half of the wall repairs at Pembroke Street.
10. The next meeting of the Pembroke Cemetery Commission will begin at **9:00 a.m. on Thursday, July 11, 2019, starting at the Pembroke Public Works office on Exchange Street, weather permitting.**
11. On a motion by Dan Chase, seconded by Jim Garvin, the meeting adjourned at 9:58 a.m.

Respectfully submitted,  
James L. Garvin, Secretary