

PEMBROKE CEMETERY COMMISSION MEETING

May 11, 2017

Minutes

Present: James Garvin, Ellen Paulsen, V. J. Ranfos, David Richards, Fleda Young.

1. The meeting was called to order at 7:20 p.m. at the Public Works building on Exchange Street. Since Town Clerk Jim Goff is no longer holding evening hours at Town Hall on the second Thursday of each month, the Commission agreed to continue to meet on the second Thursday but at the Public Works Building. Secretary Jim Garvin will notify municipal secretary Linda Williams.
2. On a motion by Fleda Young, seconded by Ellen Paulsen, the minutes of the meeting of April 13, 2017, were unanimously approved.
3. Article 5 of the 2017 Town Meeting appropriated \$21,000 for repairs and survey at Evergreen Cemetery and Old North Pembroke Cemetery. V. J. Ranfos reported that grading has been completed at Evergreen Cemetery and that hydro-seeding will take place on May 12th at a price of \$15,700, which is the balance of encumbered funds from 2016. Since heavy rains are forecast, some silt fencing will be placed to reduce erosion and silt runoff.
4. Since the loaming and seeding of Evergreen Cemetery appear to be funded through the encumbered funds described in Item 3, above, a portion of the funds appropriated by Article 5 of the 2017 Town Meeting can be expended on further surveying and landscaping at Evergreen Cemetery. Jim Garvin noted that an early blueprinted plan of Evergreen Cemetery was stored in a file cabinet at the Public Works office, and suggested that we retrieve and examine the plan as a means of locating the northeastern corner marker of the cemetery. The plan was not located during the meeting, but we will search for it.

The Commission noted that on April 17th, town administrator David Jodoin had mentioned the following land surveyors with whom the town has done business: Richard Bartlett (Concord), Holden Engineering (who is doing work in the Village), CLD (Manchester; doing the Loop Road), T. F. Bernier (Concord) and J. E. Belanger (Dunbarton). Secretary Jim Garvin will prepare a Request for Proposals for surveying services and pass it to Commission members for review and editing. He will send the final version of the RFP to the firms listed above and to others in the area.

Dave Richards noted that the RFP should include the provision of metal corner markers for the new groups of lots that are to be laid out in the northern section of Evergreen Cemetery to prevent future grave placement errors.

5. The Commission's regular annual budget includes funds for monument repair in addition to any balance that may remain after survey work and landscaping are completed at Evergreen Cemetery. Among our unanticipated needs for 2017 is the breakage of four gravestones (one of them broken into three pieces) by the falling of a large dead elm tree at the rear wall of Pembroke Street Cemetery in a March windstorm.
6. In April, V. J. Ranfos reported that the Public Works office had received a telephone call inquiring about placing an "eternal light" or vigil light at a grave in an unnamed cemetery where a cremation burial will occur. Jim Garvin had followed up on this inquiry and learned that the burial in question will actually occur in Loudon; he passed the inquiry to Loudon officials.

The Commission noted that Chapter 155 (Cemeteries) the Pembroke Town Code does not mention such lights, and that we should address this question as we continue to draft revisions for Chapter 155. Commission members had no current objections to "eternal lights."

7. Flags need to be placed before Memorial Day, May 29th. Dave Richards will do Buck Street Cemetery. Fleda and Ellen will do Pembroke Street and Evergreen Cemeteries. Ellen has already done Old North Pembroke Cemetery. Jim will do New North Pembroke, Pembroke Hill, Old French Cemetery, Richardson, and Abbott Cemeteries.

New business:

8. V. J. Ranfos received four bids for removing sections of the front granite wall at Pembroke Street Cemetery, grinding the stumps and roots that have lifted the stones, and re-setting the leveled stones in their present positions. Bids range from \$2,153 to \$12,000. The Commission agreed to return to this project after we have expended the sums necessary for authorized work at Evergreen and Old North Pembroke Cemeteries. The Commission also agreed to see if we can re-set toppled capstones on front and side stone walls at Pembroke Street Cemetery during this project.
9. The next regular meeting of the Commission will be held on Thursday, June 8, 2017, at 7:00 p.m. at the Public Works building at 8 Exchange Street.
10. On a motion by Fleda Young, seconded by Ellen Paulsen, the meeting adjourned at 8:20 p.m.

Respectfully submitted,
James L. Garvin, Secretary