

# PEMBROKE CEMETERY COMMISSION MEETING

October 10, 2019

## Minutes

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

1. Chair Ellen Paulsen called the meeting to order at 7:00 p.m. at the Pembroke Public Works office.
2. On a motion by Dan Chase, seconded by Fleda Young, the minutes of the meeting of September 12, 2019, were unanimously approved.
3. Chair Ellen Paulsen reviewed the six-year cemetery plan:
  - a. Paving the roads at Evergreen Cemetery
  - b. New gates for Evergreen Cemetery
  - c. Restoring old gates at Pembroke Street Cemetery
  - d. Removal of dying maple trees at the front wall of New North Pembroke Cemetery
  - e. Removal of a multi-trunked maple tree at Pembroke Street Cemetery
  - f. Removal of a large white pine tree at the rear of Buck Street Cemetery
4. V. J. Ranfos reported that he received an estimate of \$2,280.00 from Collins Tree Service for the removal of the large white pine tree at the back of Buck Street Cemetery. He would like to remove this tree in 2019 because it is shading the seeded burial area and dropping a thick carpet of needles on the ground.
5. V. J. also contacted Collins Tree Service about the removal of the multi-trunked maple tree at Pembroke Street Cemetery. Collins recommended Accurate Tree Service for this delicate job. V. J. will contact Accurate Tree Service for estimates on removing both the large white pine at the back of Buck Street Cemetery and the maple tree at Pembroke Street Cemetery. If the bid from Accurate Tree Service falls below our estimated budget balance of \$2,500 for marker repairs and cemetery maintenance, V. J. will have Accurate Tree Service remove the pine tree in Buck Street Cemetery this fall. We should plan to grind the stump of this tree after the tree is removed.
6. V. J. has authorized Donald Cotnoir of New Hampshire Monuments to repair one stone at Pembroke Street Cemetery and hopes to have this work done and paid for by the end of the year.
7. V. J. will be sure that the gates at Evergreen Cemetery are closed for the winter despite damage to one gate that makes the gate inoperable.

8. V. J. also reported that Trustees of Trust Funds chair Gerard Fleury spoke in favor of the Cemetery Commission's request to the Capital Improvements Program Committee. The CIP plan will be on the agenda of the Board of Selectmen on Monday, October 14.
9. Veterans' flags should be removed from all cemeteries fairly soon after Veterans' Day, November 11, 2019. Commission member Dan Chase has agreed to assume responsibility for Buck Street Cemetery.

New business:

10. Sandra Beard has contacted Commission member Dan Chase about changing a name on the deed or burial license for a burial plot in Buck Street Cemetery. The Commission concluded that a notarized statement that the family concurs in the change of name or title on the deed should be sufficient to make the transfer legal.
11. During its field inspection of the public cemeteries on July 11, the Commission noted a broken granite post at the southwestern corner of Buck Street Cemetery, evidently caused by an automobile collision. V. J. will inquire whether there is an accident report that might lead to an insurance claim for repair or replacement of the post.
12. V. J. reported that he had shown the current mowing contractor a stone in Pembroke Street Cemetery that has been broken in a new area after being repaired last year, as well as some footstones that have been moved by impact. The contractor has not yet responded with a statement about the damage.
13. V.J. reported that Jade Stone and Landscaping intends to carry out partial repairs to the wall in Pembroke Street Cemetery. This work can be funded through the Cemetery Commission's current CIP fund balance if the board of selectmen approve the expenditure.
14. The next meeting of the Pembroke Cemetery Commission will be at 7:00 p.m. on Thursday, April 9, 2020, at the Pembroke Public Works office on Exchange Street unless an earlier meeting is called by the chair. Commission members should make note of any new damage during their removed of flags following Veterans' Day (November 11<sup>th</sup>).
15. On a motion by Jim Garvin, seconded by Dan Chase, the meeting adjourned at 7:46 p.m.

Respectfully submitted,  
James L. Garvin, Secretary