

PEMBROKE CEMETERY COMMISSION MEETING

July 9, 2020

Minutes

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

1. The meeting was called to order at 7:00 p.m. at the Pembroke Public Works office.
2. On a motion by Fleda Young, the minutes of the meeting of May 20, 2020, were unanimously approved.
3. Town administrator David Jodoin has informed the Commission that funding requests to the Capital Improvement Program (CIP) are due by July 16th. The Commission discussed the following project funding requests for 2021:
 - New gates for Evergreen Cemetery, to replace the current damaged gates. A cost figure for the three entrance driveways will need to be requested from American Fences Inc. in Hooksett.
 - Completion of rebuilding the stone perimeter wall at Pembroke Street Cemetery and re-setting of any split granite coping stones that have fallen from the wall. We have a budget figure of \$3,100 for this work.
 - Removal of the large, hollow maple tree adjacent to the wall between the cemetery and the property at 360 Pembroke Street.

Additional items that might be considered for 2021 or later include 1) possible removal of maple trees in front of New North Pembroke Cemetery, which are in decline and are losing branches, 2) provision of new gates for Buck Street Cemetery, and 3) a new gate and driveway paving at Pembroke Hill Cemetery.

4. The Commission has received a request from Jennifer Scofield to remove a cedar tree in Pembroke Hill Cemetery. This tree is at a corner of the Merritt family lot and encroaches on the adjacent Scofield family lot, preventing the placement of a monument on that lot. Before taking unilateral action, the Commission agreed to research the identities of any Merritt family members who might be contacted regarding the removal of this tree. Sections 155:18-19 of the Pembroke Town Code specify that “temporary or permanent plants or decorations which are unsightly or impede the maintenance of the cemetery are not allowed. . . . The Superintendent of Cemeteries is authorized to remove nonconforming items from any lot after an attempt has been made to request the owner to remove the items.”

Old business:

5. Jim Garvin reported that he had not inspected the Old French Cemetery off Borough Road to determine whether Mr. Gary Foster had carried out any cleanup of the cemetery as the Cemetery Commission authorized him to do by letter of May 22, 2020.
6. At their meeting of June 15, 2020, the Board of Selectmen approved the recommended new rates for burials that were reported in the Cemetery Commission minutes of May 20, 2020.
7. Two items of damage were discussed:
 - Perry Brothers Monument Company straightened and placed footings under two small headstones at Sargent graves in Pembroke Hill Cemetery. A large, tipped monument in that cemetery remains in unstable condition and needs to be re-set properly.
 - V. J. Ranfos called Don Cotnoir of New Hampshire Monuments regarding repair of a broken granite corner post in the fence at Buck Street Cemetery.
8. In May, Elaine Forst of Pittsfield had contacted the Cemetery Commission regarding the dumping of refuse over the embankment at the back of Buck Street Cemetery. V. J. Ranfos reported that Public Works had cleaned up the debris, which included some large appliances, with some effort. Ellen Paulsen asked Secretary James Garvin to write a letter of thanks to Ms. Forst for notifying the Commission of the problem.
9. The low bidder for re-paving the roads of Evergreen Cemetery was GMI Asphalt LLC of Belmont, N. H. with a bid of \$16,888.00 The Commission voted in May to recommend that the town accept the bid of GMI Asphalt in the event that the Board of Selectmen decide to proceed with paving contracts this year. Paving has been authorized and V. J. Ranfos will talk with a company representative during the week of July 13th about details of the work.
10. Because of continuing restrictions on group meetings due to the COVID-19 virus, the Commission will plan to meet again in September but will schedule an August meeting if new business requires attention.
11. On a motion by Jim Garvin, seconded by Dan Chase, the meeting adjourned at 7:46 p.m.

Respectfully submitted,
James L. Garvin, Secretary