

PEMBROKE CEMETERY COMMISSION MEETING

July 14, 2022

Minutes

Present: Ellen Paulsen (chair), James Garvin, Adam Mendoza, V. J. Ranfos, Zachary Sawyer, Fleda Young

1. Chair Ellen Paulsen called the meeting to order at 6:00 p.m.
2. The minutes of the meeting of June 9, 2022 were approved.

New business:

3. The Commission discussed the 2023 Capital Improvement Program (CIP) requests that have been submitted to town administrator David Jodoin by V. J. Ranfos and Ellen Paulsen. They are:
 - a. Survey with Ground-Penetrating Radar an area of Buck Street Cemetery where there are known indigent burials and apparently a considerable area of land suitable for laying out new lots for future burials: \$2,500.00
 - b. Remove old pavement and repave the driveway of Pembroke Hill Cemetery; replace a culvert at the entrance of the driveway: \$9,225.00Total request: \$11,725.00

Because of the fluctuating and unpredictable price of materials, Public Work Director V., J. Ranfos has rounded up the total request to \$12,500 to cover contingencies that may arise between now and the 2023 construction season.

4. The Commission discussed the question of consulting with the abutters on the northern side of Pembroke Hill Cemetery in the event that the Pembroke Hill driveway request is approved by the CIP Committee. Because all the paving work will be on the town's side of the property line and because the lower branches of the pine trees above the driveway were trimmed with no comment after the abutters were invited to register any concerns, the Commission felt that there should be no need to consult the abutters regarding the repaving. The paving is necessary because the current driveway is so severely broken by roots that it does not comply with the Americans with Disabilities Act (ADA) for foot traffic and is difficult even for vehicular access.
5. Chair Ellen Paulsen requested that the Public Works Department inform the Commission when the burial of a veteran is known to take place so that a veteran's flag holder can be installed at the grave to prepare for placement of a flag prior to the following Memorial Day.

Old business:

6. The Commission reviewed previous reports of monuments that need repairs. Ellen Paulsen had reported that the headstone of David J. Dow in Old North Pembroke

Cemetery is broken. Dan Chase had previously emailed Commission members with a photograph of the Firus headstone in Evergreen Cemetery. The stone is tipping and needs to be straightened.

7. The Commission reviewed an estimate for monument repairs submitted on July 14th by Don Cotnoir of New Hampshire Monuments, mostly for repairs in Pembroke Street Cemetery taken from a list of 2021 but with the addition of the broken stone of David J. Dow in Old North Pembroke Cemetery as reported by Ellen Paulsen. Mr. Cotnoir reported that he has begun restoration of the gravestone of Josie Marston in Pembroke Street Cemetery and that he had cleaned the stone of Francis Magoon near the hearse house at Pembroke Street.
8. The Commission discussed providing lighting for the larger American flags in Pembroke Cemeteries (Pembroke Street, Evergreen, Buck Street). These flags are flown day and night and should be illuminated at night to conform to the Flag Code. The Commission discussed the possibility of purchasing solar-charged lights that might be mounted at the bases or tops of these poles to light the flags at night and conform to proper flag etiquette.

Public Works has researched the prices for solar-charged flagpole lights. Because the price range is modest, it appears that such lights could be purchased with funds from the Cemetery Repair and Maintenance budget. It was suggested that a single light could be purchased and installed as an experiment to test reliability of such lights.
9. The next meeting of the Pembroke Cemetery Commission will be at 6:00 p.m. on Thursday, August 11th at the Pembroke Public Works office.
10. The meeting adjourned at 6:44 p.m.

Respectfully submitted,

James L. Garvin, Secretary