

PEMBROKE CEMETERY COMMISSION MEETING

July 13, 2023

Minutes

Present: James Garvin, Adam Mendoza, Ellen Paulsen (chair), Zachary Sawyer.

1. Chair Ellen Paulsen called the meeting to order at 6:00 p.m.
2. The minutes of the meeting of June 1, 2023, were approved as submitted.

New Business:

3. Chair Ellen Paulsen distributed a communication from Lorette Girard of the Pembroke and Allenstown Old Home Day Committee inviting members of several municipal boards and committees to participate in the Old Home Day parade on Saturday, August 26, 2023. Commission members asked Secretary James Garvin to reply with our regrets that we cannot march in the parade but support the event as individuals.

Old business:

4. Chair Ellen Paulsen reported that she will meet the Capital Improvement Program (CIP) Committee on Thursday, July 20, and present our modified CIP request for 2023 for \$9,600 to repair the granite retaining walls at each of the three entrance gateways at Evergreen Cemetery as proposed in a bid submitted by NH Monuments. At the request of Town Administrator David Jodoin, the Commission has reduced its request by omitting a proposal to survey a portion of Buck Street Cemetery with ground-penetrating radar at a cost of \$2,500.

See below for information on this proposal from Adam Mendoza of the Public Works Department.

5. Zachary Sawyer provided an update on his observations of conditions at Pembroke Street Cemetery. Zachary has marked damaged or tipping monuments with the pin flags he received from Public Works but found that the thirteen flags he was given were not enough to mark all the problems at the cemetery, especially on the left side. Zachary has noted several leaning stones that need to be plumbed, and a crumbled stone at the back of the cemetery. Some of the leaning stones may have been hit by the cemetery mowing contractor.

Zachary has also made note of other areas of damage caused by the mowing contractor, including ruts in the turf and “scalping” of grass. Ellen Paulsen responded that there is similar damage at Old North Pembroke Cemetery. Zachary has also observed some dumping at the rear of the cemetery and has verified that a young maple tree that is overhanging some monuments near the Whittemore Homestead is on the town’s side of the cemetery wall.

In consultation with Adam Mendoza, it was decided to meet at Pembroke Street Cemetery at 8:00 a.m. on Thursday, July 20, to inspect these problems. Other Commission members are invited to attend the inspection.

6. The Commission reviewed the appearance of the Mihill lot at Evergreen Cemetery. On June 5, 2023, Secretary Garvin wrote to Clinton Mihill of Manchester to draw attention to the fact that a profusion of plastic flowers and ornaments have been placed at the 4-by-8-foot Mihill lot and encroach on adjacent lots. There has been no reply to this letter and no change in the condition of the lot.

The Commission suggested that member Dan Chase might wish to coordinate with Public Works employees in consolidating these ornaments on the 4-by-8-foot lot and moving the nearby masonry bench back to the lot. It was noted that Mr. Chase may prefer to delegate this task to Public Works staff alone, since Public Works has the official duty of cemetery care.

In keeping with the Town Code, all artificial ornaments on this lot also need to be removed before winter.

7. Jim Garvin reported that he had drawn attention to the incorrect fee schedule for burials now posted in Chapter 160-5 (“Fees”) of the Town Code. Town Administrator David Jodoin has responded that the posted fee schedule will be corrected.
8. Adam Mendoza presented updates on projects discussed at previous meetings.
 - a. No one has yet seen the nighttime appearance of the solar-powered flagpole light installed at Pembroke Street Cemetery as a test.
 - b. It has been suggested that the \$9,600 request to the CIP Committee (see Item 4, above) may be met through a transfer of \$2,500 from the existing balance in the Cemetery Capital Reserve Fund, with the remainder of the cost of rebuilding the gateways met through the regular operating budget for cemeteries. This should become clearer after discussion at the CIP Committee meeting on Thursday, July 20. The Commission agreed to move other proposed CIP requests (ground-penetrating radar, etc.) to the 2025 request to the CIP Committee.
9. The next meeting of the Pembroke Cemetery Commission will be at 6:00 p.m. on Thursday, August 10, 2023, at the Public Works headquarters on Exchange Street in Suncook Village.
10. On a motion duly made and seconded, the meeting adjourned at 6:30 p.m.

Respectfully submitted,

James L. Garvin, Secretary