

**PEMBROKE CEMETERY COMMISSION MEETING**  
**June 9, 2004**  
**Minutes**

Present: Gerald Belanger, Kenneth Fowler, James Garvin (*chair pro tempore*),  
David Richards, Robert Richards.

1. Chairman *pro tempore* James Garvin called the meeting to order at 7:08 p.m. at the Pembroke Town Hall.
2. On a motion by Dave Richards, seconded by Ken Fowler, the minutes of the meeting of May 12, 2004, were approved as written.
3. Chairman *pro tempore* James Garvin called for the nomination of officers for 2004.

On a motion by James Garvin, seconded by Bob Richards, Gerald Belanger was nominated and unanimously elected chairman.

On a motion by Bob Richards, seconded by James Garvin, David Richards was nominated and unanimously elected vice-chairman.

On a motion by David Richards, seconded by Bob Richards, James Garvin was nominated and unanimously elected secretary.

**Old business:**

4. The Commission members approved and signed a letter thanking retired chairman Howard Robinson for his fourteen years of faithful service to the Commission. A copy of that letter is attached to these minutes.

**New Business:**

5. On a motion by David Richards, seconded by Gerald Belanger, the Commission unanimously voted to write to Howard Robinson and ask him to consider serving as an alternate member of the Cemetery Commission.
6. Secretary Jim Garvin reviewed the status of the Pembroke Cemetery Commission under state law, RSA 289. As provided for under RSA 289:6 II-a, the Pembroke Board of Selectmen act as cemetery trustees. As provided for under the Code of the Town of Pembroke, Article § 155-1, the Pembroke Cemetery Commission

-2-  
**MINUTES**  
**June 9, 2004**

consists of five members who are appointed by and serve at the pleasure of the selectmen. Thus, the Board of Selectmen retain authority over the town's cemeteries under state law, and appoint the Cemetery Commission to act as their proxy under the town code. Chairman Belanger pointed out that no member of the Board of Selectmen serves *ex officio* on the Cemetery Commission.

7. Chairman Belanger noted that the Commission needs to ensure that director of public works Walter Norris is supplied with minutes of all meetings and receives an agenda to notify him of upcoming meetings.
8. Chairman Belanger suggested that the Commission develop a list of priorities and action items to be addressed by the Commission, with individual Commission members being assigned responsibility for various items. It was suggested that each Commission member bring a list of ideas or issues to the July meeting for discussion.
9. The Commission discussed the current cemetery regulations. Secretary Jim Garvin will bring the current regulations to the July meeting for review by the Commission. After we discuss the regulations, we will pass any comments or changes to the Board of Selectmen.
10. Regarding the list of cemetery monument repairs that we have submitted to Perry Brothers Monument Company, Chairman Belanger noted that, in the future, simple repairs such as plumbing tipped stones might be done by the town crews. Some of the more complex repairs of broken stones might also be within the capability of the town. He offered to discuss the matter with director of public works Walter Norris.
11. Regarding the future paving of remaining sections of roadway in Evergreen Cemetery or elsewhere, Chairman Belanger noted that it would be prudent to designate sections to be paved on short notice when a contractor working on town highways might have surplus macadam that he needs to dispose of.
12. In the Pembroke Town Report for 2003, the Trustees of Trust Funds indicate (p. 74) that \$26,818.96 of cemetery trust monies are available for distribution, as well as \$17,650.33 for cemetery improvements; the total available for distribution is \$44,469.29. Although the Commission and Gerard Fleury have discussed seeking the release of some of these funds for the front wall of Evergreen Cemetery through probate court, Chairman Belanger suggests that we prepare careful estimates and submit a warrant article to release the needed funds by town vote.

**-3-**  
**MINUTES**  
**June 9, 2004**

With the design help of Walter Norris, we should be able to secure solid bids from local contractors like Classic Curb before the deadline for submitting warrant articles.

13. Regarding cemetery surveys, Jim Garvin noted that the sheets that were prepared in the 1990s have never been updated, although the town's planning office should have CADD disks for each plan. The Commission discussed the possibility that faculty and students at Pembroke Academy might be able to revise the CADD disks and print updated plans for the use of the Commission and Walter Norris.
14. Chairman Belanger offered to contact municipal secretary Cindy Baird and inform her that the Cemetery Commission will meet regularly in the Town Hall on the second Wednesday of each month unless notice to the contrary is given.
15. The next regular meeting of the Commission will be at 7:00 p.m. on Wednesday, July 14, 2004, at the Pembroke Town Hall.
16. On a motion of Jim Garvin, seconded by Ken Fowler, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,  
James L. Garvin  
Secretary

9 June 2004

Mr. Howard Robinson  
401 Fourth Range Road  
Pembroke, New Hampshire, 03275-3311

Dear Howie:

We who have been privileged to serve with you as members of the Pembroke Cemetery Commission wish to express our gratitude for the fourteen years of faithful service that you have provided to the Town of Pembroke, much of that time as chairman of the Commission

Your long tenure as a member of the Commission, and as our leader, has been marked by steady improvement of the condition of the town's cemeteries and by the completion of many plans for the betterment for these cherished sites. You have shown constant dedication to the maintenance and improvement of our cemeteries. You have led us in undertaking special projects, including the building of a new hearse house at Pembroke Street Cemetery and the repair of monuments in every cemetery in Pembroke. You have kept faith with the deep connection that our citizens feel for these places of repose.

In fulfilling this public trust, you have also lent a sympathetic ear to every resident who has come to the Commission for assistance, and have been a constant friend to each of us who has served with you on the Commission.

We thank you for these many years of service, dedication, and friendship. Whatever the Commission may accomplish in the future will be built upon the foundation that you have laid through your hard work and wise leadership.

Sincerely,