

PEMBROKE CEMETERY COMMISSION MEETING
October 14, 2004
Minutes

Present: Gerald Belanger (chair), Kenneth Fowler, James Garvin, Walter Norris,
David Richards

1. Chairman Belanger called the meeting to order at 7:05 p.m. at the Pembroke Town Hall.
2. On a motion by Dave Richards, seconded by Ken Fowler, the minutes of the meeting of September 8, 2004, were approved as written.
3. Copies of the Pembroke Cemetery Regulations were distributed, but discussion of the regulations was tabled until the meeting of November 10, 2004.
4. Dave Richards reported that he has received two quotes on metal fencing for Evergreen Cemetery. He sent requests for estimates to B-Line Fence of Epsom and Touchstone Fence Company of Webster, as well as to Landmark Fence of Manchester and Superior Fence of Tilton, and followed up with calls to B-Line and Touchstone.
5. Chairman Belanger asked town finance director Dawn Ouellette to draft a warrant article asking for an appropriation of \$25,000, which (based on Walter Norris' estimate for granite posts and chain and American Fence's quote for metal) should be adequate to construct either style of fence. Walter Norris recommended that the Commission decide on a single style to recommend to Town Meeting.
6. Jim Garvin distributed a copy of an e-mail he had received from Gerard Fleury, chairman of the Trustees of Trust Funds, regarding the potential use of perpetual care trust funds for reconstructing the fence for Evergreen Cemetery. The figures mentioned by Mr. Fleury differ from those shown as "available for distribution" in the Pembroke Town Report. The Commission therefore asked Garvin to invite Mr. Fleury to our next meeting, on November 10th, to discuss funds and procedures for using them. As an alternative, members of the Commission will attend the next Trustees of Trust Funds meeting if that meeting is earlier than November 10.
7. Jim Garvin reported that he had called former Commission chair Howard Robinson and had learned that the CADD disks for the cemetery plans were placed in the flat files in the Town Planner's office, together with prints of the plans. Thus far, the Commission has been unable to locate these disks to permit students at Pembroke Academy to update the plans.

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8. Chairman Belanger reported that he had obtained the name of Beth McGuinn, land agent at the New Hampshire Fish & Game Department, as someone who could help us determine whether the parcel of land adjacent to Buck Street Cemetery might be available as surplus property. Jim Garvin reported that he had been trying to contact Ms. McGuinn and that he would continue to try to set up a meeting with her on-site.
9. Chairman Belanger reported that Dawn Ouellette will draft a Cemetery Commission budget. This budget will probably be the same as in prior years unless we can get additional funds for clearing brush along the rear wall of Pembroke Street Cemetery.
10. Chairman Belanger reported that he and Emile Lacerte had spoken with Suzanne LeFrançois, a geophysicist with Hager-Richter Geoscience, Inc., regarding the use of ground-penetrating radar to survey all town cemeteries, and especially to determine whether there are burials at the front of Buck Street Cemetery. Hager-Richter submitted two options for testing, at \$21,000 and \$22,500. Dawn Ouellette suggested that if the Commission and the Board of Selectmen are interested in such testing, we propose to establish a capital reserve fund at \$5,000 per year until sufficient funds are accumulated.
11. Chairman Belanger reported that Walter Norris now has a key to the Hearse House in his key cabinet.
12. Chairman Belanger distributed a letter he had submitted in recognition of the service of former town administrator David Stack.
13. No file cabinets of the proper size for the storage of Cemetery Commission records were relinquished by the Police Department when they moved to the new safety complex. Dave Richards noted that he might be able to locate a fireproof file cabinet of the proper size.
14. The next meeting of the Commission is scheduled for 7:00 p.m. on Wednesday, November 10, 2004, at the Pembroke Town Hall.
15. On a motion by Dave Richards, seconded by Ken Fowler, the meeting adjourned at 8:17 p.m.

Respectfully submitted,
James L. Garvin
Secretary