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PEMBROKE CEMETERY COMMISSION MEETING

May 13, 2009

Minutes

Present: Patricia Bonenfant, James Garvin, David Richards (chairman). (Excused: V. J. Ranfos, Marilyn Ross.)

1. Chairman Richards called the meeting to order at 7:00 p.m. at the Pembroke Town Hall.
2. The Commission discussed methods of obtaining estimates of the cost of re-surveying the town cemeteries. It was suggested that we send requests for estimates or bids (figured in 2009 dollars) to various surveying firms in order to be able to match these figures to our budget or to develop a warrant article seeking some or all of the cost of such surveys.
3. In response to a discussion of the Cemetery Commission's current budget, Chairman Richards noted that he will inquire what our current unexpended balance may be.
4. Secretary Garvin distributed copies of "Specifications for Updating Existing Plans of the Public Cemeteries of Pembroke, New Hampshire," which the Commission developed in August 2008. The Commission agreed that, with minor changes, these specifications might be sent to potential bidders, along with a map showing the location of the eight public cemeteries.
5. The next regular meeting of the Commission will be held on Wednesday, June 10, 2009 at 7:00 p.m. at the Pembroke Town Hall.
6. On a motion by Patricia Bonenfant, seconded by James Garvin, the meeting adjourned at 7:38 p.m.

Respectfully submitted,
James L. Garvin
Secretary

SPECIFICATIONS FOR UPDATING EXISTING PLANS OF THE PUBLIC CEMETERIES OF PEMBROKE, NEW HAMPSHIRE

The intention of this project is that the Town of Pembroke shall be provided with updated plans, based on new digital files, of the eight cemeteries listed below, and that these plans shall be current as of the date of this contract.

Plans for the following Pembroke cemeteries were prepared by various land surveyors, as listed, between 1989 and 1995. The Town of Pembroke does not retain digital files for these plans. The town believes that most of the firms listed below have terminated their business. Those wishing to submit proposals for creating new digital plans should assume that no currently usable digital files for these plans will be available.

Diazo prints of these plans may be viewed at the Pembroke Planning and Land Use Department. The Department is located on the second floor of the Pembroke Town Hall, 311 Pembroke Street. Office hours are 8-4 Monday through Friday.

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|---|---|
| 1. ABBOTT CEMETERY
BOROUGH ROAD | Stevens Surveying, Inc. (10/1994)
70 Kimball Pond Road
Canterbury, NH 03224
(603) 783-4404 |
| 2. BUCK STREET CEMETERY
NH ROUTE 28 | Storch Associates (1990)
994 Candia Road
Manchester, NH 03103
(603) 623-5544
Project No. 3580.200 |
| 3. EVERGREEN CEMETERY
BUCK STREET
(10/4/1989) | Stanley H. Prescott II
Cornerstone Surveyors, Inc.
10 Ferry Street, Box 22 (Rev. 10/31/90)
Concord, NH 03301
(603) 224-5742 |
| 4. NORTH PEMBROKE CEMETERY
(ALSO KNOWN AS BLUEBERRY HILL CEMETERY
AND NEW NORTH PEMBROKE CEMETERY)
NORTH PEMBROKE ROAD | Cornerstone Surveyors, Inc. (6/18/1989)
10 Ferry Street, Box 22
Concord, NH 03301
(603) 224-5742 |
| 5. OLD NORTH PEMBROKE CEMETERY
NORTH PEMBROKE ROAD | Granite State Surveying (1995)
1 Wire Road
Merrimack, NH 05054
(603) 424-5103
File No. 8674 |
| 6. PEMBROKE HILL CEMETERY
FOURTH RANGE ROAD | Storch Associates (1990)
994 Candia Road
Manchester, NH 03103
(603) 623-5544
Project No. 3580.100 |
| 7. PEMBROKE STREET CEMETERY
PEMBROKE STREET | Granite State Surveying (2 sheets, 1990)
1 Wire Road
Merrimack, NH 05054
(603) 424-5103 |

File No. 8161-1&2

8. RICHARDSON CEMETERY
SIXTH RANGE ROAD
AND CROSS COUNTRY ROAD

Stevens Surveying, Inc. (1994)
70 Kimball Pond Road
Canterbury, NH 03224
(603) 783-4404

No CAD files of these plans are available, but diazo prints of each plan will be made available to the current surveyor for baseline documentation, reference, and copying.

The Pembroke Cemetery Commission requests that the following services be provided for these eight cemeteries:

1. Existing plans shall be copied as accurately as possible using an appropriate CAD program selected to allow each plan to be updated perpetually.
2. The contractor shall consult with town administrative staff in order to choose a CAD program that will be compatible with a Geographical Information System (GIS) when the Town of Pembroke adopts GIS technology.
3. The new drawings shall be verified for overall accuracy in the field. They shall show existing lots and lots available for future sale insofar as the latter have been plotted by the Town of Pembroke. Lots available for future sale shall be numbered on the plans for accurate identification.
4. New burials or other changes to the eight cemeteries shall be added to the baseline files through field observation and measurement.
5. The contractor shall consult with the Pembroke Superintendent of Cemeteries and/or the Town Clerk, who shall provide all burial records for each cemetery since the date of the survey of each cemetery, as indicated on the above list. All data from town officials shall be integrated into the updated plans when not already added through field inspection.
6. Updated plans, current and complete as of the date of this contract, shall be completed using the chosen CAD program.
7. The contractor shall provide the Town of Pembroke with the following deliverables:
 - a. A current CAD disk for each cemetery, clearly identified by title or label,
 - b. A Mylar print of each cemetery plan, suitable for producing future diazo prints (please note that Pembroke Street Cemetery shall be recorded, as before, on two sheets),
 - c. Eight diazo prints of each plan (please note that Pembroke Street Cemetery shall be recorded, as before, on two sheets).

Due to budgetary constraints, the Town of Pembroke may need to extend this recordation project over more than one fiscal year.