

PEMBROKE CEMETERY COMMISSION MEETING
September 9, 2009
Minutes

Present: Patricia Bonenfant, James Garvin, David Richards (chair), V. J. Ranfos.

1. Because the Capital Improvement Program (CIP) Committee was in session beginning at 6:30 p.m., the Commission members attended the CIP Committee meeting until the CIP Committee agenda items for the Cemetery Commission had been discussed.
2. The CIP Committee discussed two capital improvement items: the proposed re-survey of town cemeteries (requesting \$5,000 in 2010) and the replacement of the wall at Evergreen Cemetery (requesting \$15,000 from the Cemetery Capital Reserve Funds). In response to a question, Chairman Richards replied that of the two items, the re-survey takes precedence. Estimates for the Evergreen Cemetery fence were prepared without extensive research and are thought to be unreliable. The Commission prefers to prepare careful drawings and specifications and request bids before requesting a specific sum from the Cemetery Capital Reserve Funds. On the other hand, the Commission has secured reliable bids for the re-survey of the town cemeteries and is anxious for the Board of Selectmen to enter into a contract with the low bidder.
3. The CIP Committee approved the capital improvement item for the proposed re-survey of town cemeteries, which requests \$5,000 in 2010.
4. Chairman Richards called the regular meeting to order at 7:35 p.m. at the Pembroke Town Hall.
5. The minutes of the meeting of August 12, 2009, were approved as written.
6. The Commission discussed the CIP Committee vote. It was the unanimous request of the Commission that the Board of Selectmen follow that vote by acting swiftly to secure a commitment with the low bidder for the cemetery mapping project, Wright-Pierce of Portsmouth, in order to lock the advantageous low bid. Wright-Pierce proposes to provide GIS and to offer the capability of “zooming” in on a town map for a full map of each cemetery. They would scan existing plans and burial records, digitize all existing plans using GIS, inspect all cemeteries and update the old plans, work with the town regarding the preferred way of presenting data, produce CAD files, and train town employees in the use of CAD and GIS. Bid: not to exceed \$4,700.
7. Jim Garvin reported that Ayn Whytemare had told him that some veterans’ graves in Pembroke Street Cemetery are not decorated with flag-holders and flags, and had requested that the Commission identify and decorate all veterans’ graves.

8. The next regular meeting of the Commission will be held on Wednesday, October 14, 2009 at 7:00 p.m. at the Pembroke Town Hall.
9. On a motion by Patricia Bonenfant, seconded by V. J. Ranfos, the meeting adjourned at 8:00 p.m.

Respectfully submitted,
James L. Garvin
Secretary