

PEMBROKE CEMETERY COMMISSION MEETING

July 12, 2018

Minutes

Present: Dan Chase, James Garvin, Ellen Paulsen, V. J. Ranfos

1. Chair Ellen Paulsen called the meeting to order at 7:04 p.m. at the Pembroke Public Works conference room.
2. On a motion by Dan Chase, seconded by Ellen Paulsen, the minutes of the meeting of June 14, 2018, were unanimously approved.
3. The Commission congratulated Ellen Paulsen on her election as chair and promised to offer any possible support in her work.
4. Ellen reported that she had talked with municipal secretary Linda Williams, who referred her to town administrator David Jodoin. Mr. Jodoin gave permission for the Cemetery Commission to meet in the Pembroke Public Works conference room, which will allow the Commission to continue to meet on the second Thursday of each summer month.
5. V. J. Ranfos reported that Collins Tree Service had submitted a bid of \$960 for cabling the three-trunk red oak tree at the back of Old North Pembroke Cemetery. The Commission agreed that this cost should be met from the existing Capital Reserve Fund balance.
6. V. J. Ranfos reported that Collins Tree Service had submitted a bid of \$1,900 for removing the dead white pine tree at the north end of Pembroke Street Cemetery, adjacent to the Whittemore Homestead. V. J. Ranfos is seeking a second bid from Accurate Tree Removal, who removed the pine trees from the front wall of the cemetery. The Commission agreed that this cost should be met from the existing Capital Reserve Fund balance if possible.
7. The Commission has a bid of \$1,500 from New Hampshire Monuments to repair two broken stones in Old North Pembroke Cemetery. V. J. Ranfos will ask for bids on the repair of two other damaged stones and the Fowler finial. After discussion, it was agreed that the cost of these repairs will be paid for from the 2018 budget of \$2,500 for monument repairs if that balance is sufficient for the work. If not, the balance may be drawn from the existing Cemetery Capital Reserve Fund if the Selectmen approve.
8. The Capital Improvements Program (CIP) Committee has asked town agencies to submit Capital Improvement requests by July 13th. The Commission recommended that we ask the CIP Committee for sufficient funding to meet the expense of repair of the damaged monuments in Pembroke Street Cemetery, estimated at a total of \$6,100, and to the partial rebuilding of perimeter stone walls and re-setting of fallen split granite coping

stones at Pembroke Street Cemetery, estimated at \$6,200. Thus, we would seek a total of approximately \$12,300 from the CIP Committee. If we add other unknown costs, the total expense may approach \$15,000. After some discussion, the Commission agreed to request a Capital Improvement Program request of \$14,200.

9. Ellen Paulsen questioned whether a corrugated metal roof would be as appropriate for the hearse house at Pembroke Street Cemetery as would an asphalt shingle roof. The Commission noted that the existing hearse house is a reproduction, built on the site of the original building in 1998 by Epoch Corporation. Epoch used a three-tab asphalt shingle roof. The original building would have had a roof covering of wooden shingles. After discussion the Commission agreed, on a motion of Jim Garvin, seconded by Dan Chase, to accept the bid of New Heights Roofing and Construction to replace the hearse house roof with a corrugated metal roof with a 40-year paint warrantee. This cost would be paid from the existing Cemetery Capital Reserve Fund.
10. The Commission recommends applying as much as necessary of this additional Capital Reserve Fund balance to further monument repairs at Buck Street Cemetery, estimated by New Hampshire Monuments at \$1,975 in May 2018.
11. Jim Garvin reported on inquiries that have arisen regarding indigent (pauper) burials in Buck Street Cemetery. Chris Addington of the Public Works Department has conveyed two separate inquiries regarding older, unmarked burials in Buck Street Cemetery, one in 1952 and one in 1961. Matthew Roan, the current co-owner of the Petit-Roan Funeral Home, has kindly looked through old records and confirmed that the Pembroke Welfare Office paid for the 1961 burial. It now appears that a small group of visible but irregularly marked burials at the back of Buck Street Cemetery may be accompanied by an unknown number of additional unmarked graves, and that this area of the cemetery was used by the town for indigent burials. When budgets permit, the Commission may wish to employ ground-penetrating radar to attempt to plot all the former burials in this area. V. J. Ranfos noted that there are many white pine seedlings growing in that area of Buck Street Cemetery, and that these will need to be removed before a ground-penetrating radar scanner could be used in the area.
12. Chair Ellen Paulsen reminded the Commission that we need to continue with our project to revise the existing Chapter 155 (Cemeteries) of the Town Code to address a variety of new subjects not included in the chapter as it stands. Secretary Jim Garvin will e-mail the ordinance, with edits to date, to Commission members,

New Business

13. The Commission discussed the provision of a columbarium (structure for cremation urns) in Evergreen Cemetery. Secretary Garvin will search for information on standard columbaria in order to get an idea of what is commercially available. Other Commission members are welcome to research this as well.

14. Dan Chase asked about the interior condition of the 1905 town receiving tomb at Evergreen Cemetery. Those who had seen the inside of the tomb replied that it is lined with glazed bricks and is in good condition. Dan then asked whether the tomb could be used as an enclosed columbarium if the interior racks and the doors were removed. The Commission agreed that this suggestion should be investigated.
15. Dan Chase suggested that we should look at the type and condition of all gates at all cemeteries. American Fences Inc. supplies chain link gates. We should investigate what other types of gates may be available and consider providing uniform gates for all town cemeteries that have vehicle entrances.
16. The next meeting of the Pembroke Cemetery Commission will be at 7:00 p.m. on Thursday, August 9, 2018 at the Pembroke Public Works office on Exchange Street.
17. On a motion by Jim Garvin, seconded by Dan Chase, the meeting adjourned at 8:03 p.m.

Respectfully submitted,
James L. Garvin, Secretary