

PEMBROKE CEMETERY COMMISSION MEETING

September 13, 2018

Minutes

Present: Dan Chase, James Garvin, Ellen Paulsen (chair), V. J. Ranfos, David Richards, Fleda Young

1. Chair Ellen Paulsen called the meeting to order at 7:00 p.m. at the Pembroke Public Works conference room.
2. On a motion by Dan Chase, seconded by Fleda Young, the minutes of the meeting of August 9, 2018, were unanimously approved.
3. V. J. Ranfos reported that Collins Tree Service has removed the dead white pine tree in Pembroke Street Cemetery adjacent to the Whittemore Homestead under their bid of \$1,900. Collins also removed two dead elm trees from the back of the cemetery on a bid of \$700.
4. Collins Tree Service has not yet cabled the three-trunked red oak tree at the back of Old North Pembroke Cemetery under their bid of \$960, which was accepted by the Cemetery Commission at the Commission meeting of August 9th.
5. V. J. Ranfos has received a bill of \$2,250 from New Hampshire Monuments for the repair of three stones in Old North Pembroke Cemetery (Ruth ____, Obed Shattuck, James M. Fife). Donald Cotnoir of New Hampshire Monuments has reported that he has had difficulty mending the finial of the Fowler monument at Old North Pembroke Cemetery prior to mounting the finial on the monument. He has not yet mounted the finial on the monument.

Ellen Paulsen researched any possible Perpetual Care funds that might be applied to the monument repairs in Old North Pembroke Cemetery without identifying any Perpetual Care endowments for the repaired stones.

New Hampshire Monuments will now turn to repairs in Buck Street Cemetery. Repairs at Buck Street were estimated at \$1,975 by New Hampshire Monuments in May 2018.

6. The repairs to damaged monuments and stone wall capstones at Pembroke Street Cemetery under bids of \$6,100 from New Hampshire Monuments for the monuments and \$6,200 from Jade Stone and Landscaping for the walls will be undertaken in the 2019 season if funding is available.
7. V. J. Ranfos noted that he had sent the Commission the interior measurements of the town receiving tomb at Evergreen Cemetery for use in judging the possibility of using the tomb as a columbarium. The Commission thanked V. J. and concluded that we need to have a columbarium consultant look at the tomb to judge feasibility.

8. The roof of the Hearse House at Pembroke Street Cemetery has been completed and the Commission members who have seen it agreed that it looks very good. Some of the building trim now needs paint touchup.
9. V. J. Ranfos reported that the Capital Improvement Program (CIP) Committee has graded the Cemetery Commission's capital reserve fund requests of \$12,300 for 2019 to cover 1. repair of damaged monuments in Pembroke Street Cemetery per \$6,100 estimate received from New Hampshire Monuments, and 2. partial rebuilding of perimeter wall and re-setting of fallen granite coping stones at Pembroke Street Cemetery per \$6,200 estimate received from Jade Stone and Landscape. The CIP Committee had praise for the Cemetery Commission's work during the past years and apparently recommended a \$10,000 addition to the Cemetery Capital Reserve Fund. The CIP Committee's suggestions will now go to the Budget Committee for discussion.
10. Ellen Paulsen brought an American Fences brochure with information on cemetery gates. The Commission agreed that the most appropriate models seem to be wrought iron gates. One design has wheels that can be useful on paved driveways like the one at Pembroke Hill Cemetery. Dan Chase observed that some cemeteries have entrance archways with the cemetery name, and suggested that several fabricators in Manchester can supply such gates. The Commission agreed that gate designs would be an appropriate subject for a field inspection in April or May of 2019.
11. Regarding the project to continue to revise the existing Chapter 155 (Cemeteries) of the Town Code to address a variety of new subjects not included in the Pembroke chapter, Dan Chase has made a list of the towns in our area that are similar in population to Pembroke. He has incorporated cemetery ordinances of as many of these towns as possible for comparison to our Chapter 155. The Commission thanked Dan for his work and agreed to review his compilation and make Chapter 155 the first order of business at our meeting of October.

New Business

12. V. J. Ranfos summed up our expenditures for 2018. The Cemetery Commission budget at the beginning of the summer listed \$9,000 instead of \$10,000 in our Capital Reserve Fund. We have spent \$1,400 for the Pembroke Street Hearse House roof, \$1,900 on removal of the white pine tree at Pembroke Street Cemetery, \$700 to remove two elm trees at Pembroke Street, \$2,250 on monument repairs at Old North Pembroke Cemetery, and have voted to spend \$960 to cable the red oak tree at Old North Pembroke Cemetery. The \$960 will come out of the remaining balance in the fund.
13. The next meeting of the Pembroke Cemetery Commission will be at 7:00 p.m. on Thursday, October 11, 2018 at the Pembroke Public Works office on Exchange Street.
14. On a motion by David Richards, seconded by Fleda Young, the meeting adjourned at 7:57 p.m.

Respectfully submitted,
James L. Garvin, Secretary