

PEMBROKE CEMETERY COMMISSION MEETING

May 13, 2021

Minutes

Present: James Garvin, Ellen Paulsen (chair), Zachary Sawyer, Fleda Young, Adam Mendoza, V. J. Ranfos.

1. Chair Ellen Paulsen called the meeting to order at 7:03 p.m. at the Pembroke Public Works garage.
2. On a motion by Fleda Young, seconded by Zachary Sawyer, the minutes of the meeting of April 8, 2021, were unanimously approved.

New business:

3. Commission members reviewed requests for the Capital Improvement Program (CIP) for 2022, which should be submitted to town administrator David Jodoin by early July. Town meeting in March 2021 approved the addition of \$10,000 to the Cemetery Capital Reserve Fund. Items that were discussed were:
 - Re-paving the asphalt driveway at Pembroke Hill Cemetery. A proper long-term repaving of this driveway would require the removal of white pine trees on an adjacent property (490 Fourth Range Road, formerly owned by Dr. Clifford McGinness) and the removal of the roots that extend under the driveway and are lifting and breaking the pavement. V. J. Ranfos will try to obtain paving estimates for the driveway.
 - Removing the white pine trees at 490 Fourth Range Road that abut the driveway of Pembroke Hill Cemetery with permission of the owners. The Commission asked Secretary Garvin to identify and write to the owners of that property to explain the issue of damage to the pavement and to see if we can learn the owners' reaction to a proposal to remove the trees.
 - Removal of the three sugar maple trees at the front wall of New North Pembroke Cemetery on North Pembroke Road. V. J. Ranfos has one budget figure of \$4,800 for removal and will seek a second bid.
 - Grinding the stumps of the white pine tree that was cut at the back of Buck Street Cemetery and a pine tree at Pembroke Street Cemetery near the Whittemore Homestead.
 - Complete any remaining stone wall repairs at Pembroke Street Cemetery.
4. Regarding possible new items to be added to the Capital Improvements Program, V. J. mentioned damage to some monuments at Pembroke Street Cemetery. Five or six stones have suffered winter damage. One stone has been damaged, apparently by lawnmowing. Some of

these repairs may be funded by the regular cemetery budgets, and some by current capital reserve funds.

V. J. also mentioned the need to remove surface roots at the front wall of Pembroke Street Cemetery where large white pine trees were removed, leaving their roots to decay and create an uneven ground surface. Grass is dead in this area and the ground needs to be loamed and re-seeded.

An item in our six-year plan is the restoration of the cast iron gates for the front wall openings at Pembroke Street Cemetery. This work will require not only repairs to some of the gates, but also replacement of the damaged or missing granite posts that held the pintles of the gates. A question was raised about possibly finding old photographs of the cemetery with the gates in their original openings.

Old business

5. Chair Ellen Paulsen reminded members that veterans' flags should be placed by Commission members in all town cemeteries before Memorial Day, May 31, 2021, and not removed until after Veterans' Day, November 11, 2021. Zachary Sawyer agreed to take responsibility for placing the flags in Pembroke Street Cemetery. Ellen Paulsen offered to place the flags in Pembroke Hill Cemetery, formerly done by Jim Garvin following the retirement of the late Howard Robinson from the Commission in 2004.
6. V. J. Ranfos gave the following updates on old issues:
 - Dumping at the rear embankment of Buck Street Cemetery remains under control.
 - Formerly proposed stone wall repairs at Pembroke Street Cemetery are complete.
7. V. J. reported that Pamela Jane Baxter, currently living in Concord but formerly a resident of Pembroke, has asked to purchase a lot in Pembroke Hill Cemetery. Ms. Baxter's parents are buried in Pembroke Hill Cemetery. The Commission reviewed §155-7 of the Town Codes, which states that "burial lot licenses shall be sold only to residents, former residents, immediate family members, or property owners of the Town of Pembroke." The Commission agreed that Ms. Baxter is entitled to purchase a lot in Pembroke Hill Cemetery.
8. The Commission reviewed the current schedule of fees for interments as posted by Dignified Cemetery Services in January 2021, superseding the schedule of fees that Dignified Cemetery Services posted on January 20, 2020 and that was adopted by the Board of Selectmen at their meeting of June 15, 2020.

The new charges by Dignified Cemetery Services are: full burial on a weekday: \$600; full burial on a Saturday: \$650; full burial on a Sunday or holiday: \$750. Cremation burial on a weekday: \$250; cremation burial on a Saturday: \$300; cremation burial on a Sunday or holiday: \$350.

In order for the charges made by the town to at least equal the charges made by Dignified Cemetery Services to the town, the Commission proposed that the town schedule of fees, as posted in Chapter 160 ("Fees") of the Town Code under §160-5, "Cemetery Fees," be revised to:

Full burial on a weekday: \$600.

Full burial on a weekend (Saturday/Sunday) or holiday: \$750.

Cremation burial on a weekday: \$250

Cremation burial on a weekend (Saturday/Sunday) or holiday: \$350

The Commission asked Secretary Garvin to make the above recommendation to the Board of Selectmen through town administrator David Jodoin.

9. Jim Garvin reported that he had investigated a request from Rebecca Lea Graveline to the Public Works Department. Ms. Graveline requested that the ashes of her late husband be buried in the John L. Oudens / Norma K. Parsons lot in Evergreen Cemetery. The lot measures 12 feet by 12 feet. At its April meeting, the Commission discussed the matter and concluded that if the license holder to the Oudens / Parsons lot can give permission for such an interment, this would be proper under the cemetery regulations. V. J. offered to check and see if Public Works secretary Chris Addington has contacted Ms. Graveline about the matter at a telephone number given by Adam Mendoza (603-715-0429). If Chris has not, Jim Garvin will call Ms. Graveline and explain about the procedure of getting permission from the license holder.
10. The next regular meeting of the Pembroke Cemetery Commission will be held at 7:00 p.m. on Thursday, June 10, 2021, at the Public Works headquarters at 8 Exchange Street in Suncook Village.
11. There being no other business to be brought before the meeting, the meeting was adjourned at 7:57 p.m. on a motion of Jim Garvin, seconded by Fleda Young.

Respectfully submitted,
James L. Garvin, Secretary