

# **PEMBROKE CEMETERY COMMISSION MEETING**

**July 13, 2017**

## **Minutes**

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

1. The meeting was called to order at 7:00 p.m. at the Public Works building on Exchange Street.
2. On a motion by David Richards, seconded by Ellen Paulsen, the minutes of the meeting of June 8, 2017, were unanimously approved.
3. The Commission discussed the ongoing monument repairs at Old North Pembroke Cemetery, noting that the Hermon Fife obelisk had been tipped off its base, apparently without damage to the marble shaft. V. J. Ranfos asked Donald Cotnoir of New Hampshire Monuments for an estimate to replace the obelisk and received a quote of \$750. The Public Works Department will evaluate the possibility of using a town-owned front end loader to lift and replace the shaft.
4. Ellen Paulsen has taken photographs of other work in progress in the cemetery.
5. The Commission noted that one capstone has fallen off the front cemetery wall near the Fife monument. The Commission discussed the possibility of lifting the stone with the machine that may be used to re-set the Fife monument.
6. Donald Cotnoir has submitted a bid of \$3,200 for repairing the monuments at the back of Pembroke Street Cemetery that were broken by the falling of a tree.
7. V. J. Ranfos reported that he has talked with Collins Tree Service about removing the three old sugar maple trees in front of the front wall of Old North Pembroke Cemetery and one leaning tree in the back of the cemetery.
8. The Commission noted that since we require lot owners to install burial lot corner markers, we need to add a specific requirement for corner markers in the revised Town Code.

Other business:

9. V. J. Ranfos discussed the Cemetery Budget. The Commission had a budget of \$2,500 for marker repairs and cemetery maintenance. \$285.60 was spent for a silt fence at Evergreen Cemetery and for grinding an additional stump, leaving a current balance of \$2,216.40.

The budget for burials was \$3,500, of which \$450 has been spent, leaving a balance of \$3,050.

The budget for supplies was \$50, of which \$9.99 has been spent, leaving a balance of \$40.01.

10. The town mowing contract will be advertised for new bids in the fall.
11. V. J. Ranfos reported that Darleen Dunbar wishes to sell a lot in Row 6 of Evergreen Cemetery, purchased for \$700. Secretary Jim Garvin will inquire of town administrator David Jodoin whether the town wishes to re-purchase the lot for future sale.
12. V. J. Ranfos noted that the asphalt shingle roof on the hearse house at Pembroke Street Cemetery is stained, and that this became more visible when the pine trees were removed. He suggested that we either seek a volunteer to re-roof the building or request the cost of a new roof as a Capital Improvements Program item. The Commission suggested that the roof shingles may be in good enough condition to be pressure-washed carefully. The Commission agreed to try to find and talk to a contractor who cleans asphalt roofs.
13. Dan Chase stated that he would like to become a member of the Pembroke Cemetery Commission. Secretary Jim Garvin will inform town administrator and ask that the nomination be placed before the Board of Selectmen.
14. The next regular meeting of the Commission will be held on Thursday, August 10, 2017, at 7:00 p.m. at the Public Works building at 8 Exchange Street.
15. On a motion by David Richards, seconded by Ellen Paulsen, the meeting adjourned at 7:43 p.m.

Respectfully submitted,  
James L. Garvin, Secretary