

# **PEMBROKE CEMETERY COMMISSION MEETING**

**April 6, 2023**

## **Minutes**

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

1. The meeting was called to order at 6:07 p.m.
2. The minutes of the meeting of October 13, 2022, were approved as submitted.

### **New Business:**

3. The Commission discussed an email message of April 6, 2023, from Catrina Rantala, who indicated that the Cub Scouts of Pack 270 propose to place flags at the veterans' graves in Evergreen Cemetery on Wednesday, May 20, 2023, at 6:00 p.m. Ms. Rantala mentioned that the troop is also interested in having the older scouts assist in placing flags in a second cemetery.

The Commission was favorable to these suggestions and felt that Pembroke Hill Cemetery would be a good second candidate for assistance from the scouts if the Commission members responsible for Evergreen and Pembroke Hill Cemeteries can be present to supervise. Because of the large size of Evergreen Cemetery and the compact dimensions of Pembroke Hill Cemetery, the Commission asked Secretary James Garvin to reply to Ms. Rantala with the suggestion that the older scouts take responsibility for the larger Evergreen Cemetery, leaving Pembroke Hill Cemetery for the younger scouts.

The Commission also noted that our members who are responsible for these two cemeteries will need to check each cemetery before the scouts arrive and remove any broken flag sticks that remain in flag holders and would prevent the easy placement of new flags by Cub Scouts.

3. The Commission noted that only two or three metal flag holders are available for future use. V. J. Ranfos reported that the Cemetery maintenance budget for 2023 is \$2,500. He suggested that the Commission could order as many new metal holders as can be purchased for \$500 or less. Secretary Jim Garvin will inquire about the current price of these holders and authorize a shipment within the limit of \$500, including shipping.
4. V. J. Ranfos noted that a requested transfer of Lots 38A and 38B in Evergreen Cemetery, requested by a message of February 12, 2023, from Michael R. Hoyle, successor trustee of a trust established by Sharon J. Hoyle, had been informally approved by the Commission in email exchanges of February 13-14, 2023, but had not yet been formally voted upon. Mr. Hoyle requested that Lots 38A and 38B be transferred from the estate of Sharon Judith Hoyle to Tracy Matthews, 1452 CG Woodson Road, New Canton, Virginia, 23123.

By a motion duly made and seconded, the Pembroke Cemetery Commission authorized the Pembroke Public Works Department to transfer Lots 38A and 38B in Evergreen Cemetery from

the estate of Sharon Judith Hoyle to Tracy Matthews, 1452 CG Woodson Road, New Canton, Virginia, 23123.

Old business:

5. Veterans' flags are to be placed in the public cemeteries before Memorial Day, May 29, 2023.
6. The Commission reviewed a message from member Dan Chase (not present) indicating that the solar-charged flag illumination light discussed in 2022 is no longer available.

By a vote duly made and seconded, the Commission authorized and requested the Public Works Department to purchase a solar-powered flagpole light of its choosing to be placed at the base of the large flagpole at Pembroke Street Cemetery as an experiment to test its effectiveness for nighttime illumination of the American flag. At its discretion, Public Works may purchase a light that is placed on the ground or is attached to the shaft of the flagpole above grade level.

7. The Commission discussed the suggestion that a "Gazebo-in-a-Box" might be purchased for placement in Evergreen Cemetery at the crest of the hill above the town receiving tomb and aligned with Pavilion Avenue. The Commission reviewed the literature and price lists shared in 2022 by member Dan Chase. Commission members noted that approval by the Public Works Department and the Board of Selectmen would be necessary for such placement, and that questions of costs of installation, as well as costs of future maintenance, would need to be discussed. If town officials approved the proposal, a request could be made through the CIP (Capital Improvements Program) Committee to establish a capital reserve fund for the project.

It was also mentioned that purchase and placement of a gazebo might be an appropriate Eagle Scout project, perhaps accompanied by an agreement that scouts would provide future maintenance of the structure.

8. V. J. Ranfos and Adam Mendozza presented updates and suggestions for projects to be added to the Six-Year Cemetery Plan.
  - a. Adam reported that the dead larch or tamarack tree in Buck Street Cemetery was removed in the fall of 2022 using the unexpended balance of the 2022 cemetery budget to pay for costs of removal.
  - b. V. J. Ranfos presented a proposal from Advanced Excavating and Paving to rebuild the driveway at Pembroke Hill Cemetery. The proposed project would remove old pavement from the driveway strip, measuring 10 by 120 feet, add 8 inches of crushed gravel to the surface, and pave the driveway with a 2½-inch single course mix of asphalt-bound macadam. The project would also replace a 12-inch drainage culvert at the driveway's junction with Fourth Range Road. The total cost of the proposed project would remain at \$9,225.00, as originally quoted by Advanced Excavating and Paving in 2022.

By a motion duly made and seconded, the Pembroke Cemetery Commission authorized the Public Works Department to accept the proposal, dated July 6, 2022, by Advanced Excavation and Paving.

- c. By a motion duly made and seconded, the Commission authorized the Public Works Department to request updated bids for removal of the maple trees at the front wall of New North Pembroke Cemetery, an item in the current Six-Year Cemetery Plan. If approved, this work would be done in 2024.
  - d. The Commission discussed the restoration of the old gates at the entrances to Pembroke Street Cemetery, an item in the current Six-Year Cemetery Plan. It was noted that the old gates, stored in the Hearse House, are cast iron and are very heavy. In several cases, the granite posts that originally supported these gates have broken off at grade level. Replacement of the gates at these locations would require setting new granite posts. It was suggested that wooden gates, like the gate at Old North Pembroke Cemetery, might be substituted for the cast iron gates. To do this, it would be necessary to determine whether the width of gate openings is excessive for a single wooden gate. If two gates were needed per opening, a method of fastening the gates at the center would need to be determined.
  - e. The Commission agreed to give the updating of cemetery mapping, with surveys by Ground-Penetrating Radar (GPR) where appropriate, high priority in the list of tasks in the Six-Year Cemetery Plan.
  - f. The Commission discussed the possibility of employing a design consultant to evaluate the possibility of preparing the wooded area at the rear of Evergreen Cemetery as the location of a columbarium.
  - g. V. J. Ranfos noted the repeated damage caused to automobiles by the narrow gates at Evergreen Cemetery. He suggested that we add to the Six-Year Cemetery Plan the widening of at least one, if not all three, of the driveway openings by relocating their granite sidewalls.
  - h. Zachary Sawyer mentioned a fenced family lot in Pembroke Street Cemetery that is enclosed by granite posts and horizontal iron bars, with no entrance provided. He suggested that the Commission evaluate this enclosure as a potential hazard to children who might climb the fence, possibly devising a way to create a gateway to the lot.
9. The next meeting of the Pembroke Cemetery Commission will be at 6:00 p.m. on Thursday, May 11, 2023, at the Public Works headquarters on Exchange Street in Suncook Village.
10. On a motion duly made and seconded, the meeting adjourned at 7:00 p.m.

Respectfully submitted,

James L. Garvin, Secretary