

PEMBROKE CEMETERY COMMISSION MEETING

August 10, 2017

Minutes

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

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 Fleda Young, the minutes of the meeting of July 13, 2017, were unanimously approved.
3. The Commission discussed the ongoing surveying work by Holden Engineering at Evergreen Cemetery, noting that the Holden crew was working at the cemetery on the date of today's Cemetery Commission meeting. V. J. Ranfos reported that Holden has requisitioned two payments thus far: \$3,000.00 at the beginning of work, and \$4,016.42 recently. The full contract price for the work as specified in the Holden proposal and the town's contract with Holden is \$9,002.00.
4. The Commission discussed its current financial resources and expenditures as follows:

Funding:

Budget for repairs/maintenance: \$2,216 (remaining balance in account)

CIP appropriation: \$21,000 (Evergreen/Old North Pembroke)

Expenditures:

Surveying Evergreen Cemetery: \$9,002

Re-mount Hermon Fife obelisk, Old North Pembroke Cemetery: \$750

Monument repairs at Old North Pembroke and one further stone at Buck Street: \$4,000 ?

Tree removal + stump grinding, Old North Pembroke Cemetery: \$3,000 for three maples

One leaning oak tree at the back of Old North Pembroke: price not yet submitted

Pembroke Street Cemetery: Repair of 4 broken stones: \$3,200

Pembroke Street front wall stump grinding and re-setting of granite wall: \$5,500

Pembroke Street hearse house roof: price not yet submitted

This tabulation indicates that the Commission should be able to undertake several of its projects as soon as the required work at Evergreen and Old North Pembroke Cemeteries is completed. The Commission agreed that priority should now be given to extra monument repairs and tree removal at Old North Pembroke Cemetery. After completion of work at Old North Pembroke Cemetery, we can request that the Board of Selectmen

authorize the expenditure of any remaining 2017 cash balance for other work in the list above.

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 backhoe that may be used to re-set the Fife monument.
6. Ellen Paulsen has taken photographs of other work in progress or completed in Old North Pembroke Cemetery, specifically the Bailey Parker monument.
7. The Commission discussed David Jodoin's message of August 7th, requesting that any requests for changes to departmental or committee budgets be submitted by noon on September 15th. In light of David Jodoin's intention to ask that \$10,000 in Capital Improvements Program funding be requested for Cemetery Commission projects in 2018, with authority to expend these funds to be vested in the Board of Selectmen, the Commission decided not to request any change in its 2018 budget, which will remain the same as the 2017 budget.
8. V. J. Ranfos reported in July that Darleen Dunbar wishes to sell a lot in Row 6 of Evergreen Cemetery, which she purchased for \$700. \$700 has been reserved from the "Burials" account to pay for re-purchase of this lot, but the town has so far been unsuccessful in contacting Ms. Dunbar to complete the transaction. The town will next send a registered letter.
9. Regarding the asphalt shingle roof on the hearse house at Pembroke Street Cemetery, the Commission noted that the shingles on the west slope of the roof are failing, with curled butts, and that the entire roof will need to be replaced within the next year. The Commission suggested that a metal roof would have several advantages over asphalt, including a longer expected service life, and agreed to investigate the cost of a metal roof for the replacement.
10. V. J. Ranfos mentioned another damaged stone at Buck Street Cemetery. He will ask Don Cotnoir of New Hampshire Monuments to give an estimate for its repair.
11. The next regular meeting of the Commission will be held on Thursday, September 14, 2017, at 7:00 p.m. at the Public Works building at 8 Exchange Street.
12. On a motion by Fleda Young, seconded by Ellen Paulsen, the meeting adjourned at 7:42 p.m.

Respectfully submitted,
James L. Garvin, Secretary