

PEMBROKE CEMETERY COMMISSION MEETING

April 12, 2018

Minutes

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

1. Secretary Garvin called the meeting to order at 7:00 p.m. at the Pembroke Town Hall. The Commission will meet at Town Hall for the foreseeable future because of a requirement that public meetings will be recorded. Recording equipment will probably not be available until July or August. Town Clerk Jim Goff holds evening hours on the first and last Thursdays of each month, but only until 7:00 p.m., whereas the Commission meets on the second Thursday of the month beginning at 7:00 p.m. The Commission may need to arrange for a key to the building and other instructions on opening and closing for meetings.
2. On a motion by David Richards, seconded by Fleda Young, the minutes of the meeting of October 30, 2017, were unanimously approved.
3. The Commission noted that former chair Donald Hill has reported that he was informed that he is no longer a member of the Commission. Ellen Paulsen checked the Town Code and confirmed that the Cemetery Commission “consists of five (5) members who are appointed by and serve at the pleasure of the Selectmen of the Town of Pembroke.” Since the Commission presently has five other members, we cannot ask Don Hill to re-join at this time. The Commission unanimously agreed to have Secretary Garvin write a letter of thanks to Don for his years of service to the Commission.
4. With the loss of Don Hill as chair of the Commission, Secretary Garvin asked if anyone would like to volunteer to serve as chair, or to nominate someone as chair. David Richards nominated Ellen Paulsen as chair and Fleda Young as vice chair. Ellen agreed to consider the matter. The Commission will discuss the nomination again at the May meeting.
5. The Commission noted that the Board of Selectmen had accepted the mowing bid of Mattice Collins Property Services, doing business under the name of “MCPS.” MCPS has begun spring cleanup in several of the town cemeteries.
6. The Commission discussed cemetery work that we should attempt to complete in 2018, using any encumbered funds from 2017 and any necessary portion of the \$10,000 that was appropriated to the Cemetery Capital Reserve Account by Town Meeting in March 2018. V. J. Ranfos reported that Jade Stone and Landscape had agreed to hold their 2017 bid of \$5,275 to level the front wall of Pembroke Street Cemetery, and that available 2017 cemetery funds were encumbered for that purpose. V. J. contacted Jade Stone in March and has observed that they have already contacted Dig Safe in preparation for grinding the roots that have lifted the wall.

The Commission agreed that the second priority for 2018 should be the repair of four tree-damaged monuments at the back of Pembroke Street Cemetery. Donald Cotnoir of New

Hampshire Monuments had submitted a bid of \$3,200 to do these repairs, and the Commission agreed that we should authorize this work as soon as possible.

Jim Garvin noted that the finial of the Fowler family monument in Old North Pembroke Cemetery is now in the possession of Donald Cotnoir and should be replaced on the monument in 2018.

Another job that the Commission had hoped to complete at Old North Pembroke Cemetery was the removal of two leaning trunks of a red oak tree at the back of the cemetery. Collins Tree Service has not submitted a bid for this work, but V. J. Ranfos reported that William Collins had suggested that since mechanical equipment cannot enter the cemetery, the three trunks of the tree might be cabled together instead of removing the two leaning trunks.

David Richards suggested that the Pembroke Fire Department might make its Snorkel® fire truck available to reach the tree trunks. Ellen Paulsen agreed to inquire if this might be possible.

V. J. Ranfos reminded the Commission that our 2018 budget also includes the following amounts:
 \$2,500 for cemetery repairs
 \$3,500 for burials
 \$50 for supplies
 \$150 for public notices

The Commission agreed that it may be best to replace the failing asphalt shingle roof on the hearse house at Pembroke Street Cemetery with a metal roof. V. J. Ranfos offered to ask Public Works Buildings and Grounds Supervisor Reno Nadeau if he could suggest any roofing contractors who might provide a bid for a metal roof of good quality.

7. The Commission discussed details of Evergreen Cemetery. The Request for Proposals for surveying Evergreen Cemetery required bidders to record the plan of the re-surveyed cemetery “with the Pembroke Planning Board and the Merrimack County Registry of Deeds in accordance with RSA 676.18.” V. J. Ranfos asked whether Holden Engineering, the successful bidder, had recorded the plan. The Commission agreed that we need to inquire.
8. Whether or not the plan of the re-surveyed Evergreen Cemetery has been recorded at the Merrimack County Registry of Deeds, the Commission agreed that the town should be able to sell grave lots in the newly platted section of the cemetery since all such lots fall well within the long-established boundaries of the cemetery.
9. Ellen Paulsen inquired about our ongoing project to amend Chapter 155, “Cemeteries,” of the Pembroke Town Code. Secretary Garvin will e-mail Commission members, attaching Chapter 155 with the currently suggested edits, so that Commission members may review the document and discuss it at future Commission meetings.
10. On a motion by David Richards, seconded by Fleda Young, the meeting adjourned at 7:55 p.m.

Respectfully submitted,
 James L. Garvin, Secretary