

PEMBROKE CEMETERY COMMISSION MEETING

June 14, 2018

Minutes

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

1. There was no Cemetery Commission meeting in May 2018.
2. Secretary Garvin called the meeting to order at 7:00 p.m. at the Pembroke Public Works conference room due to lack of access to Town Hall.
3. On a motion by David Richards, seconded by Ellen Paulsen, the minutes of the meeting of April 12, 2018, were unanimously approved.
4. Secretary Jim Garvin distributed the Commission's letter of thanks to former member and chair Don Hill.
5. The Commission returned to the election of a chair, as discussed at the April meeting. David Richards renewed his former nomination of Ellen Paulsen, and Jim Garvin seconded the motion. Ellen Paulsen was elected chair of the Commission on a unanimous vote.

With items suggested by Chair Paulsen, Secretary Garvin will continue to prepare meeting agendas. Due to a number of scheduling conflicts for other possible meeting schedules, the Commission prefers to continue to meet on the second Thursday of each month from April through October. Chair Paulsen will contact municipal secretary Linda Williams regarding access to Town Hall for future meetings.

6. V. J. Ranfos confirmed that all funds that were encumbered from our 2017 budget for expenditure in 2018 have been spent. There is no remaining balance on the 2017 Cemetery Commission budget.
7. V. J. Ranfos reminded the Commission that our 2018 budget also includes the following amounts:
 - \$2,500 for monument repairs
 - \$3,500 for burials
 - \$50 for supplies
 - \$150 for public notices
8. *Old North Pembroke Cemetery.* Regarding work at Old North Pembroke Cemetery, V. J. Ranfos reported that the town has not pre-paid New Hampshire Monuments for the repair and replacement of the finial from the Fowler family monument. This work remains to be completed and paid for.

It is possible that abutter Jeannie Keith may be interested in removing the chips that remain from grinding the stumps of the maple trees that grew in front of the wall, saving the town the effort of cleaning up the roadside.

V. J. Ranfos has received a bid of \$1,500 from New Hampshire Monuments to repair two broken stones in Old North Pembroke Cemetery. He will ask for bids on the repair of two other damaged stones and the Fowler finial. After discussion, it was agreed that the cost of these repairs will be paid for from the 2018 budget of \$2,500 for monument repairs if that balance is sufficient for the work.

V. J. noted that the mowing contractor is progressively removing brush and sprouts that are growing in front of the northern section of the front wall of Old North Pembroke Cemetery.

V. J. will try to get an estimate from Collins Tree Service to cable the three-trunked red oak tree that overhangs the rear wall of the cemetery.

9. *Pembroke Street Cemetery.* Projects needing attention at Pembroke Street Cemetery include 1) repair of the four stones that were broken by a falling tree at the back of the cemetery, plus other damaged monuments, estimated by New Hampshire Monuments at a combined total of \$6,100 in May 2018; 2) replacement of the failing asphalt shingle roof of the hearse house with a corrugated metal roof, estimated at \$1,400 by New Heights Roofing and Construction in June 2018; 3) partial rebuilding of perimeter stone walls and re-setting of fallen split granite coping stones, estimated at \$6,200 by Jade Stone and Landscape in May 2018; 4) removal of a dead white pine tree adjacent to the Whittemore Homestead. V. J. Ranfos will try to obtain an estimate for the latter.
10. The 2017 Town Meeting added \$10,000 to the Cemetery Capital Reserve Fund, with the Board of Selectmen having authority to expend. The Commission recommends applying as much as necessary of this additional Capital Reserve Fund balance to further monument repairs at Buck Street Cemetery, estimated by New Hampshire Monuments at \$1,975 in May 2018; to replace the roof of the hearse house, estimated at \$1,400 by New Heights Roofing and Construction in June 2018; and to remove the dead pine tree in Pembroke Street Cemetery (cost not yet estimated).
11. Secretary Jim Garvin reminded the Commission that the Capital Improvements Program (CIP) Committee has asked town agencies to submit Capital Improvement requests by July 13th. The Commission recommended that we ask the CIP Committee for sufficient funding to meet the expense of repair of the damaged monuments in Pembroke Street Cemetery, estimated at a total of \$6,100, and to the partial rebuilding of perimeter stone walls and re-setting of fallen split granite coping stones at Pembroke Street Cemetery, estimated at \$6,200. Thus, we would seek a total of approximately \$12,300 from the CIP Committee. If we add other unknown costs such as the cabling of the tree at Old North Pembroke Cemetery (not yet estimated), the total expense may approach \$15,000.

12. Secretary Jim Garvin reported that Chris Addington of the Public Works Department has conveyed two separate inquiries regarding older burials in Buck Street Cemetery. Both are documented through death certificates, which indicate burials arranged in 1952 and 1961 through Gedeon Petit of the Petit Funeral Home. In neither case can we identify the grave locations. Both burials appear to be indigent (pauper) burials. Matthew Roan, the current co-owner of the Petit-Roan Funeral Home, has kindly looked through old records and confirmed that the Pembroke Welfare Office paid for the 1961 burial. It now appears that a small group of visible but irregularly marked burials at the back of Buck Street Cemetery may be accompanied by an unknown number of additional unmarked graves, and that this area of the cemetery was used by the town for indigent burials. When budgets permit, the Commission may wish to employ ground-penetrating radar to attempt to plot all the former burials in this area.
13. Chair Ellen Paulsen reminded the Commission that we need to continue with our project to revise the existing Chapter 155 (Cemeteries) of the Town Code to address a variety of new subjects not included in the chapter as it stands.
14. The next meeting of the Pembroke Cemetery Commission will be on Thursday, July 12, 2018 at the Pembroke Public Works office on Exchange Street.
15. On a motion by David Richards, seconded by Dan Chase, the meeting adjourned at 8:24 p.m.

Respectfully submitted,
James L. Garvin, Secretary