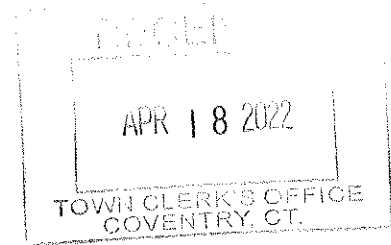


Coventry Cemetery Commission
March 17, 2022

Meeting Minutes



1. Call to order and roll call
 - a. Commission members: Mike Chapman (chair), Kevin Arpin, John Marvin, Claudine Vieten, Mark Messier
 - b. Town of Coventry: Bill Watkins
2. Call to order and roll call
3. Audience of citizens - none
4. Minutes of the January and February special meetings – Approved 5-0
5. Treasurer's Report – Amanda
 - a. Amanda provided a written financial report
 - b. Discussed unspent balance.
6. Public Works Director's Report
 - a. Nathan Hale tree work. Dead trees near Patriot's Park. \$2000 Cemetery Commission money from the service contract line for this work. Completed.
 - b. Stone wall work in Nathan Hale Cemetery has started.
 - c. Bill will ask an engineer to inspect certain parts of the wall and review with Mike.
 - d. Discussed future parking area in Coventry Cemetery.
 - e. Discussed expansion area. Grading work will continue. The town will mow the expansion area this year.
 - f. Bill got a quote to grade and remove the top layer of the expansion area. ~\$1200. New top soil and seed will be more expensive. This will be done with CIP budget.
 - g. Cemetery maintainer and other help. Jobs have been posted for 1 week.
 - h. Discussed evergreens along fence line. Bill will figure out location of property border in relation to the fence.
 - i. Discussed water tank. Mark will try to purchase.
 - j. Grant Hill Cemetery tree work was completed along the right side and back of cemetery. A couple more trees need to be cut but they are in difficult locations to access.
 - k. Bush/shrub removal at Coventry Cemetery – Bill will remove the large, overgrown bushes throughout Coventry Cemetery. The small tree at the entrance of the cemetery, near the veteran's area, will be removed. Bill will start with the bushes along the road in the expansion area. Commission would like to have a landscaping plan for the main area before removing all the bushes. Kevin will

call landscaping companies to develop and plan and obtain quotes.

7. Sexton's Report (from Bill and Amanda)

a. Interments:

- i. 1 cremains interment was made Saturday December 4, 2021 for Frank Kristoff, Jr, Kristoff Lot, Section SVI#, Nathan Hale Cemetery
- ii. 1 cremains internment was made on Monday December 6, 2021 for James Cole Galey, Lot 17, Section A, Coventry Cemetery
- iii. 1 full burial was made Thursday December 30, 2021 for Dani Stephens, Lot #32 Grant Hill Cemetery.
- iv. 1 cremains interment was made Friday January 28, 2022 for Gladys Brink, lot 178, Section A, Coventry Cemetery
- v. 1 cremains interment was made Thursday March 17, 2022 for Leslie Richardson, III, Section 155, Lot A, Coventry Cemetery

b. Memorial Work:

- i. Approved lot edging for Provost in Coventry Cemetery, section A, lot 170.

c. Lot Sales:

- i. Sale of double lot no. 155, section A, Coventry Cemetery on 3/15/2020 to D. Richardson.
- ii. Sale of double lot no. 156, section A, Coventry Cemetery on 3/15/2020 to K. Richardson.

8. Old Business

- a. GIS update – hired Behar Mapping to create an online GIS tool for Coventry Cemetery. Three-month project timeline.
- b. CIP plan:
 - 1st year – clean up and survey
 - 2nd year – parking and berm
 - 3rd year – columbarium
 - 4th year – final landscaping

9. New Business

- a. Discussed monument proposal from Provost. Granite borders must be inside the plot. Approved 5-0.
- b. Nathan Hale – Bill and Mike will inspect conditions around the monument and progress of the wall repair.
- c. Kentucky Blue increased their rates. Discussed increasing town rate for cremains burial to match Kentucky Blue. Mike will review costs and discuss at next meeting.

10. Commission Member Reports

11. Other matters that may come before the Commission

12. Executive Session (if needed)