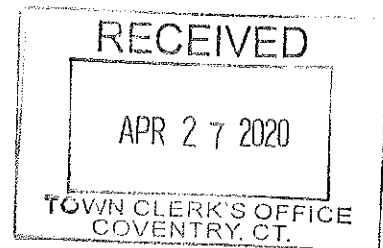


**Coventry Cemetery Commission**

**April 16, 2020**

Meeting Minutes



1. Call to order and roll call
  - a. Commission members: Claudine Vieten, Mike Chapman (chair), Kevin Arpin, Mark Messier, John Marvin
  - b. Town of Coventry: Amanda Backhaus, Sherry Chapman, Mark Kiefer
  
2. Call to order and roll call
  
3. Audience of citizens - none
  
4. Minutes of the December meeting – approved 5-0
  
5. Treasurer's Report - Amanda
  - a. Budget transfer from part-time to temporary labor (\$7500). This was to cover costs incurred during 2019 summer labor.
  - b. Sherry and Lance – part-time labor
  - c. Helpers for Lance – temporary labor
  - d. \$1500 was added to budget for grass treatment (grubs and fertilizer).
  - e. \$1000 was added to the budget for headstone repair
  - f. Amanda and John will get prices to change the locks on the new shed. Keypad locks would allow commission members access to the shed to store damaged or displaced decorations that may have sentimental value. Commission members could also access tools during future clean-ups.
  
6. Public Works Director's Report
  - a. Mark will change flags to half-staff
  - b. True Green will fertilize and treat for moles in Coventry Cemetery
  - c. Mark will request prices for grub treatment in Nathan Hale
  - d. Mark will hire Kentucky Blue immediately for mowing. Mark will request quotes from other vendors for mowing in the future.
  - e. Old shed demo – to be completed this year, if possible.
  
7. Sexton's Report – Sherry
  - a. One cremains interment for Frederick Sanford White took place on 20 March 2020 in Nathan Hale Cemetery, section 1#, White/Armstrong lot.
  - b. No lot sales were made this period.
  - c. No memorial work was performed during this period.
  - d. Town employees are practicing physical distancing. In-office staffing has been reduced and town hall is no longer open to the public. We are working on creative ways to eliminate or significantly reduce physical contact with the public while still providing Cemetery Sexton services. We are moving to PayPal for

lot sales and electronic or mail transmission of documents. We will refine our processes over time.

- e. A family with plots in Grant Hill hired a surveyor to identify location of plots. Sherry and Mark will work with the family and surveyor and update the commission. Plot markers will not be moved by the surveyor without approval from the town.

8. Old Business

- a. Wreaths Across America wrap-up
  - i. Next year's date: December 19, 2020.
  - ii. Committed to 100 wreaths

9. New Business

10. Commission Member Reports

11. Other matters that may come before the Commission

- a. Next meeting – May 21, 2020 at 6pm

12. Executive Session (if needed)