Coventry Cemetery Commission
June 20, 2019

Meeting Minutes

1. Call to order and roll call
   a. Commission members: Claudine Vieten, Mike Chapman (chair),
      Kevin Arpin, John Marvin
   b. Town of Coventry: Amanda Backhaus, Mark Kiefer

2. Call to order and roll call

3. Audience of citizens - none

4. Minutes of the April meeting – approved 4-0

5. Treasurer's Report - Amanda
   a. Amanda explained new report format

6. Public Works Director’s Report
   a. Started pad for shed. Expect to be completed by tomorrow.
   b. Mark will hire pest control company to treat moles in South
      Cemetery and Nathan Hale Cemetery
   c. Garbage barrel at Coventry Cemetery is full
   d. Mark will consider tipper barrel for Coventry Cemetery.
      Suggested placing near or in new shed.
   e. Mark will fertilize and treat for grubs in Nathan Hale
   f. Fallen tree at Coventry cemetery – to be removed by town
   g. More tree work to be done at Nathan Hale Cemetery and Grant
      Hill Cemetery
   h. Mark will consider treating two trees in Grant Hill Cemetery instead
      of cutting them down

7. Sexton’s Report – Sherry
   a. none

8. Old Business
   a. GIS
      i. Amanda got new instructions and information from Scott
      ii. Amanda reviewed data and found it is not up to date
      iii. Scott added layers to the map to account for sub-locations
           within a plot
   b. Ordinance Updates
      i. Reviewed at steering committee – revisions were requested
      ii. Amanda to send out revisions to the commission. Revisions
          have already been sent to attorney for review.
   c. Wreaths
      i. Accepting wreath purchases for town cemeteries and St
         Mary’s
      ii. Event date: December 14, 2019
d. Headstone repair
   i. Mike received quotes from Quintana. Quotes were more competitive than other vendors
   ii. Mark to work with Quintana and complete repairs

e. Brochure holders
   i. Mark received 2 new holders
   ii. Mark to place one at Grant Hill Cemetery

f. Footstones
   i. First round of footstone reunion will include ~8 stones. Date for reunion to be determined at next meeting.
   ii. St Benedict's headstone was returned

9. New Business
   None

10. Commission Member Reports
    None

11. Other matters that may come before the Commission

12. Executive Session (if needed)

Next meeting: July 18, 2019 at 6 pm