Coventry Cemetery Commission  
August 15, 2019

Meeting Minutes

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

2. Call to order and roll call

3. Audience of citizens - none

4. Minutes of the July meeting – approved 3-0

5. Treasurer’s Report - Amanda
   a. Review of financials
   b. Mark charged $350 for loan to grade around the new building at 
      Coventry Cemetery

6. Public Works Director’s Report – Mark
   a. Pest control – Mark to hire A1 for South and Nathan Hale
   b. Shed is completed at Coventry Cemetery
   c. Tree service hired for tomorrow to address clean up the fallen tree 
      in the corner of Coventry Cemetery
   d. Headstone repairs are in progress. Two completed so far.

7. Sexton’s Report – Sherry
   a. Sherry will send map of Coventry Cemetery to local monument 
      companies. Mark to print six copies for Sherry
   b. Discussed dividing double or triple lots and selling them to 
      different owners or repurchasing subsections of lots. Kevin will 
      craft clarification for rules and regulations.
   c. Discussed vandalism in Coventry Cemetery. A headstone was 
      rotated on its base during an attempted theft.
   d. Bench approved for Coventry Cemetery B180.
   e. Olson cremains interment on August 20 in Coventry Cemetery lot
      A7

8. Old Business
   a. New building
      i. Permanent sign - discussed potential vendors and location. 
      Mike to draft wording for the sign and share before the next 
      meeting. Change dogs to pets. Sherry will ask Laura stone if 
      our website can be simplified so we can put the direct website 
      on the sign. Location will be in front of the new building. Mike 
      to will contact sign company for design drafts.
ii. Changeable sign – discussed ideas and locations. Mike to research potential signs.
b. GIS – no updates
c. Ordinance – August 26 is the next steering meeting.
d. Foot stones – Kevin choose a date in September
   i. Sept 14 or 15. Date to be finalized Sept 9.
   ii. Mark will support

9. New Business
   a. Wreaths Across America – Information will be included in the October newsletter

10. Commission Member Reports

11. Other matters that may come before the Commission
   a. Next meeting – September 19, 2019 at 6pm

12. Executive Session (if needed)