

**Coventry Cemetery Commission**  
**August 18, 2022**

Meeting Minutes

1. Call to order and roll call
  - a. Commission members: Mike Chapman (chair), Kevin Arpin, John Marvin, Mark Messier, Claudine Vieten
  - b. Town of Coventry: Amanda Backhaus, Rich Mindek, Bill Watkins
2. Call to order and roll call
3. Audience of citizens - none
4. Minutes of the July meeting – Approved 5-0
5. Treasurer's Report – Amanda
  - a. Amanda provided a written financial report.
  - b. Discussed capital budget that was approved. Amanda will provide more details next meeting.
6. Public Works Director's Report
  - a. Waiting for quotes from Eddy (VP Landscaping) for various projects in Coventry Cemetery.
  - b. Two more ash trees in Nathan hale need to be removed.
  - c. Stump grinding will be needed for the trees that have been or will be removed. Bill will get quotes for stump grinding.
  - d. Prides Corner farm – get quotes for copper beech in Nathan Hale and other trees for Coventry Cemetery.
  - e. Pin oaks were suggested for Coventry Cemetery.
  - f. Bill started leveling the back of Coventry Cemetery.
7. Sexton's Report (Rich)
  - a. Discussed challenges installing veteran markers. Rich will discuss with Manchester Monument,
  - b. Interments
    - i. 1. 8-5-22 - Kertu Kersen, Cremains burial, lower left section in existing Kersen grave plot, Nathan Hale Cemetery (application approved at July meeting)
  - c. Lots Sales
    - i. 1. 07-25-22 – Peter Kelly and Susan Sabella Kelly, Section A, Lot 195 (double), New Coventry Cemetery
    - ii. 2. 08-12-22 - Sherry Dorsey and Kimberly Almada, Section B, Lot 60, Grave A (single), New Coventry Cemetery
  - d. Monument Markers

- i. 1. 07-25-22 – Dianne Richardson, Section A, Lot 155 (double), Single headstone (for Leslie “Butch” Richardson) centered on plot, within regulation parameters, submitted by Quintana’s Memorials, Reviewed and Approved 7-23-22

#### 8. Old Business

- a. Galey monument and bench were installed in Coventry Cemetery. Mike will follow up with the family to answer any outstanding questions for the commission.
- b. Applications to open a grave without a certificate – This occurs often in our older cemeteries. Commission discussed requiring applicants to provide documentation of their relationship to people interred in a specific grave. Updates to our forms may be needed/helpful. To be discussed again in September.
- c. GIS project – Behar Mapping completed the GIS application.
  - i. Data verification – Amanda will work on this. Any specific concerns/questions about the data can be sent to Amanda. Commission decided site visits are not need at this time.
  - ii. Kevin needs to update schematics in Rules and Regulations to be consistent with methodology chosen with Behar Mapping.

#### 9. New Business

- a. Wreaths across America – Claudine will give Amanda description for town newsletter.

#### 10. Commission Member Reports

#### 11. Other matters that may come before the Commission

#### 12. Executive Session (if needed)