

**Coventry Cemetery Commission**  
**October 20, 2022**

Meeting Minutes

1. Call to order and roll call
  - a. Commission members: Mike Chapman (chair), Kevin Arpin, Claudine Vieten, John Marvin, Mark Messier
  - b. Town of Coventry: Rich Mindek, Amanda Backhaus, William Watkins
2. Call to order and roll call
3. Audience of citizens
  - a. Tom Abbate from Elm-Cap
    - i. Discussed columbarium options for Coventry Cemetery.
    - ii. Wilbert Memorial licensee.
    - iii. Recently installed a columbarium in Marlborough.
    - iv. Can help with site design.
    - v. 120-day lead time for columbarium.
    - vi. Discussed getting other quotes. Watertown Engineering in Massachusetts. Ask Behar Mapping for other suggestions.
    - vii. Discussed having a sub-committee create plans for the improvement projects. Sub-committee will present plans at monthly cemetery meetings. Mark, Kevin, Mike. Sub-committee created and approved 5-0.
4. Minutes of the September meeting – Approved 5-0
5. Treasurer's Report – Amanda
  - a. Amanda provided a written financial report.
  - b. Capital budget requests due soon.
  - c. \$15k approved for this year for capital projects.
6. Public Works Director's Report
  - a. Lance and John will start fall clean-up
  - b. Eddie provided a quote for the crab apple tree area and replacement of the bricks around the flag pole.
  - c. Bill wants a new mower included in the capital budget.
  - d. Bill said we need to buy a metal detector for finding pins.
  - e. Quote attached for stump grinding in Nathan Hale Cemetery. Cemetery approved this work. 5-0.
  - f. Still working on getting a quote for a beech tree. Will decide after other ash tree is removed and stumps are ground.
7. Sexton's Report (Rich)
  - a. Interments

- i. 09-30-22 - Steven Ohlund, Section A, Lot 148, Grave A, Coventry Cemetery - full burial
  - ii. 10-06-22 - Christopher Marvin, Section A, Lot 39, Grave A, Coventry Cemetery - full burial
  - iii. 10-08-22 - Donna Jones, Section B, Plot 212, Grave B (top), Coventry Cemetery - cremains
- b. Lots Sales
  - i. 09-23-22 - Patricia and Steven Ohlund, Section A, Lot 148, Graves A&B (double) - Coventry Cemetery
  - ii. 10-13-22 - Sally and Lionel Jean, Section A, Lot 136, Graves A&B (double), Coventry Cemetery
- c. Monument Markers
  - i. 10-15-22 - Veteran Marker (flat marble at foot of grave) for Alfred Lussier, Section A, Lot 91, Grave A - Coventry Cemetery - installation performed free of charge by Kevin Keena, owner of Manchester Monuments Co., Manchester, CT (marker requested by wife, Donna Lussier)

## 8. Old Business

- a. GIS project – Behar Mapping completed the GIS application.
  - i. Data verification – 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

- a. November meeting – will need to be changed. Mike will choose a date.

## 12. Executive Session (if needed)