Coventry Cemetery Commission  
November 21, 2019

Meeting Minutes

1. Call to Order and Roll Call
   a. Commission members present: Mike Chapman (Chair), John Marvin, Mark Messier, Claudine Vieten
   b. Commission member excused: Kevin Arpin (Secretary)
   c. Town of Coventry: Amanda Backhaus (Finance Director), Sherry Chapman (Cemetery Sexton), Mark Kiefer (Director of Public Works)
   d. In the absence of the Kevin, Sherry recorded the minutes.

2. Audience of Citizens – None

3. Minutes of the October meeting were approved unanimously as amended by changing the month in item 3 from August to September.

4. Treasurer's Report – Amanda Backhaus
   a. Review of financials
   b. Deposit for sign for Coventry Cemetery was made
   c. Money is available for wall repair

5. Public Works Report – Mark Kiefer
   a. Mark K. has contact information for another mason. He will reach out to get a price to repair the stone wall at the rear of Nathan Hale Cemetery.
   b. Tenet tree service is coming in next week to evaluate trees at Grant Hill Cemetery, Old South Burying Ground, and Nathan Hale Cemetery.
   c. Mark Owens will meet with another service provider on fertilization recommendations for cemeteries and other properties in town.
   d. Mark K. will install the signage at Coventry Cemetery prior to the Wreaths Across America event.

   a. Double lot sold to Oliver at Coventry Cemetery, section A, 186.
   b. A monument was installed for Giammarino at Coventry Cemetery, section A, lot 110.
   c. Sherry will look into having Nathan Hale Cemetery designated as a National Historic Landmark if approved by town manager, John Elsesser.

7. Old Business
   a. Footstones
      i. Four headstones in the possession Coventry Historical Society were removed from Strong Porter House by the
sexton and Commission members and installed at the Old South Burying Ground.

b. Wreaths Across America
   i. Sherry will add the flags to the wreaths representing the different branches of service.
   ii. Commission members, Manny Rodrigues (American Legion Post 52) and other key players should meet the Friday before the event (12/13) to discuss final plans. Claudine will get back to Commission with a time after speaking with the Coventry High School band leader. Tentative time: 3:00 p.m.
   iii. Mike has been coordinating logistics with Manny. Mike will ask Manny for the names of the presenters.
   iv. The town manager will attend and participate as a speaker. Amanda will update the flyer to include John.
   v. Public Works is available to take wreaths to other cemeteries.
   vi. Podium and microphone to be provided by Coventry PD.
   vii. Boy scouts and girl scouts will attend. Claudine will see if they can place wreaths at other cemeteries.
   viii. Claudine is coordinating the buses and band, and working with the Lions Club and Senior Center on advertising the event.
   ix. Michael will provide a flyer to the Lions Club for their booth at the Christmas in the Village event to be held on 12/8.
   x. Claudine invited the Commission members to her house for a pizza party following the Wreaths Across America event.

8. New Business
   a. Amanda indicated that the town manager wants to know what Cemetery Commission members think of absorbing the Veteran’s Memorial Commission into the Cemetery Commission. The Veteran’s Memorial Commission does not have enough members to constitute a quorum. Commission members will discuss, and Amanda will follow up with the John E.
   b. The Commission unanimously adopted meeting dates for 2020, which will continue to be held on the third Thursday of each month at 6:00 p.m. from March through December, 2020.
   c. Mark will look into getting new trash barrels for Coventry Cemetery.

Recorded and submitted by Sherry Chapman. The next meeting of Coventry Cemetery Commission will be held December 19, 2019 at the Department of Public Works, 100 Olsen Farm Road, Coventry, CT 06238.