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

2. Call to order and roll call

3. Audience of citizens - none

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

5. Treasurer’s Report - Amanda
   a. Review of financials
   b. Budget for 2020
      i. Amanda will add $4000-$5000 for fertilizer, grub, and mole treatments
      ii. Amanda will add $2000 for headstone repair
      iii. Discussed options for road repair at Nathan Hale. Mark will visit Nathan Hale to evaluate the road and suggest an estimate for the budget.

6. Public Works Director’s Report – Mark not present for report

7. Sexton’s Report – Sherry
   a. No sales, interments, or memorial work
   b. Discussed making Nathan Hale Cemetery a national historic landmark. Sherry and Amanda will continue to pursue.
   c. Discussed adding electric service to new building at Coventry Cemetery. Amanda will review similar buildings in town to understand how the electric bill is managed. Manny offered to donate his labor for the installation. VFW offered to donate materials for the installation.
   d. Discussed moving shed before installing electric service. The current location of the shed would interfere with a future cemetery expansion. The expansion is not currently scheduled.

8. Old Business
   a. Wreaths Across America wrap-up
      i. Next year’s date: December 19, 2020.
      ii. Discussed families who wanted to lay their own wreaths and how to improve that process next year.
      iii. Discussed ideas for better/louder speakers next year.
9. New Business
   a. Veteran’s Memorial Commission – An inactive town commission. Mike, Amanda, and Manny will try to find people who may be interested in joining. If this commission becomes active, the Cemetery Commission would collaborate with the Veteran’s Memorial Commission to plan and host future Wreaths Across America events.

10. Commission Member Reports

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

12. Executive Session (if needed)