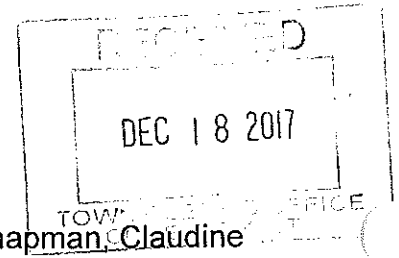


**Coventry Cemetery Commission
Meeting Minutes
December 13, 2017**



Commission Members Present: Tom Boudreau (chair), Mike Chapman, Claudine Vieten, Kevin Arpin,
Town representatives: Amanda Backhaus, Mark Kiefer

Agenda

1. Call to order and roll call
2. Audience of citizens - none
3. Minutes of the November meeting – approved 4-0
4. GIS Update - Amanda
 - a. Discussion and review
 - i. Scott focused on other projects. Link to website currently not working while site is being improved
 - ii. Amanda has all pictures from Vern
5. Review financials – Amanda
6. Review Sexton Duties – Amanda/Mark
 - a. Amanda split sexton and maintainer job descriptions
 - b. Discussed distributing job posting for sexton – other towns, funeral homes, other cemetery commissions, grave network
 - c. Amanda to remove more maintenance related responsibilities and physical requirements
 - d. Sexton job should focus on administrative role
 - e. Discussed job titles superintendent vs. sexton. Use both in job title to avoid charter revision
 - f. Amanda will remove “supervision” as a job responsibility
 - g. Union concerns for new sexton – Amanda to review
7. Nathan Hale Circumstances – Mark
 - a. Proposal of cost for repair wall - Mark meeting chase this week. Work can be done in the winter
 - b. Paving of Contemplation Area – next place to be paved by town. Waiting for ground to thaw
8. Coventry Cemetery matters – Mark
 - a. Follow up on recommendations
 - i. Grant hill and new Coventry tree trimming needs to be done
 - ii. Extra trees to plant for south street and grant hill
 - iii. New Coventry
 1. Dead shrubs need to be removed
 2. Level berm
 3. Grass on bare graves – to be done in spring. Kevin, Claudine, Mike C. will coordinate with Mark and any volunteers
 4. Claudine discussed entrance to new Coventry. Gravel in soil makes it difficult for anything to grow.

Mark will review the status of the entrance and propose improvements

9. New Business –

Discussed rule 21 – interment parameters

- Remove – “note – full burial must precede cremation burials...”
- Add - configuration must be selected at time of purchase
- Add – any configuration changes need to be discussed with cemetery commission
- Incorporate language from Claudine's proposed language discussed at July 2017 cemetery commission meeting
- Voted – 4-0 new language and schematics for rule 21 approved pending corrections above
- Kevin will send final version to commission
- Amanda to coordinate mike's resignation
- Update contact information on town website

10. Commission Members updates:

- a. Updates
- b. Specific Cemeteries

11. Old business

- a. Sexton's Report – 1) Burials and 2) Concerns
 - i. No burials
 - ii. Mike M. resigned as sexton
- b. Elements of Cemeteries

12. Other matters that may come before the Commission