

## Coventry Cemetery Commission Meeting Minutes

Commission Members Present: Tom Boudreau (chair), Mike Chapman, Claudine Vieten, Kevin Arpin.

Town representatives: Mark Kiefer, Mike Merriam, Amanda Backhaus

### Agenda

1. Call to order and roll call ...update on membership.  
Meeting called to order at 6:30 by chairperson Tom Boudreau.  
Update on membership: Linda needed to resign due to moving to Clinton.  
Kevin offered to become secretary and take notes.  
Amanda Backhaus is the new financial director to replace Beth.

2. Minutes of the March meeting  
No amendments or corrections. Accepted.

3. Audience of citizens

- a. Ed Ledoyt  
Mr. Ledoyt returned to the commission and gave a picture of his "tripod" and evidence of insurance.
- b. He explained the weight of the memorial and base was written on the photo.
- c. Ed would like to purchase the monument online and install the monument himself.

4. Mr. Phil Costanzo of Tri County Memorials - Guest

- a. Invited to discuss a request to install a monument in New Coventry Cemetery.
- b. Tri County Memorials – has 12 employees and installed numerous monuments over the 18 years of his business.
- c. Phil explained most cemeteries require \$1million general liability to install headstones.
- d. Tripods are not best option to install headstones because of rough terrain in cemeteries.
- e. Mark and Phil raised concern regarding a homemade tripod (as noted in the picture supplied by Mr. Ledoyt) wants to use install monument. Not OSHA certified and could be unsafe.
- f. Broader concerns discussed about ordering monuments online that don't meet requirements/rules of cemeteries.
- g. Phil discussed industry standards for markers and monuments
  - i. Phil expressed concerns about the dimensions of the monument Mr. Ledoyt wants to order
  - ii. Might not meet the industry standards for minimum quality.
- h. Phil suggested the committee request specific information from individuals who make a request to install their own monument
  - i. Dimensions – make sure
  - ii. Granite make and origin



- iii. Design
  - i. Mark asked if Phil would install monument for Ed Ledoyt if he purchased the monument online. Phil said this is an option but expressed concern about his insurance policy not allowing Ed to help with the installation.
  - j. Mike M. reminded committee that up to six cremations can be included in a plot. There needs to be enough room for all the names on the monument.
- 5. Commission Members updates:
  - a. Review new Assignments – table to next meeting
  - b. Review Mr. Ed Ledoyt case for – request for stone on 2 double plots – any items offered for review by members.
    - i. Claudine discussed her research on this topic. Most cemeteries have rules against this request. No licensure required. Concerned about liability and setting precedent with the decision in this case.
    - ii. Mike C. concerned with liability but open to Ed working with a professional to install the monument.
    - iii. Kevin expressed concern regarding tripod, getting a company to work with him might not be possible because of the professional's insurance requirements, Phil's remarks about the dimensions and industry standards.
    - iv. Mark suggested us getting feedback from CIRMA (Connecticut Interlocal Risk Management Agency). Group agreed this would be good support to make a decision.
    - v. Tom summary of concerns – foundation and set up of monument, loading/unloading, setting precedent, we are responsible for others in cemetery, OSHA regulations, dimensions/specs
    - vi. Committee will table this discussion until response from CIRMA.
- 6. Executive Session  
Concluded discussion on Ed Ledoyt's request. See notes above.
- 7. Review financials - Amanda Backhaus (Town Treasurer)  
  
No activity in fund 202 and 613  
Unspent balance on general fund needs to be spent by June  
Mark asked about "Improvements not buildings." Amanda will check on previous purchases from this account (used for signage.  
Mark to encumber money for trailer
- 8. Nathan Hale Circumstances
  - a. Proposal of cost for repair wall
    - i. Mark will call Chase (previous contractor) for a proposal. Will ask for 2 more proposals

- ii. Mark considering other repairs and improvements for Nathan Hale, specifically the contemplation area. Ongoing research and investigation needed. Wetlands concerns.
  - b. Tree work - done
  - c. Paving of Contemplation Area – (spring project set-aside)
  - d. Mike C. noted a tree in Nathan Hale that lost a lot of branches. Mark will inspect.
- 9. Discuss GIS system and Cemetery mapping (need for subcommittee)
  - a. Mike C. to lead subcommittee
  - b. Goal is to get GIS system online
  - c. Beth Bauer supporting. Started uploading data. Slow progress.
  - d. Vern Beausileau has offered to help as well.
- 10. Review Sexton Duties – table to next meeting
- 11. Old business
  - a. Mike's Report – 1) Burials and 2) concerns
    - i. No burials, no concerns
  - b. Updates for Elements of Cemeteries  
Tom suggested committee think about beatification for Memorial Day
  - c. New Purchases – Status on trailer  
Previously discussed, see above.
- 12. Other matters that may come before the Commission  
Spring clean up for Coventry cemeteries. Notice included in Journal Inquirer. Tom expressed committee's desire to balance cleanup with respecting people's grieving.

Next Meeting for Coventry Cemetery Commission will be held Wednesday May 10, 2017 at 6:30 P.M in the Public Works Conference Room, Coventry Public Works Building at 100 Olsen Farm Road, Fern Drive, Coventry