

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

MEETING MINUTES

June 10, 2009

WEST MEADOW CEMETERY JOB SITE

- I. Call to Order – Chairperson Cohen called the meeting to order at 5:45 pm.
- II. Roll Call – Members present: Myra Cohen, Kris Nasinnyk, Diana Kurz, Don Woods and Norm LeBrun. Others present: Jim Fuda and Jesse Harris, BSC Group; Dennis Bonitsky, Supervisor of Parks, Grounds and Cemeteries (ret.); and Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Approval of previous meeting minutes – Ms. Kurz made a motion that the minutes of the May 4, 2009 meeting be approved as presented. Second by Mr. Woods. The motion passed unanimously.
- V. Project Status – The Contractor, Paramount Construction, has cleared the site, and installed catch basins and hose bibs. The processed stone for the road base is in place. Stabilization fabric was needed and verbally approved by Mr. Baron as a field decision at the time of installation and compaction. Change order number one has been submitted for this additional fabric. Mr. Woods made a motion that the Committee accept the proposed Change Order Number One for stabilization fabric underlayment, for the amount of \$4,000. Second by Ms. Kurz. The motion passed unanimously. Numerous bar foundations had been poured by the Contractor. A job meeting had been held the previous day (June 9th). Certain items were discussed at that meeting that would require Committee approval. The eight inch stone wall next to the existing road would block access by Town equipment to dig the graves behind it. BSC prepared a drawing that showed the relocation of this wall to the Veteran’s section. The walk by this wall would also be revised to address slope issues, again, as shown on the BSC drawing. This drawing also shows the addition of a water line and a hose bib at the Committal Area patio. Mr. Woods made a motion that the Committee authorize BSC Group to request Change Order Proposals for the items shown on their drawing, specifically the stone wall relocation, the Veteran’s Area walk way reconfiguration, and the addition of a hose bib to the Committal Area patio. Second by Ms. Nasinnyk. Discussion: this motion authorizes changes but does not approve the spending of

additional money. Mr. Woods then amended his motion to allow the Committee Chairperson to approve the spending of funds to complete these changes if she considers the change order proposals to be reasonable. Ms. Nasinnyk seconded the motion amendment. Further discussion: Mr. Baron will notify the Committee members by e-mail or telephone when change order amounts are known, in order for Committee members to express their thoughts for the Chair to consider prior to being asked to approve. The motion, as amended, passed unanimously. Mr. Baron also distributed the updated financial status of the project.

- VI. Review of Rock Wall Submittal – Paramount Construction submitted three pieces of granite in order to demonstrate that the material for the new stone walls would match that of the existing stone wall. Ms. Kurz made a motion that the Committee approve the granite submittal for the stone walls as presented. Second by Mr. LeBrun. The motion passed unanimously.
- VII. Engraving of columbarium face plates – Mr. Baron presented numerous handouts, including a summary of his discussions with representatives of two nearby cemeteries, a portion of the shop drawing showing the size of the niche openings, the rules used by Cedar Hill Cemetery in Hartford, and pictures with various examples provided by BSC Group. Ms. Kurz had color pictures of a columbarium in another cemetery. For inscriptions, the choices available to the Town are plaques, individual glued on letters, or sandblasting directly etched into the stone. If the Town were to use plaques, Cedar Hill Cemetery had recommended pre-drilled holes. As niches can hold the remains of two people, the question of one plaque sized to hold two names vs. one smaller plaque for each individual arose. Given the amount of information it was determined by consensus that no decisions would be reached during this meeting. A subcommittee consisting of Ms. Kurz and Mr. Woods was formed to draft proposed rules or requirements for review by the entire Committee. Staff assistance will be provided by Mr. Baron and Mr. Bonitsky. Mr. Fuda also volunteered the assistance of Dave Crispin, given his experience and contacts in this area. Mr. Baron will contact the subcommittee members to start work on this in the next week.
- VIII. Any Other Business Pertinent to the Committee – The Committee’s next meeting date was changed to July 7th, and this meeting will be held at the Town Hall, unless circumstances require meeting at the job site. As the site is sloped to have all water flow towards the High School, with the potential for a significant amount of storm water to run off in one direction, BSC will explore the possibility of adding a crown to have water drain off in at least two directions.
- IX. Public Participation – None.
- X. Adjournment – the meeting adjourned at 6:24pm.