

**WEST MEADOW CEMETERY EXPANSION
PROJECT BUILDING COMMITTEE**

COLUMBARIUM REQUIREMENTS SUBCOMMITTEE

SPECIAL MEETING MINUTES

June 30, 2009

Town Hall Conference Room One

3:00 P.M.

- I. Call to order – the meeting started at 3:00 pm.
- II. Roll call – Present: Diana Kurz, Don Woods and Jeff Baron.
- III. Public participation – None.
- IV. Consider columbarium rules and requirements – The Cemeteries Ordinance (Chapter 194 of the Newington Code of Ordinances) was distributed, along with some of the requirements of Cedar Hill Cemetery in Hartford and a draft of proposed columbarium requirements prepared by Jeff Baron. Further amendments to the draft were considered: 1.) “cremains” is slang. For use in an ordinance the term “cremated remains” should be used. In each instance within the draft document, “cremains niche” should be shortened to just “niche”. 2.) There was discussion about deleting the first sentence of part E in favor of “No plantings allowed.” It was agreed that the wording should remain as proposed to allow for donations in the form of trees, bushes, etc. to be made to the Town for the cemetery. 3.) Part E, the fifth and sixth sentences (All inscription work will be done by the Town of Newington or a contractor selected by and working under the direction of the Sexton. Inscriptions shall be limited to the first name, middle initial, last name, year of birth and year of death only.) should be changed. The fifth sentence should start with “After verifying the accuracy of the information”. In between the two sentences another sentence should be inserted, “In the event that information for inscription provided to the Sexton is inaccurate or incorrect, all costs to correct the inscription or to make a new inscription shall be paid for by the niche owner.” There was discussion about the information to be inscribed, given that many people are known by their middle name and initial of their first name, use two last names or have hyphenated last names, etc. Diana will check with sandblaster Steve Crouch to see how many characters can go on a line of a 12” x 12” faceplate, so that the ordinance wording can be changed to allow up to a certain number of characters, thus leaving the decision on how the name will appear to the owner of the niche. She will also ask about whether it is better to frost the dark mahogany color granite face plate prior to inscription. 4.) A part F should be added to the proposed section

of the ordinance, pertaining to the veterans' columbarium. The inscriptions for the veterans' niches would allow for a name line, a line for the year of birth and the year of death, and a third line for the branch of service the veteran served in and the war(s) in which the veteran served. (The language for this section will be finalized when the language for part E is finalized.)

- V. Take action on recommendations to the Committee as a whole – No action was taken at this time.
- VI. Any other business pertinent to the committee – Other changes to the Cemeteries Ordinance should be recommended at this time also: 1.) For all double depth burials, any funeral or related service in the cemetery shall be held with the casket at ground level, and the casket shall be lowered into the ground only after the ceremony is over. 2.) Add the same language that is included in the proposed Columbarium requirements: “Nothing will be allowed to be taped, adhered to, or in any way placed on the gravestone. All such items shall be removed by the Town of Newington cemetery personnel and the expense for removal shall be charged to the owner of the gravesite.” Subcommittee members expressed an interest in making recommendations regarding the fees to be charged for sales in the new section of the cemetery. The subcommittee agreed to meet again on July 6, 2009 at 3:00 PM in the Town Hall.
- VII. Public participation - None
- VIII. Response to public participation - None
- IX. Adjournment – the meeting ended at 4:00 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services