

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

July 29, 2010

At West Meadow Cemetery

- I. Call to Order – Chairperson Cohen called the meeting to order at 6:10 pm.
- II. Roll Call – Members present: Myra Cohen, Chairperson; Dave Nagel; Don Woods; Diana Kurz, and Norm Lebrun. Others present: Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Punch List – Blue stone cap and related matters – Mr. Baron distributed copies of correspondence received from the Contractor and Engineer that notified the Town that the cap stones cannot be replaced without damaging the columbarium and discussing ideas for what could be done with the money that would be credited to the Town. Other ideas were discussed, namely planting ornamental fruit trees, installation of poles and a canopy over the patio area for outdoor ceremonies during potentially inclement weather, and bench seating in the veterans’ area. In light of the damage that would be incurred to replace the columbarium caps the consensus of the committee was to accept the bluestone caps if a suitable credit is received from the contractor. Once the credit is received the Committee can determine what, if anything, the credit will be applied towards. The contractor will be asked to use Thin Set to repair or replace the mortar between the caps.
- V. Dedication ceremony – Mr. Baron distributed sample invitations and programs. The Committee selected September 13<sup>th</sup> as the date for the ceremony, at 6:00 PM. The rain date will be September 15<sup>th</sup> at the same time. There will not be any refreshments, tent, or need to RSVP. Mrs. Cohen, as Chair, will make the opening remarks, followed by the Mayor (if he wishes to do so), and Mrs. Kurz, who agreed to speak on behalf of the Committee. A press release will be distributed to the newspapers and posted on the Town website. Newington Community Television will be invited to attend and film the ceremony. Mrs. Kurz will ask a vocalist to perform God Bless America and will contact the Council of Clergy to see if they wish to participate. Mr. Baron will invite Mike Fox of the local Veterans of Foreign Wars and Scott Delbuono of the local American Legion. The Parks and Grounds Division, the

Historical Society, the Superintendent of Schools and the Board of Education, will be invited as they are neighbors of the cemetery. The project engineer, the contractor and the site subcontractor will be invited. BSC Group and Paramount Construction will be identified on the program. Invitations will be sent to those mentioned above, plus the Town Council, Newington's State Senator and Representatives, the Board of Parks and Recreation, the Town Manager, the Superintendent of Parks and Recreation, and Dennis Bonitsky. Mr. Baron will coordinate the provision of seating, a sound system, cones to reserve parking places for Mrs. Cohen and Mr. Lebrun, and scissors. The ribbon will be supplied by Mr. Woods. Committee members will contact Mrs. Kurz with any information or talking points that they want her to include in her remarks.

- VI. Any Other Business Pertinent to the Committee – Mr. Baron will check to see if there are any administrative fees that are charged when a deed holder transfers their grave lot from an older part of the cemetery to the new section. The Town is in the process of developing a Request for Quotations to select and engraver for the niche faceplates, a form for the inscriptions on the faceplates, and a form for purchase of the niches. A booklet has been printed up for distribution to prospective grave lot or niche purchasers that includes all the cemetery rules.
- VII. Public Participation – None.
- VIII. Adjournment – The meeting adjourned at 6:45 pm.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services