

**WEST MEADOW CEMETERY EXPANSION
PROJECT BUILDING COMMITTEE**

COLUMBARIUM REQUIREMENTS SUBCOMMITTEE

SPECIAL MEETING MINUTES

July 30, 2009

Town Hall Conference Room One

- I. Call to order – The meeting began at 1:00 PM.
- II. Roll call – Present: Don Woods, Diana Kurz, Dennis Bonitsky and Jeff Baron
- III. Public participation - None
- IV. Consider columbarium rules and requirements – The question of one user of a niche vs. two users of a niche will be addressed on the inscription form used by the Town, which is to be completed by the authorized agent. Dennis brought two sample faceplates from the Contractor to be turned over to a person who does inscriptions. Diana will request examples of frosted and skin frosted lettering, different letter heights, and the number of characters on a line for each letter height.

Proposed wording to Ordinance section 194-14 B, starting with the third sentence, will be amended to read: “No inurnment shall be permitted unless the niche to be used is paid in full prior to or at the time of inurnment. Niches may be reserved for a period of no longer than 30 days, upon which time full payment must be made. No credit or installments shall be allowed. All niches must be paid in full before any inscriptions are made on the columbarium. Upon payment in full of the purchase price, a deed will be executed and delivered to the purchaser for each niche sold.” The first and last two sentences of this section shall remain as presented in the July 6, 2009 draft.

Proposed wording to Ordinance section 194-14 E, the fifth sentence, will be amended to read: “After completion of the official inscription form by an authorized agent, all inscription work will be done by the Town of Newington or a contractor selected by and working under the direction of the Sexton.” An additional sentence will be added at the end of this section, to read “For Veterans who have received an honorable discharge from United States military service, inscriptions shall include the person’s name, year of birth, year of death, the branch of service, and the war(s) in which the Veteran served.”

Proposed wording to Ordinance section 194-14 F, the first sentence, will be amended to change “people” to “those”.

- V. Consider other cemetery ordinance changes – Ordinance section 194-12 I (4), will be amended to read: “Only one upright monument shall be allowed for each monument lot. No more than one flush marker per grave will be permitted. On a flush marker lot, two flush markers will be permitted per grave.

Ordinance section 194-12 I (2), will be amended to read: “No memorial, whether upright monument or block marker, shall be less than four inches in thickness at its narrowest dimension. Upright monuments in the non-Veteran’s section added in 2009, known as Section F, may be of variable heights, not to exceed forty eight inches in height. No monument shall be wider than thirty six inches at its widest point, when placed on a single grave monument lot. No monument shall be wider than fifty four inches at its widest point when placed on a double grave monument lot.”

The subcommittee recommends that all changes be reviewed by the Town Attorney for compliance with State requirements.

- VI. Consider changes to fees and charges – Dennis was asked to bring the list of current fees to the next meeting.
- VII. Take action on recommendations to the Committee as a whole – No action taken.
- VIII. Any other business pertinent to the committee – The next meeting will be held on Monday, August 3, 2009, at 4:00 PM.
- IX. Public participation – None.
- X. Response to public participation – None.
- XI. Adjournment – the meeting ended at 3:20 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services