

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

MEETING MINUTES

July 7, 2009

Town Hall Conference Room One

- I. Call to Order – Chairperson Cohen called the meeting to order at 5:51 pm.
- II. Roll Call – Members present: Myra Cohen, Chairperson; Kris Nasinnyk, Don Woods and Norm LeBrun. Others present: 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 – Mr. Woods made a motion that the minutes of the June 10, 2009 meeting be approved as presented. Second by Ms. Nasinnyk. The motion passed unanimously.
- V. Project Status – The Contractor, Paramount Construction, has completed the foundation for the columbarium, along with 90 % of the sidewalk. Water spigots are in place and the re-grading to establish a crown has begun. It is anticipated that the Contractor will rototill the site prior to the landscaper beginning to plant. The three foot berm along the Parks Garage is not of sufficient height. The consensus of the Committee was to raise the berm using the topsoil that is already on site. Mr. Harris was asked to issue a change directive to raise the berm to a height not to exceed six feet with the soil already on site. Mr. Baron distributed an updated handout showing the financial status of the project, with an anticipated balance of \$44,936.65.
- VI. Review and take action on columbarium requirements – The subcommittee met twice and is drafting proposed requirements for the columbarium that would be incorporated into the Cemetery Ordinance. This draft is not yet completed and no action is requested at this time. Ms. Nasinnyk made a motion that the subcommittee be charged with drafting proposed cemetery ordinance changes that pertain to things other than the columbarium and also to draft recommendations on fees, for presentation to the Committee as a whole. Second by Mr. LeBrun. Discussion: Once approved by the Committee the proposed ordinance changes and fees would be forwarded to the Town

Manager and/or the Town Council, as appropriate, for consideration. The motion passed unanimously.

- VII. Any Other Business Pertinent to the Committee – Mr. Bonitsky presented paver samples for the committal area patio and the smaller patio by the road. The Committee agreed by consensus that the color and appearance of these pavers is acceptable. Work on the project led to the removal of a drain line from the Parks Garage that became clogged as a result of construction. This drain line was removed and a swale installed in its place. The dirt in the swale was washed out by the recent heavy rains. The swale needs to receive a layer of stone to prevent further erosion. Mr. Woods made a motion to repair the swale that was needed to eliminate the drain that was not working properly and take the corrective measures needed, subject to the approval of the Committee Chairperson if she considers the Change Order proposal to be reasonable. Second from Ms. Nasinnyk. The motion passed unanimously. The Committee's next meeting will be on August 3rd, and this meeting will be held at the Town Hall, unless circumstances require meeting at the job site.
- VIII. Public Participation – None.
- IX. Adjournment – The meeting adjourned at 6:30 pm.