

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

MEETING MINUTES

August 3, 2009

Town Hall Conference Room One

- I. Call to Order – Chairperson Cohen called the meeting to order at 5:50 pm.
- II. Roll Call – Members present: Myra Cohen, Chairperson; Kris Nasinnyk, Don Woods and Diana Kurz. 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 – Ms. Nasinnyk made a motion that the minutes of the July 7, 2009 meeting be approved as presented. Second by Mr. Woods. The motion passed unanimously.
- V. Project Status – Mr. Bonitsky reported that the ground work was essentially complete. Seeding has taken place, outside the time limits of the contract documents. The Committee expressed their concern to BSC Group regarding the final quality of the grass. It is anticipated that some further over seeding will be needed. The sidewalks and patios are substantially complete. The stone walls are complete. The columbaria are largely, but not completely installed. The blue stone caps are sitting on top of the columbaria. The Committee agreed by consensus that the block for the back of the columbaria should be the dark gray sample submitted from Westbrook Concrete Block, SF-73. Landscaping will come next, followed by paving of the driveway. Mr. Baron distributed an updated handout showing the financial status of the project, with an anticipated balance of \$42,336.65.
- VI. Review and take action on change orders – Change Order No. 3 was presented, for the construction of a swale and to supply stone riprap at the corner of the Parks garage lot, for \$1,100, to raise the height of the earthen berm along the walkway and columbarium by the Parks Garage, for no additional cost, and to add one foot in height to the low stone wall that was relocated previously, for \$1,500. Mr. Woods made a motion that the Committee approve change order number three, for \$2,600, as presented. Second by Ms. Kurz. The motion passed unanimously.

- VII. Review and take action on columbarium requirements – The subcommittee met twice in the past month and is still in the process of drafting proposed requirements for the columbarium that would be incorporated into the Cemetery Ordinance, along with other changes to the Cemetery Ordinance and proposed fees. No action is requested at this time.
- VIII. Any Other Business Pertinent to the Committee – Based on the suggestion of Dave Crispin from BSC Group, the Committee will consider the lot corner markers at their next scheduled meeting on September 14<sup>th</sup>.
- IX. Public Participation – None.
- X. Adjournment – The meeting adjourned at 6:13 pm.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services