

HISTORIC CEMETERY ADVISORY COMMISSION – NEWPORT, RI

Minutes: 8 June 2016

Meeting Room, Newport Police Department, 4pm

Attending:

Members: Lew Keen, Andy Bjork, Jean Quinn, Mary Jo Valdes, Ingrid Peters

Others: Scott Wheeler; Lynn Ceglie, Kaity Ryan, Bert Lippincott

Discussion:

1. Lew Keen opened the meeting with brief introductions.
2. With the guidance of Scott Wheeler and Lynn Ceglie the group discussed the Commission's structure and operating procedures to include:
 - a. Mission, 'Open' format meetings, postings, agendas, decision making, reporting, quorums, resources
3. It was generally agreed to investigate the following:
 - a. The Commission's Mission Statement
 - b. Complete list of Newport Cemeteries; public and private
 - c. Consideration for grants and fundraising
 - d. How cemeteries fit as part of Newport's Open Space Master Plan
4. One additional member is still needed to achieve full structure

Decisions and Actions:

1. It was decided that Lew Keen would serve as Commission Chair, Andy Bjork as Commission Secretary.
 - a. Newport City Clerk has provided the commission with the ability to post meetings and agendas on the State Open meeting site
 - b. The meeting agenda should be posted in City Hall, the site of the meeting, and on the State site
 - c. The agenda and minutes should be sent to the city clerk for posting on the city website
2. Next Meetings will be:
 - a. July 13; 4pm at the Newport Library
 - b. August 10; 4pm TBD
 - c. September 14
 - d. October 12
 - e. November 9
 - f. December 14

Adjournment:

1. At 5pm

Submitted by Andy Bjork, Secretary