



## East Greenwich Historic Cemetery Commission

Tuesday, August 11, 2020

**6:00 PM**

Virtual Meeting Via Video- and Tele- Conferencing

DATE OF POSTING: August 6, 2020

### EAST GREENWICH HISTORIC CEMETERY COMMISSION AGENDA

When: **August 11, 2020** at 6:00 PM Eastern Time (US and Canada)  
Topic: HISTORIC CEMETERY COMMISSION Remote Meeting

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/83360552629>

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or  
+1 253 215 8782 or +1 346 248 7799 or 888 475 4499 (Toll Free) or 877 853 5257  
(Toll Free)

Webinar ID: **833 6055 2629**

### Historic Cemetery Commission – 6:00 PM

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. June 19, 2019, July 17, 2019, September 18, 2019, and December 18, 2019
4. Recent Developments with Cemeteries & Upcoming Changes:

- a. Cemetery #72 – Installation of Concrete Slab & Mailbox Outside of Cemetery & Planned Future Driveway Development (Paved Driveway, Steps, Drainage, Etc.)
  - b. Cemetery #43 – Sale of 1974 Division Road (Sold on 4/29/2020); New Owner’s desire to install a fence/screen around Cemetery
  - c. Cemeteries #4 & #10 – Eagle Scout Paperwork submitted
  - d. Cemeteries # 63 & #64 – Pre-application for Major Subdivision
5. Next Steps After Discussion with Town Council President Dr. Schwager
    - a. Use of Existing Funds for Cemetery Cleanup/Restoration
    - b. Request for Additional Funds
    - c. Tax Abatement/Incentives for Homeowners
    - d. Role of DPW
  6. Discussion/Follow-Up to Information provided by Alan Clarke
    - a. Prioritization – New burials in Historic Cemeteries, Town Responsibility, Contact List for Cemetery Boards, Managers
    - b. Initiate Discussion on Drafting Proposals to bring forth to Town Council
    - c. Cemetery Trust Fund/Non-profit/municipal partnership
  7. Identify and Document Key Goals for the Next Year and Future
    - a. Cemetery Care
    - b. Enforcement of HOA Bylaws
    - c. Cemetery Documentation on All Plat Maps
  8. Identify and Appoint New Commission Chair
  9. Financial Review: Current Account Holding
  10. Bank Newport Account – Add Authorized User

**Adjourn**

### **INSTRUCTIONS TO ACCESS THE MEETING**

The information provided is to assist board members, residents and other interested parties with the technical information necessary to participate.

The Town has chosen to use a video conferencing product called ZOOM for hosting local public meetings during the current health emergency. Zoom is available as an app – you can download it your smart phone or personal computer for free. (Deluxe “for-a-fee” versions also exist and many of you may already be using those in your own personal or business dealings.) You will also have the low-tech option of simply phone dialing-in for audio-only.

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en/-us/articles/115002262083>

To be clear, you do not have to have a Zoom account to attend a Zoom meeting. You may wish to create an account, but that is not required to participate in the Town’s “virtual” public meetings. We hope you will join us via Smartphone, tablet, laptop, or computer as this option enables you to view the Board and presenters in a gallery view and to see all application materials presented on your screen. If accessing the meeting this way, you will be prompted to download the software. You can get to the meeting by either clicking the hyperlink in the posted agenda (available via the Town’s or Secretary of State’s Website) OR -

### **Go to Zoom.us and Simply Click on “Join a Meeting”.**

When you go to the Zoom website, you will be prompted to either JOIN or DOWNLOAD the Zoom tool. Note the download will require a second step to install the application. This is a personal choice.

### **Enter this Webinar/Meeting ID: 833 6055 2629**

(The meeting ID will be different for every zoom meeting/webinar you join. The meeting ID above is specific to the August 11, 2020 Historic Cemetery Commission meeting.)

To join you will be asked for your name and email. Your name is all that is required.

### **If Accessing the Meeting By Telephone:**

If you do not wish to or if you do not have a device capable of accessing the internet-based Zoom meeting, you may use your telephone – land line or cellular - for audio-only access to the proceedings.

**Dial this number to join: +1 929 205 6099**

Alternative phone numbers can be used if necessary (if the line rings busy, for example):

+1 312 626 6799 (Chicago); or +1 346 248 7799 (Houston);  
or +1 669 900 6833 (CA); or +1 301 715 8592 (Maryland).

**Enter this Webinar/Meeting ID: 833 6055 2629**

**Then press # and then # again (there are no “Participant ID’s”).**

When you join the meeting, your phone will be muted.

At the appropriate time, the meeting will be open for questions and comments. During the public comment portion of the meeting, anyone who wishes to be heard will be allowed to speak. Only one commenter at a time will be allowed to speak to ensure the comment is clearly heard and recorded. To be recognized, you will need to “raise your hand”. Dial **\*9** to ‘raise your hand’ and be recognized to speak. Dial **\*6** to unmute your telephone; and when done speaking, dial **\*6** again to mute yourself. All speakers will be required to state their name for the record.

Please do not hesitate to call the Planning Department at 401-886-8645 or 401-886-886-8643 or contact Lea Anthony Hitchen at [lanthony@eastgreenwichri.com](mailto:lanthony@eastgreenwichri.com) if you need help viewing any information.

### **Basic Zoom Audio Troubleshooting:**

If you are recognized to speak, but cannot be heard in the Zoom meeting, please use the following steps to troubleshoot your computer audio or telephone connection.

- Ensure your microphone or telephone is unmuted. Remember on a phone, **\*6** toggles the mute/unmute feature. For users joining the meeting via computer video conference, you will find your ‘mute’ control in the lower left corner of the Zoom meeting screen.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the ‘drop-down’ menu located beside the ‘mute’ control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to **enter the meeting id** after calling the phone number.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you continue to have trouble during the meeting, you

will need to use the 'Q&A' function on the Zoom screen to inform the Meeting Host that you cannot be heard.