



**Riverside Cemetery Committee
DRAFT Minutes**

**Wednesday, April 19, 2023
10:00 a.m.**

**Cape Elizabeth Town Hall
Jordan Conference Room**

Wayne Brooking called the meeting to order at 10:10 a.m.

Welcome & Introduction of New Member

Welcome Rev. Dr. Frances Bagdasarian!

Roll Call

Rev. Dr. Frances Bagdasarian
Wayne Brooking
April Powell

Debra Lane, Town Clerk

Public Comments

No members of the public were present.

Election of Chair for 2023

Moved by April Powell and Seconded by Wayne Brooking to nominate April Powell to serve as chair for 2023.
(3 yes) (0 no)

Approval of Minutes – November 10, 2022

Moved by Wayne Brooking and Seconded by April Powell to approve the minutes of the meeting held on November 10, 2022 as written.
(3 yes) (0 no)

Page 2 Riverside Cemetery Committee Minutes
April 19, 2023

Request to Purchase Lots

Laflamme – Sisters Karen Laflamme Berube and Kim Laflamme

Moved by Wayne Brooking and Seconded by Frances Bagdasarian to approve the request of Karen J. Laflamme Berube to purchase two full size lots for her and her children. The approval is based on her past residency, family residency (50+ years until parent's death) and family (parents and grandparents) buried in Riverside.

(3 yes) (0 no)

Moved by Wayne Brooking and Seconded by April Powell to approve the request of Kim Laflamme to purchase two full size lots for her and her child. The approval is based on her past residency, family residency (50+ years until parents' death) and family (parents and grandparents) buried in Riverside.

(3 yes) (0 no)

Barbara Poliner

Moved by Wayne Brooking and Seconded by April Powell to approve the request of Barbara Poliner to purchase a cremation lot for herself. The approval is based on her past residency, family residency (55+ years until parents' death) and family (parents and sister) buried in Riverside.

(3 yes) (0 no)

Elizabeth Griswold for Parents Millard & Dorothy Mann

Moved by Wayne Brooking and Seconded by April Powell to approve the request of Elizabeth M. Griswold to purchase one cremation lot for her parents Millard F. & Dorothy C. Mann (Mr. Mann recently passed away). The approval is based on family (Mr. Mann's parents, sister and brother) buried in Riverside.

(3 yes) (0 no)

Request for Buy Back

Note: The cemetery rules provide the price paid by the Town will be the original price paid but not more than 75% of the current selling prices of lots in the cemetery. Current prices; \$750 full size, \$400 cremation.

Peter & Judith Berg

Moved by Frances Bagdasarian and Seconded by Wayne Brooking to buyback the cremation lot from Peter W. & Judith N. Berg, Section NV Lot #6 for the original purchase price of \$200.00. Mr. & Mrs. Berg no longer need the lot.

(3 yes) (0 no)

Page 3 Riverside Cemetery Committee Minutes
April 19, 2023

Marc Hoffman and Melissa Drinan

Moved by Wayne Brooking and Seconded by April Powell to buyback the two full size lots from Marc S. Hoffman and Melissa E. Drinan, Section MP-R Lot #40 & #41. The original purchase price was \$750/per lot; the buyback price is \$562.50/per lot. In a separate transaction, Mr. & Mrs. Hoffman will purchase two cremation lots in the cemetery closer to where family is buried.

(3 yes) (0 no)

Dr. George & Cheryl Higgins

Moved by Frances Bagdasarian and Seconded by Wayne Brooking to buyback the two full size lots from Dr. George L. Higgins, III & Cheryl A. Higgins, Section II Lot #60 & #61 for the original purchase price of \$200/per lot. The cremains and marker for son James was moved to Peaks Island in 6/2018 therefore leaving the lots no longer needed.

(3 yes) (0 no)

Jacqueline Petrillo

Moved by Frances Bagdasarian and Seconded by Wayne Brooking to buyback one full size lot from Jacqueline B. Petrillo, Section FF Lot #67 for the original purchase price of \$200.00. Originally Mr. & Mrs. Petrillo purchased three lots however two lots are needed. Mr. John J. Petrillo is buried in #69.

(3 yes) (0 no)

FOAA – Freedom of Access Act

Debra provided an overview of FOAA. A copy of the State of Maine FAQ's was distributed. Town committees must adhere to FOAA – public meetings and public records. Staff will ensure committee meetings are properly noticed, and minutes are available following each meeting. Members of the public may attend meetings. Although the law doesn't require the ability for the public to speak, Cape Elizabeth town boards do provide public comment opportunities. Cemetery committee materials are generally public record unless perhaps certain health information is disclosed.

Guidelines-In 2019, the Riverside Cemetery Committee adopted a request form for non-residents requesting the purchase of lots. At the next meeting, the committee would like to review the form to determine if any edits are needed.

Adjournment

Moved by Wayne Brooking and Seconded by Fran Bagdasarian to adjourn at 10:58 a.m.
(3 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk