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LYNN, MASS

**DEPARTMENT OF PUBLIC WORKS**

(781) 268-8000 FAX (781) 477-7074

**PINE GROVE CEMETERY COMMISSION**

Chairman: Dave Travers

AGENDA

**Tuesday, February 7, 2012**

**3:30 p.m.**

1. Approve Minutes of Meeting held on December 6, 2011
2. Approve Minutes of Meeting held on January 10, 2012
3. Approve bills for payment through December 25, 2011
4. Approve bills for payment through January 25, 2012

**NEW BUSINESS**

1. Boston Private Bank – Statement of Accounts November 1, 2011 to November 31, 2011.  
Portfolio ending market value as of November 30, 2011: \$5,950,011.38
2. Boston Private Bank – Statement of Accounts December 1, 2011 to December 31, 2011.  
Portfolio ending market value as of December 31, 2011: \$5,981,763.41
3. Enclosed: Cemetery Perpetual Care Trust worksheet.  
December ending balances:  
Boston Private Bank \$5,981,764.00  
Eastern Bank \$ 19,726.00
4. Boston Private Bank – Annual Portfolio Statement, January 1, 2011 to December 31, 2011  
and investment management review as of December 31, 2011.
5. Clarification requested on appropriately applying the resident/non-resident rates per the new  
price schedule. Enclosed: scenario questions to be discussed.
6. Request for temporary workers.
7. Spring Clean-up.
8. Request for office help during Memorial Day holiday.

**UNFINISHED BUSINESS**

1. Update on roof and siding repairs to central garage. Total billed by Massey is \$7,631.00, Paid  
January 25, 2012.
2. Discuss double depth crypts installations and interment rates. Rate changes omitted from  
price schedule: Enclosed: previous schedule and new schedule.
3. Discuss brochure to approve or modify as needed.