

**Agenda  
Warren Cemetery Commission  
April 22, 2011  
6:30 PM  
Warren Fire Station**

**6:30 PM - Selecting/Reviewing/Approving Contract for Maintenance of the Warren Cemeteries**

**7:00 PM – Approval of Minutes for March 25, 2011 and November 16, 2010**

**7:05 PM – Other Business  
Flag Pole Update  
Financial Report**

**Minutes of April 22, 2011**  
Warren Cemetery Commission  
Warren Fire House  
6:30 PM

**Members Present:** Michele Eid, Charlie Snow, Rudy Elliott, John Goss & Cindi Jones

**Others Present:** Marilyn Miller

**6:30 PM** – Meeting called to order by Ms. Eid.

**Selecting/Reviewing/Approving Contract for Maintenance of the Warren Cemeteries** – Bids was opened as follows: Bear in da Bush at \$17,280.00, Justin Lamson at \$16,350.00, Lund's Property Maintenance at \$11,980.00, & KMK Property Maintenance at \$17,800.00. There was much discussion on comparison of bids, frequency, spring cleanup and the per hour rate for any additional work to be done. Two of four bidders called and ask various questions concerning what they were submitting a bid on. Discussion on keeping work local was discussed as well. After much discussion a motion was made. Motion by Mr. Elliott to approve the bid of Bear in da Bush at \$17,280.00 with an hourly bid of \$25.00 for other special projects, second by Mr. Snow. All in Favor: VOTE: 5-0.

**6:45 PM** – **Approval of Minutes for November 16, 2010 & the Minutes of March 25, 2011** – Motion by Ms. Eid to approve the Minutes of November 16, 2010 & the Minutes of March 25, 2011, second by Mr. Snow. All in Favor: VOTE: 5-0.

**7:00 PM** – **Other Business:**

Telescoping Flag Pole – Ms. Eid reported that she had followed up with L&R Enterprises located in Vergennes, VT regarding a new flag pole for the honor roll. They come in two sizes 20' and 25'. The 25' comes with a double harness, able to fly two flags, 4'x6' USA Flag ground sleeve, 3" gold ball, anodized aluminum 16 gauge with a 10 year warranty. Cost is \$375.00 plus shipping. Included with the USA Flag, the commission voted to get the additional 5 services flag as well. The new flag pole installation and tree removal work would be completed after Memorial Day.

Motion by Ms. Eid to purchase the 25' flag pole with the extra 5 services flag, second by Mr. Snow. All in Favor: VOTE: 5-0.

**Corner Posts:** Mr. Palermo sent over an email with a price of: a set of 4 would be a \$100.00 delivered for gray or pink and \$125.00 for Black. The Cemetery Commission charges \$160 of which \$25.00 goes to the person who sets the stones.

**Financial Report:** Ms. Eid, Treasurer, presented the financial for the Warren Cemetery Commission. In her explanation she had approved Edward Jones to moving some of the Cemeteries holdings into safer more conservative funds with higher rates of interest in bonds and index funds. They left some to some aggressive stock funds. She reported that she has about \$25,000 readily available if needed in cash and CD's. All in all in moving to different funds the total loss was \$2,570.85 but as of April 22, the Cemetery Funds had gained all that back.

8:50 PM – Motion to Adjourn by Ms. Eid, second by Mr. Snow. All in Favor: VOTE: 5-0.

Minutes Respectfully Submitted by,  
Cindi Jones, Secretary

Warren Cemetery Commissioners:

Charles B Snow  
Charlie Snow, Chair

Michele Eid, Treasurer  
John Goss  
John Goss

Rudy Elliott  
Cindi Jones  
Cindi Jones, Secretary

**Warren Cemetery Commission**  
**Balance Sheet**  
 As of April 21, 2011

	Apr 21, 11	Apr 21, 10
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
TD Bank Checking	1,016.91	623.23
TD Bank Savings	181.49	126.21
Peoples Savings	41.13	41.08
Edward Jones Passport MM	23,539.34	7,062.51
<b>Total Checking/Savings</b>	24,778.87	7,853.03
<b>Other Current Assets</b>		
TD Bank Certificates		
6.8M Howard CD	6,800.00	6,800.00
5M Howard CD	5,000.00	5,000.00
3M Howard CD	3,000.00	3,000.00
<b>Total TD Bank Certificates</b>	14,800.00	14,800.00
<b>Edward Jones Advisory Solutions</b>		
T Rowe Price Intl Bond Fund	4,000.00	0.00
T Rowe Price Equity Income	6,000.00	0.00
T Rowe Price Blue Chip	3,000.00	0.00
Mutual Global Discovery Fund	6,000.00	0.00
Manning & Napier World Oppty	6,000.00	0.00
Loomis Sayles Invt Grade	3,000.00	0.00
JP Morgan Mid Cap Value	2,000.00	0.00
JP Morgan High Yield	4,000.00	0.00
JPM Fed Money Market	2,000.00	0.00
JP Morgan Core Bond Fund	11,000.00	0.00
Invesco VK Growth & Income	5,015.33	0.00
Hartford Cap Appreciation	4,000.00	0.00
Federated Kaufmann Fund	4,000.00	0.00
Dodge & Cox Intl Stock	3,000.00	0.00
Dodge & Cox Income	12,000.00	0.00
Blackrock Equity Fund	6,000.00	0.00
Baird Aggregate	7,000.00	0.00
American Century Diversified	7,000.00	0.00
Allianz	5,028.14	0.00
<b>Total Edward Jones Advisory Solutions</b>	100,043.47	0.00
Franklin Income Fund	6,024.56	5,564.65
Huntsman Corp	24,932.05	24,932.05
New York Times	0.00	10,658.01
HSBC Fin Corp	21,627.31	21,627.31
Textron Finl Corp Notes	0.00	9,930.00
Kaweah Delta Health Care	0.00	9,654.95
Artesian Resources Corp	9,575.00	9,575.00
CIT Group Inc 15M	0.00	15,750.00
General Motors 3M	3,127.50	3,127.50
Kimco Realty	0.00	6,630.96
Lord Abbott Affiliated Fund	0.00	35,059.58
Pioneer Natural Resources	0.00	11,025.22
Verizon New York	0.00	10,104.95
Weingarten Realty 350	0.00	20,122.17
FMV of securities	3,373.21	-32,580.03
<b>Total Other Current Assets</b>	183,503.10	175,982.32
<b>Total Current Assets</b>	208,281.97	183,835.35
<b>TOTAL ASSETS</b>	<b>208,281.97</b>	<b>183,835.35</b>

10:12 PM  
04/21/11  
Accrual Basis

**Warren Cemetery Commission**  
**Balance Sheet**  
As of April 21, 2011

	<u>Apr 21, 11</u>	<u>Apr 21, 10</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Equity</b>		
Unrealized Gain(loss) on FMV	3,373.21	-32,580.03
Retained Earnings	207,479.61	214,448.62
Net Income	-2,570.85	1,966.76
<b>Total Equity</b>	<u>208,281.97</u>	<u>183,835.35</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>208,281.97</u></u>	<u><u>183,835.35</u></u>

10:15 PM

04/21/11

Accrual Basis

# Warren Cemetery Commission

## Profit & Loss

January 1 through April 21, 2011

	<u>Jan 1 - Apr 21, 11</u>	<u>Jan 1 - Apr 21, 10</u>
<b>Ordinary Income/Expense</b>		
Income		
Dividend Income	344.43	829.28
Interest Income	1,202.47	1,157.48
<b>Total Income</b>	<u>1,546.90</u>	<u>1,986.76</u>
Expense		
Major repairs	1,105.00	0.00
Bank fees	0.00	20.00
Supplies/corner stones	58.43	0.00
Trash	58.94	0.00
<b>Total Expense</b>	<u>1,222.37</u>	<u>20.00</u>
<b>Net Ordinary Income</b>	<u>324.53</u>	<u>1,966.76</u>
<b>Other Income/Expense</b>		
Other Income		
Gain on Sale of Security	7,513.37	0.00
<b>Total Other Income</b>	<u>7,513.37</u>	<u>0.00</u>
Other Expense		
Loss on sale of security	10,408.75	0.00
<b>Total Other Expense</b>	<u>10,408.75</u>	<u>0.00</u>
<b>Net Other Income</b>	<u>-2,895.38</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>-2,570.85</u></u>	<u><u>1,966.76</u></u>