

NOTICE

TO HOLDERS OF POLE LICENSES IN THE TOWN OF CANDIA

Pursuant to RSA 231:163, Notice is hereby given that the Selectmen will hold a public hearing at Candia Town Hall on April 11, 2016 at 7:00 p.m. to consider whether the public good requires the following amendments and alterations to all licenses heretofore issued and to be hereafter issued in the Town of Candia:

In accordance with the requirements of RSA 72:23, I(b) this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the town, pursuant to this license shall be responsible for the payment of, and shall pay all duly assessed real property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed real property taxes when due shall be cause to terminate this license.

In accordance with the requirements of RSA 72:23, I(b), the licensee(s) hereunder and any other entity using or occupying property of the town, pursuant to this license shall be responsible for the payment of, and shall pay, both current and potential real property taxes when due. Furthermore, in accordance with the requirements of RSA 72:23, I(b), the licensee(s) and any other entity using and/or occupying property of the town, pursuant to this license shall be obligated to pay real property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying property of the town, pursuant to this license.

The license granted herein, and the duty to pay properly assessed real and personal property taxes, shall apply to any other entity, now or hereafter, using or occupying municipal property pursuant to this license. The duty to pay properly assessed real and personal property taxes shall apply both to the owner and joint owner of any such pole or conduit, or an attacher to or user of said pole or conduit, pursuant to permission or by agreement of the owner of said pole or conduit. Within 90 days of the adoption of this amendment, the licensee(s) and any other users, occupying or using municipal property pursuant to this license, shall be responsible for notifying the Clerk of the Town of Candia as to the use of the poles and conduits hereby licensed. Such notification shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits.

As a condition of this license, the licensee shall, on an annual basis, beginning on April 1, 2016, provide the Clerk of the Town of Candia with a complete list of

each entity attaching to, or using any pole or conduit licensed hereunder. Said list shall be updated annually and shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits. In the event that attachments and/or equipment is removed during the course of the year, written notification, containing the specifics thereof, shall be provided to the Town Clerk.

The changes to the within license set forth in the preceding four paragraphs shall take effect April 1, 2016 and shall remain in effect until changed in accordance with the requirements of RSA 231:163.


TOWN OF CANDIA
By its Selectmen


Boyd Chivers, Chairperson

Susan Young, Vice-Chair


Scott Komisarek

Russ Dann


Mark Laliberte



Town of Candia
OFFICE OF THE SELECTMEN
74 High Street
Candia, New Hampshire 03034
(603) 483-8101

**NOTICE OF CHANGES TO ALL POLE LICENSES ISSUED BY OR UNDER THE
AUTHORITY OF THE BOARD OF SELECTMEN OF THE TOWN OF CANDIA OR THEIR
PREDECESSORS IN AUTHORITY AS OF APRIL 1, 2016**

Upon petition of the Board of Selectmen, acting in its capacity as assessors of the Town of Candia, and after notice to:

- Verizon, 900 Elm Street, Manchester, NH 03010
- New Hampshire Electric Co-op, 579 Tenney Mt. Hgwy., Plymouth, NH 03264
- Comcast, 676 Island Pond Road, Manchester, NH 03109
- Eversouce, P.O. Box 330, 780 Commercial Street, Manchester, NH 03101

as licensee(s) or as persons affected by said petition, and after hearing as required by the provisions of RSA 231:163, it appearing that the public good so requires, it is hereby:

ORDERED

That all outstanding pole licenses issued by or under the authority of the Board of Selectmen of the Town of Candia or its predecessor acting under the provisions of RSA 231:161, or its predecessor statute(s), are hereby changed to incorporate in each such pole license in effect as of April 1, 2016, and effective as of such date, the following changes as requested in the foregoing Petition by inserting therein the following language, to wit:

“In accordance with the requirements of RSA 72:23, I (b) this licensee(s) and any other entity now or hereafter using or occupying municipal property pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed personal and real property taxes when due shall be cause to terminate this license.

In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying property of the municipality within the Town of Candia pursuant to this license shall be responsible for the payment of, and shall pay, both current and potential real and personal property taxes when due. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality within the Town of Candia pursuant to this license shall (unless otherwise exempt under RSA 72) be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any

Attachment from Candia Selectmen's Meeting on 5/9/2016

other entity using or occupying property of the municipality within the Town of Candia pursuant to this license.

The license granted herein, and the duty to pay properly assessed real and personal property taxes, shall apply to any other entity, now or hereafter, using or occupying municipal property pursuant to this license. The duty to pay properly assessed real and personal property taxes shall apply both to the owner and joint owner of any such pole or conduit, or an attacher to or user of said pole or conduit, pursuant to permission or by agreement of the owner of said pole or conduit. Within 90 days of the adoption of this amendment, the licensee(s) and any other users, occupying or using municipal property pursuant to this license, shall be responsible for notifying the Clerk of the Town of Candia as to the use of the poles and conduits hereby licensed. Such notification shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits.

As a condition of this license, the licensee shall, on an annual basis, beginning on April 1, 2016, provide the Clerk of the Town of Candia with a complete list of each entity attaching to, or using any pole or conduit licensed hereunder. Said list shall be updated annually and shall include the following information: the identification number and location of all poles and conduits being used or occupied by any additional parties other than the named licensee; the property and equipment attached; and, the name and address of each such party using, attaching to, or occupying said poles or conduits. In the event that attachments and/or equipment is removed during the course of the year, written notification, containing the specifics thereof, shall be provided to the Town Clerk.

The changes to the within license set forth in the preceding four paragraphs shall take effect _____ and shall remain in effect until changed in accordance with the requirements of RSA 231:161-163.”

The foregoing changes to pole licenses having been authorized by vote of the Board of Selectmen of the Town of Candia, there being ____ votes in favor of said petition and ____ votes opposed to said petition on the this ___ day of _____, 2016.

TOWN OF CANDIA
BOARD OF SELECTMEN

Dated: _____, 2016

By: _____
Boyd Chivers, Chairperson

The foregoing amendment to pole licenses issued within the Town of Candia has this day been filed with the office of the Town Clerk for the Town of Candia, New Hampshire.

Christine Dupere, Town Clerk



780 N. Commercial Street
P.O. Box 330
Manchester, NH 03105—330

Christopher J. Allwarden
Senior Counsel, Legal Department
603-634-2459

Christopher.Allwarden@eversource.com

March 29, 2016

Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

Re: **Public Hearing Notice – Hearing to Amend Pole and Conduit Licenses**

Hearing Date: April 11, 2016

Dear Board of Selectmen:

The undersigned is legal counsel to Public Service Company of New Hampshire, d/b/a Eversource Energy (“Eversource”). Eversource has received your notice of a public hearing at which the Town of Candia will take up the matter of a petition by the assessor for the Town of Candia for the universal amendment of existing pole and conduit licenses in the Town, to require the payment of properly assessed property taxes, and to require licensees to provide information pertaining to entities attached to their poles or conduits.

This is to advise that, to the extent the proposed amendments seek to make language changes to the pole licenses of Eversource consistent with RSA 72:23, and the rulings of the New Hampshire Supreme Court in N.E. Tel. & Tel. Co. v. City of Rochester, 144 N.H. 118 (1999) and Verizon New England v. City of Rochester, 151 N.H. 263 (2004), Eversource does not intend to raise a legal objection to the amendments. However, this should not be construed as a waiver of Eversource’s rights to protest, seek an abatement of, or otherwise legally challenge as excessive or disproportionate the assessment by the Town of Candia of any incremental property tax upon Eversource’s use or occupancy of the public right of ways in Candia, and Eversource fully reserves all such rights.

Eversource does, however, object to the proposed amendments to include the requirement or condition that the licensee (1) notify within 90 days of the date of amendment each attacher to the licensee’s poles or conduit, by serving a copy of the petition on each attacher, (2) submit to the Town Clerk a complete list of attachers to each pole or conduit, listing the pole or conduit locations of each, and (3) update annually on or before April 1st the information provided to the Town Clerk, including the location of additional attachers, and any attachers that have removed or added new attachments.

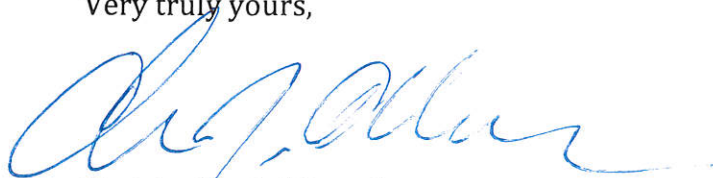
These conditions are not revisions required under RSA 72:23, or the New Hampshire Supreme Court cases interpreting that statute, in order to legally assess and tax either the facilities or equipment of the named licensee, or the use and occupancy of the public right of way by the named licensee. Furthermore, such other attachers, to the extent they may exist, are required to license or permit their facilities located within the public rights of way with the Town of Candia pursuant to RSA 231:159, et seq., just as Eversource is. Consequently, the identity of attachers utilizing the public rights of way, whether by attachment to existing utility poles, conduit or otherwise, should be obtainable from Candia's own public highway licensing records. Eversource is not aware of any statute or other provision of law in New Hampshire which authorizes the Town of Candia to compel Eversource to provide this information as a condition of a pole or conduit license.

We also bring to your attention that, in accordance with the requirements of RSA 374:34-a, public utilities such as Eversource must provide non-discriminatory access to their distribution poles and conduit to certain third parties seeking to use them for attachment of their own lines, cables and appurtenances. Under existing regulations of the New Hampshire Public Utilities Commission (Puc 1303.08), such third parties are required to clearly label their attachments with owner identification. This affords another means by which the Town may obtain its own information pertaining to attachers utilizing the public rights of way.

Under the above circumstances, Eversource maintains it is neither legally necessary, nor fair or reasonable, to require a licensee to provide or report to the Town information about others using the licensee's poles or conduits licensed in the public right of way. Such a license amendment is not required in the public good.

As Eversource is unable to send a representative to your hearing, Eversource respectfully requests that this letter be included in and made a part of the record of the minutes of the hearing of this matter on April 11, 2016. Thank you.

Very truly yours,



Christopher J. Allwarden
Senior Counsel, Legal Department

cc: Jeana Delisle, Eversource

**Candia Volunteer
Fire Department
11 Deerfield Road
Candia, NH 03034
603-483-8588
603-483-0252 fax**

Memo

Date: May 9, 2016
To: Board of Selectmen
Re: Monthly Report

APRIL 2016 HIGHLIGHTS

1. Regular Truck and Building Maintenance
2. Training on Fire Fighter Safety, Forestry, Stabilization & Air Bags
3. EMS Training

Candia Volunteer Fire Department**Departmental Activity**

Current Period: 4/1/2016 to 4/30/2016, Prior Period: 4/1/2015 to 4/30/2015

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Dispatch/Remote Responses,
Training Classes, Occupancy Inspections and Activities

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Dispatch/Remote Station Incidents*				
EMS Incidents	0	0.00	0	0.00
NFIRS Incidents	0	0.00	0	0.00
	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>
EMS Alarm Situations				
No Location Provided	0	0.00	1	5.08
	<u>0</u>	<u>0.00</u>	<u>1</u>	<u>5.08</u>
Fire Alarm Situations				
Combustible/flammable spills & leaks	0	0.00	1	3.42
Dispatched and cancelled en route	0	0.00	1	1.19
Electrical wiring/equipment problem	1	10.80	0	0.00
Emergency medical service (EMS) Incident	16	80.26	17	40.71
Good intent call, Other	1	0.40	1	2.70
Medical assist	0	0.00	1	3.35
Mobile property (vehicle) fire	1	2.94	0	0.00
Natural vegetation fire	4	81.40	2	12.96
Rescue or EMS standby	1	3.24	0	0.00
Rescue, emergency medical call (EMS),	0	0.00	5	14.98
Structure Fire	3	46.12	0	0.00
System or detector malfunction	1	1.05	0	0.00
Unauthorized burning	0	0.00	5	12.99
Unintentional system/detector operation	1	8.10	1	1.40
Wrong location, no emergency found	1	6.03	1	4.62
	<u>30</u>	<u>240.34</u>	<u>35</u>	<u>98.32</u>
Permits Issued				
BRUSH Burning Permit	15		18	
SEASONAL Fire Permit	40		47	
	<u>55</u>		<u>65</u>	
Training				
Emergency Medical Services	0	0.00	8	20.00

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Candia Volunteer Fire Department***Departmental Activity***

Current Period: 4/1/2016 to 4/30/2016, Prior Period: 4/1/2015 to 4/30/2015

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Dispatch/Remote Responses,

Training Classes, Occupancy Inspections and Activities

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Training				
Equipment Location/Operation	0	0.00	6	12.00
Forest Fire Equipment Training	20	50.00	0	0.00
Forestry Laws	0	0.00	7	21.00
General Driver Training	0	0.00	2	5.00
Respiratory System	13	26.00	0	0.00
Triage	0	0.00	16	32.00
Vehicle Extrication	0	0.00	31	69.00
Vehicle lifting/stabilizing	17	42.50	0	0.00
	<u>50</u>	<u>118.50</u>	<u>70</u>	<u>159.00</u>

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

Offense Listing
01/01/2016 - 04/30/2016

05/06/2016

Offenses (State Law) By Month

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>TOTALS</u>
SIMPLE ASSAULT	1	1	0	1	3
ARSON	0	1	0	0	1
BURGLARY	0	0	1	0	1
THEFT; FROM A BUILDING	0	2	0	1	3
THEFT; FROM A MOTOR VEHICLE	0	0	0	1	1
THEFT; MOTOR VEHICLE PARTS OR	1	0	0	0	1
ATTEMPT TO COMMIT LARCENY	1	0	0	0	1
THEFT; ALL OTHER	0	0	1	0	1
ATTEMPT TO COMMIT FRAUD	10	9	3	6	23
ATTEMPT TO COMMIT LARCENY	1	0	0	0	1
THEFT BY DECEPTION	1	0	0	0	1
FRAUDULENT USE OF CREDIT CARD	0	0	0	1	1
IDENTITY FRAUD	0	1	2	0	3
CRIMINAL MISCHIEF (VANDALISM)	0	2	1	2	5
Possession of Drugs	1	0	1	1	3
POSSESSION OF CONTROLLED/MARCO	4	0	2	0	6
ISSUING BAD CHECKS	0	0	1	0	1
DRIVING WHILE INTOXICATED	1	0	0	0	1
ALCOHOLISM - PROTECTIVE CUSTOD	0	0	0	3	3
PROTECTIVE CUSTODY OF INTOXICA	0	0	0	2	2
Transporting Alcoholic Beverag	0	0	0	1	1
TRESPASSING STOCK	0	0	1	0	1
VIOLATION OF PROTECTIVE ORDER;	0	2	0	0	2
SAFE SCHOOLS ACT	1	0	0	0	1
DOG CONTROL LAW; RUNNING AT LA	0	1	4	2	7
DOG A MENACE, NUISANCE OR VICI	3	1	2	0	6
DOMESTIC VIOLENCE; ASSAULT	0	0	1	0	1
TRESPASSING STOCK	0	0	0	2	2
HARASSMENT - (PHONE)	0	2	0	0	2
CHANGE OF ADDRESS; DUTY TO INF	1	0	0	0	1
Welfare Check	0	1	0	0	1
UNTIMELY OR UNATTENDED DEATH	1	0	0	0	1
INVOLUNTARY EMERGENCY ADMISSIO	0	0	0	1	1
SUSPENDED REGISTRATION (OPERAT	1	1	0	0	2
OPERATING WITHOUT A VALID LICE	0	0	1	0	1
DRIVING AFTER REVOCATION OR SU	1	1	0	1	3
SPEEDING (TYPE I OR II NOT SPE	0	0	1	0	1
RECKLESS OPERATION	0	0	1	0	1
ARREST ON A WARRANT	2	1	0	4	7
REGISTRATION OF SEX OFFENDER R	0	3	2	1	6
TOTALS	31	29	25	30	115

No Crime Incident Event Breakdown

Event	Description	Total	%
AAC	Assist-Animal Control Officer	3	00.4
AAP	ASSIST-AUBURN POLICE DEPARTMENT	13	01.8
ACF	Assist-Candia Fire Department/Rescue	76	10.5
ACH	ASSIST-CHESTER POLICE DEPARTMENT	1	00.1
ACP	Animal Complaint	27	03.7
ADP	ASSIST-DEERFIELD POLICE DEPARTMENT	17	02.3
AFG	assist-NH Fish and Game	0	00.0
AHP	ASSIST-HOOKSETT POLICE DEPARTMENT	5	00.7
AOA	ASSIST-OTHER AGENCY	13	02.5
ARP	ASSIST-RAYMOND POLICE DEPARTMENT	10	01.4
ASP	ASSIST-NH STATE POLICE	19	02.6
ATL	ATTEMPT TO LOCATE	0	00.0
CAL	COMMERCIAL ALARM	15	02.1
CAS	Citizen Assist	57	07.8
CRA	Cruiser Accident	0	00.0
CSB	Civil Standby	6	00.8
DCF	Discharge Firearm	0	00.0
DEL	DELIVER MESSAGE	1	00.1
DIS	Disturbance	3	00.4
DOM	DISTURBANCE (DOMESTIC)	6	00.8
LPR	Lost Property	11	01.5
MIP	Missing Person	1	00.1
MOT	Motorist Assist	39	05.4
MVC	Motor Vehicle Complaint (speeding)	37	05.1
NBR	Neighbor Dispute	4	00.6
NIN	911 hang ups (accidental)	4	00.6
NOI	NOISE COMPLAINT	11	01.5
OHR	OHRV complaint	0	00.0
OTH	Other	0	00.0
PIN	Police Information	36	11.3
PS	Paperwork Service (subpoenas, etc)	16	02.2
RAL	RESIDENTIAL ALARM	26	03.6
RHZ	Road Hazard (Wires/Tree Down)	17	02.3
SDA	Suspected Drug Activity	3	00.4
SDT	Sudden Death	2	00.3
SEC	Security Check	23	03.9
SPN	SUSPICIOUS PERSON	4	00.6
SSA	Suspicious Activity	54	07.4
SSV	Suspicious Vehicle	71	09.3
VIN	VIN VERIFICATION	23	03.9
WEL	Welfare Check	3	01.1
---	Not Specified	0	00.0

Grand Total: 727

May 9, 2016

TOWN OF CANDIA
ROAD AGENT'S REPORT
Month of April 2016

Work Summary:

Spreader sand/salt runs - 3
Plowable storms - 1

Grading on Currier Rd., Tower Hill Rd., & Bean Island Road

Patching was done as needed

Shoulder work was done on various roads



Dennis Lewis, Road Agent

April, 2016 Building Activity Report Summary

	<u>April, 2015</u>	<u>April, 2016</u>
Permits Issued	23	25
New Code Enforcement Cases	0	0
Open Code Enforcement Cases	4	4
Code Enforcement Cases Closed	0	0
Inspections Performed	75	91
CO's/CC's & Closed Permits	21	29
Renewed Permits	4	0

Permit Fees April 2015	Permit Fees April 2016
\$918.00 & \$1200.32 = \$2,118.32	\$1100.00 & \$ 0 = \$1100.00
Permit Fees YTD April 2015	Permit Fees YTD April 2016
\$1,364.60 & \$2118.32 = \$3,482.92	\$5,062.40 & \$ 1100.00 = \$6,162.40

Submitted by: David R. Murray Date: 5/9/2016

April 2016
INSPECTION BREAKDOWN

Commercial, Mixed, L1, L2

Building (BP)	5
Electrical (EL)	2
Gas Piping (GP)	
Plumbing (PL)	4
Generator (GE)	
Demolition (DE)	
Oil Burner (OB)	
Gas Burner (GB)	
Foundation only (FO)	
Bed Bottom (SE)	
Sign (SI)	1

Residential

Building (BP)	22
Electrical (EL)	11
Gas Piping (GP)	6
Plumbing (PL)	6
Generator (GE)	
Demolition (DE)	
Oil Burner (OB)	3
Gas Burner (GB)	
Solar (SO)	2
Life safety	
Closed permits	29

Total Inspections: 91

BREAKDOWN PERMITS ISSUED

Permit's issued Breakdown

Building (BP)	4
Electrical (EL)	9
Gas Piping (GP)	1
Plumbing (PL)	2
Generator (GE)	2
Demolition (DE)	1
Oil Burner (OB)	3
Gas Burner (GB)	3
Foundation only (FO)	
Septic system (SE)	
Life safety (LS)	
Sign (SI)	

Total Permits: 25

March 2016

The Candia Recycling Center land filled 63.85 tons of municipal solid waste (MSW) during March 2016. The Center disposed of 40.47 tons of C & D debris during March 2016. The Center processed 104.32 tons of waste, during March of 2016.

Recyclables

Mixed paper-14 bales=21,305 lbs.=10.65 tons

Cardboard-7 bales=94.01 lbs=4.70 tons.

#1-#7 plastics-3 bales=3,645 lbs=1.82 ton.

Aluminum cans-2 bales=1,759 lbs=.88 ton.

Tin cans-2 bales=2,296 lbs=1.15 ton.

#2 natural-1 bale=798 lbs=.40 ton.

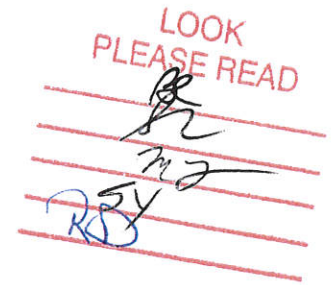
During March on 2016, the Candia Recycling Center created 29 bales of recyclable products, which equals approximately 39,200 lbs, which equals 19.60 tons.

On March 16 the electronic container was swapped out, with 2.89 tons of electronics to be recycled.

The total amount recycled was 22.49 tons for the month of March 2016.

On March 4th one load of paper and cardboard was marketed, there were 8,34 tons of cardboard that generated \$500.28. There was 14.27 tons of mixed paper which generated \$285.34.

On March 3rd, 18,520 lbs of #1-#7 plastics were marketed, which generated \$370.40.



Town of Candia, New Hampshire Cemetery Sexton Job Description

The Cemetery Sexton reports to the Cemetery Trustees and serves as the general public's point of contact for matters relating to the cemeteries under the jurisdiction of the Town of Candia.

Specific duties include:

Show and Sell Available Lots to Prospective Buyers

- Ensure prospective buyers are qualified to purchase lots;
- Ensure applications for lot purchases are completed properly;
- Ensure Cemetery Rules and Regulations are provide to purchaser and appropriately documented as received;
- Collect payment for lot sales and deliver payment to the Town Clerk;
- Order corner markers and ensure their delivery and proper installation.

Coordinate Buy Back of Cemetery Lots

- Ensure interested party has proof of ownership of deeded lot;
- Inform interested party of buy back process.

Coordinate Casket and Cremation Burials

- Serve as point contact for family members and for Funeral Home;
- Coordinate for use of tomb if required;
- Meet with family members to confirm grave location for burial;
- Mark grave location appropriately and arrange for digging of grave;
- Upon completion of burial, ensure grave is appropriately closed and gravesite condition is returned to a satisfactory condition;
- Ensure receipt of Burial Certificate and provide original to Town Clerk and a copy to the Bookkeeper of the Cemetery Trustees;

Coordinate with Monument Companies

- Provide Monument Application Permit Form to Family;
- Ensure monuments and/or flush markers requested by the family meet permit requirements;
- Ensure headstones and/or flush markers are installed in the proper location;
- Coordinate with Branches of Military for the delivery, placement and installation of military markers. Perform installation of military marker(s) if necessary.

Other Duties

- Manage and oversee the work of the Cemetery Groundskeeper to ensure cemeteries are appropriately maintained. Provide assistance as necessary;
- Coordinate volunteer activities at the cemeteries;
- Coordinate opening and closing of cemeteries as determined by weather or other factors;
- Maintain one set of keys to the maintenance shed, cemetery gates, and tombs;
- Maintain an inventory of cemetery equipment. Ensure mechanical equipment is maintained per manufacturer's requirements.
- Respond to requests, calls and complaints from residents and visitors and refer unresolved issues to the Cemetery Trustees;
- Develop and implement maintenance and improvement plans for each cemetery;
- Provide monthly reports to the Cemetery Trustees;
- Attend Cemetery Trustee meetings when requested;
- Performs other duties as assigned by the Cemetery Trustees.

Andria Hansen

From: chester336@comcast.net
Sent: Thursday, April 28, 2016 9:16 PM
To: Andria Hansen
Subject: Cemetery Sexton
Attachments: Sexton Job Description.docx

Hello Andria,

The Cemetery Trustees have approved a job description for a cemetery sexton... please see attached. We would like to classify this position as part time with a pay rate of \$16 to \$20 per hour.

Do we need to have the pay rate approved by the Board of Selectmen? If so, we would like the matter put on the agenda for their next meeting.

Regards,

Mike Pouliot