

Meeting with Jeff Phillips to discuss his duties and skills

Town buildings/Grounds

Town Hall

Library

Museum

Frost Place

Maintenance Building

Cemeteries

Other: Wolcott, Spludes,

Town Roads

Cemeteries, Elmwood and Willow

- Meet with Committee, apprx. meet quarterly for 1 to 2 hours, hire assistants, Just did this for Susan Simpson
- Dig graves, with back hoe on the tractor
- Meet with funeral director, set up burials, monument companies, valult companies
- Sell lots
- Assist at burial on site, dig, lower, cover over
- Set military stones
- Mow @ Elmwood with ride on mower, 8 hours : assistant
- Weedwack @Elmwood : 12 hours ...
- Willow :Mow and Weedwack apprx 2 hours a week
- "perpetual care" is in a fund apprx \$100K apprx 12 hours
- Coordinate Stone Repair/cleaning
- Fence Repairs : replacing and repairing 900 +- feet of wooden pickett fence
- Blow a path in winter
- Wrought Iron gate: maintenance
- Install and maintain water lines

Winter:

- Snow blow @ sidewalks, all town
- Shoveling town hall and library walk ways, as needed
- Seasonal Décor

- **Plow** 2 churches, town hall , PD, Safety services, Spludes, Dow Parking, Church Street, School entrance, Wolcotts, Garfield Close, Dow Ave, Harvard street, academy street, Help Hiway as needed, Apprx . 8 hours a day all winter
- Shut off waterline at Elmwood cemetery and drain it out
- Set and Take down for all town hall and meeting events
- Set up/ break down for voting
- Maintain all buildings: personally or contract it out leaks, windows
- On Call 24-7 year round, do not leave the area, cell phone

OTHER:

- Seasonal Décor: Flower boxes on the bridge, flags @ Town Hall and Cemetery
- Work closing with other departments
- Prepare, monitor Budgets for Cemetery and Buildings and Grounds
- Coordinate with Grafton County for Prisoner help
- Signs, make and maintaining

Skills:

- Carpentry
- Light plumping
- Light electrical
- Engine Mechanic
- Operating and maintenance of equipment; Truck, Mowers, backhoe, loader, plow,
- Painting
- Sign Making