

March 9, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT - JANUARY 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 5 hours during January on sanding, scraping, replacing rotten wood, painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Window in Historical Room: weather sealed.
- Shovel snow, clear building, etc.
- Continue to work on filling in holes made by electrician in plaster and baseboards.

March 9, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – FEBRUARY 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 6 hours during February on sanding, scraping, replacing rotten wood, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Shovel snow, clear building, etc.
- Continue to work on filling in holes made by electrician in plaster and baseboards.
- Moved, repaired and replaced partition in Banquet Hall (AA group's anniversary)
- Conducted tour of building for architects (re: barrier removal feasibility study)
- Began cleaning inside of vault.

May 4, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MARCH 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- **REPAIR/INSTALL:**
- Worked for 13 hours during March on sanding, scraping, replacing rotten wood, & painting.

- **OTHER:**
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Shovel snow, clear building, etc.
- Finished filling in holes made by electrician in plaster and baseboards.
- Finished cleaning inside of vault
- Painted inside of vault
- Swept sand off of steps and walkway to the building
- Repaired & refinished barrister bookcases for Town Clerk
- Repaired shade for Tax Collector
- Touched up paint on posts & radiators in the Banquet Hall
- Shampooed carpet in Selectmen's office and hallway
- Refinished podium
- Put metal file hanger together and installed in Town Clerk's desk
- Fixed hole in floor behind copier in kitchen
- Fixed chair for one Assessor

May 4, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – APRIL 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 19.5 hours during April on sanding, scraping, replacing rotten wood, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Continue to work on filling in holes made by electrician in plaster and baseboards.
- Spot shampooed carpet in Banquet Hall several times because of spilled coffee
- Set up round tables for Senior's group
- Set up sign for voting and put on Town Common
- Measured and ordered window for Historical Commission room in cellar
- Took all plastic off of windows on second floor
- Pruned crab apple tree on Town Hall front lawn
- Raked front lawn
- Brought out picnic table
- Fixed front-facing dial on Town Hall clock

June 4, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MAY 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
 - Worked for 6 hours during April on sanding, scraping, replacing rotten wood, & painting.

- OTHER:
 - Set up for Selectmen's Meetings & Tai Chi.
 - Made several trips to Howe's & Klem's for supplies for window repairs, etc.
 - Spot shampooed carpet in Banquet Hall several times because of spilled coffee and complete shampoo one time for same reason
 - Set up round tables for Senior's group
 - Re-set for Town Meeting on the Common
 - Began to install window for Historical Commission room in cellar (10 hours)
 - Set up and take down for Annual Town Election
 - Cleaned theater and stage in preparation for possible Memorial Day event.

July 8, 2009

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – JUNE 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 21 hours during June on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Spot shampooed carpet in Banquet Hall several times because of spilled coffee and complete shampoo one time for same reason
- Set up round tables for Senior's group & Foot Doctor.
- Brought in & put away sign for Town Meeting
- Finished installing window for Historical Commission room in cellar
- Cleaned up Historical Commission room
- Fixed cable on clock – bell wasn't working
- Fixed front door on Selectmen's side of building so opens & closes better
- Shampooed carpet in Selectmen's office
- Brought up from cellar boxes of books, etc. to be put back into the Town Clerk Vault
- Drilled out lock on filing cabinet for Admin. Asst.

August 5, 2009

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – JULY 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 32 hours during July on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Spot shampooed carpet in Banquet Hall several times because of spilled coffee
- Shampooed carpet in Treasurer, Town Accountant and hallway outside of Treasurer's office.
- Set up round tables for Senior's group & Foot Doctor.
- Brought in & put away sign for Town Meeting
- Inspected clock with Greg Vasale, volunteer clock repairman and took care of immediate problems outlined by Greg.
- Brought up from cellar boxes of books, etc. to be put back into the Town Clerk Vault
- Took records and boxes of records to the cellar for Town Clerk and Treasurer
- Took Shane from B-G Mechanical to all municipal buildings to look and heating & air conditioning units
- Cleaned Great Hall for Concerts on the Common

September 3, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – AUGUST 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 24 hours during August on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Shampooed entire carpet in Banquet Hall several times because of spilled coffee
- Spot cleaning tar from office carpet
- Set up round tables for Senior's group & Foot Doctor.
- Reset clock because of power outage
- Took records and boxes of records to the cellar for Treasurer
- Began cleaning Great Hall after window sill replacement
- Set up for historical record scanner on second floor & being used by Town Clerk
- Removed and repaired exhaust fan in cellar
- Brought up fans from cellar for offices
- Hung "new" 1850 map in Banquet Room
- Removed buntings and picnic table from front yard (table needs major repairs)
- Helped Highway Department with Dump run (Common, Lewis Field, Municipal Buildings)
- Cleaned concrete apron and catch basin (front of building) for drainage purposes
- Removed, replaced ropes on weights, and cleaned inside of one window & storm window in kitchen
- Painted the Historical window on East side of building

October 22, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – SEPTEMBER 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 2 hours during September on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Shampooed office carpet to remove tar.
- Set up round tables for Senior's group.
- Continued cleaning Great Hall after window sill replacement
- Took fans back to cellar from offices
- Reorganized Custodian's room to make room for Senior Citizen's T.V.
- Primed one window sill on the north side of Great Hall
- Walked through building (at Selectmen's request) with Jim Wilson
- Began painting the handicapped ramp
- Scraped and primed the window in the Accountant's office
- Off to the Big E for the rest of the month (Jim Hanson filled in)

December 3, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT - OCTOBER 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 6 hours during November on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Painted top coat of window sills in Great Hall
- Finished painting the handicapped ramp
- Purchased wood for the trim around vault door
- Began putting plastic on the windows in the Great Hall & rest of second floor
- Discussed paint on outside of doors with Jim Allen and purchased the green paint
- Designed the cover/roof for over the handicapped ramp entrance
- Set up and break down for flu clinic

December 3, 2009

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – NOVEMBER 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for no hours during November on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Continued working on the trim around vault door
- Continued putting plastic on the windows in the Great Hall & rest of second floor
- Began painting outside of doors
- Met with Bldg. Inspector to discuss the cover/roof for over the handicapped ramp and get Building Permit
- Turned back the tower clock and re-set it.
- Moved French Desk upstairs with help of Fire Fighters
- Went to Flagging School (2 days)
- Shampooed Banquet Room Carpet
- Took file boxes to cellar for Administrative Assistant
- Moved new file cabinet in to Admin. Asst. Office from hallway
- Went to Cemetery to check out flag pole light

January 5, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – DECEMBER 2009

Along with the **daily, routine cleaning**, the following extra projects were accomplished:

- REPAIR/INSTALL:
- Worked for 11 hours during December on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Set up round tables for Foot Doctor.
- Set up & took down round tables for employee Christmas Party.
- Continued working on the trim around vault door.
- Continued putting plastic on the windows in the Great Hall & rest of second floor.
- Shampooed Banquet Room Carpet.
- Brought up Christmas decorations.
- Repaired Town Clerk's desk.
- Checked telephone wire in Maple tree at east end of Town Hall front.
- Checked ages of furnace & boiler.
- Set up for Special State Primary Election.
- Make up sign re Election and put on Common & bring back.
- Shoveled snow.
- Installed new light for the flag pole.