

July 14, 2011

To: BOARD OF SELECTMEN  
From: WILLIAM THOMPSON, CUSTODIAN  
Subject: MONTHLY REPORT – JUNE 2011

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

- REPAIR/INSTALL:
- Worked 2 hours during May 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.
- Continued re-organizing the keys in the two key safes.
- Made several runs to Transfer Station.
- Worked 6 hours at Police Department including washing out the large trash barrel (used hose at Fire station).
- Worked 6 hours at Highway Department Continued walk-around inspections looking for fallen slates and found none slates.
- Shampooed Banquet Hall Carpet two times.
- Put out picnic table and chained it to tree.
- Took Town Reports, etc. to the school for the Annual Town Meeting and went back on another day to pick up what wasn't used.
- Moved some computers, etc. into storage in the basement.
- Took down and then re-hung picture needed for Annual Town Meeting.
- Used personal weed-wacker and cleared weeds from surrounding the Town Hall
- Sanded refurbished front door and applied coats of spar varnish over a period of 10 days (about 7 hours total) and white paint on trim around the door.
- Installed new file cabinet for Treasurer.
- Spent a whole day with people from National Grid (energy audit) giving them tours of municipal facilities.