

October 3, 2011

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

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

- REPAIR/INSTALL:
- Worked 5 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.
- Continued re-organizing the keys in the two key safes.
- Made several runs to Transfer Station.
- Worked 3 hours at Police Department.
- Worked 3 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none slates.
- Empty dehumidifiers from downstairs vault and Historical area (daily)
- Purchased new locks for former Lakeside Campground and put on pool and front gate; distributed keys
- Ordered No Trespassing signs for former Lakeside Campground
- The Selectmen should consider purchasing a new door for the cellar exit.
- Discovered basement fan not operating properly; ordered new one.
- Prouty Street – checked to make sure electricity was off for National Grid; next day checked to be sure it was on; checked oil burner and found it wasn't working and reported that; went with McDonald Heating to the building and stayed 1 ½ hours with them while they did the repairs; system checked out fine; set temperature at 50°.
- Met Roto-Rooter repair man and gave him access to the basement;
- Replaced light bulb on handicapped ramp;
- Swept front sidewalk to remove apples.