

April 5, 2012

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MARCH 2012

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

- REPAIR/INSTALL:
- Worked ten and one half hours during March 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.
- Worked 7 1/2 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none.
- Prouty Street – weekly check (no problems).
- Spot shampooed carpet in Banquet Room.
- Set up & broke down for foot doctor.
- Set up for Primary
- Removed brackets from Tax Collector's desk
- Took boxes for Town Accountant to storage in cellar.
- Re-set all clocks & thermostats because of time change.
- Re-set Tower Clock in bell tower (with Skip Nielsen).
- Located lawn mower and gave report to Admin. Asst.

May 2, 2012

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: **MONTHLY REPORT – APRIL 2012**

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

- REPAIR/INSTALL:
- Worked four hours during April 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 7 1/2 hours at Police Department.
- Worked 6 1/2 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none.
- Prouty Street – weekly check (no problems).
- Spot and full-shampooed of carpet in Banquet Room (two times) and Offices.
- Set up & broke down for foot doctor.
- Pruned the crab apple in front of Town Hall and cleaned up afterward.
- Lettered Town Election sign and placed it on the Town Common.
- Fixed arm on chair in Selectmen's office..
- Took junk electronics to transfer station.
- Worked on crash bar on east front door of Town Hall.
- Shampooed carpet at 7 Prouty Street.
- Fixed beeping smoke detectors.
- Left windows open at 7 Prouty Street because of awful odor & asked Admin. Asst. to purchase two window fans for the basement that will blow air out of the basement.

NOTE: Donated lawn mower, used at the Town Hall, is not repairable.