

June 6, 2012

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

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

- REPAIR/INSTALL:
- Worked one 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 7 1/2 hours at Police Department.
- Worked 8 hours at Highway Department
- Worked 1 hour at Prouty Street
- 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).
- Set up & broke down for foot doctor.
- Lettered Town Meeting sign on the Town Common.
- Installed one of two window fans in the basement (7 Prouty) to blow air out of the basement.
- Worked on Town Common (seed, fertilize).
- Seeded Vetch at Mill Station Park.
- Set up dehumidifier at 7 Prouty Street.
- Fixed crash bar on main front door of Town Hall (wouldn't close & lock)
- Attended Flagging re-certification course (one entire morning).
- Cleaned out junk from basement of 7 Prouty Street (3 hours)
- Came in on Friday to meet State's Air Quality representatives at 7 Prouty Street (preliminary decision, the wall-to-wall carpeting is the cause of the odor; recommendation will be that the carpeting be removed).
- Purchased mouse traps for the kitchen.

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

July 3, 2012

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

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

- REPAIR/INSTALL:
- Worked six 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.
- Continued re-organizing the keys in the two key safes.
- Made several runs to Transfer Station.
- Worked 6 hours at Police Department.
- Worked 7 hours at Highway Department
- Worked 4 hour at Prouty Street
- 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
- Set up & broke down for foot doctor.
- Removed Town Meeting sign from Town Common
- Went to Registry of Deeds for Highway Department one morning