

August 30, 2012

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

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

- REPAIR/INSTALL:
- Worked two hours during August on sanding, scraping, replacing rotten wood, glass, & painting of second floor Town Hall windows.

- 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 4 1/2 hours at Police Department.
- Worked 5 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates and found one piece about 4 inches square – found in back of building.
- Prouty Street – weekly check (no problems) but we do need to replace the smoke detector in the cellar.
- Spot and full-shampooed of carpet in Banquet Room
- Set up & broke down for foot doctor
- Made and installed a vent to replace a broken window in the furnace room to increase ventilation of the cellar (minimum of 7 hours)
- Installed dehumidifier on loan from Water Dept. in records room
- Cleaned up the former Historical Room in the basement – ready for use by another department when needed
- Set out sign on Common for Special Town Meeting