

October 10, 2012

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

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

- REPAIR/INSTALL:
- Worked zero hours during September 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 hours at Police Department.
- Worked 1 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) but we do need to replace the smoke detector in the cellar; put a louvered screen in a top floor window to aid in air movement.
- Set up & broke down for foot doctor
- Brought back sign on Common for Special Town Meeting
- Met with Crowley representatives re: Burner Booster and gave them tour of cellar and Fire department.
- Put out new flag and brought in buntings that were on the front of the Town Hall.
- Mounted plan of Route 148 bridge on cardboard for STM