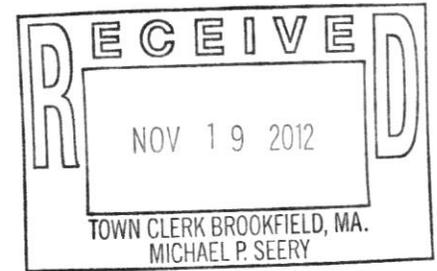


November 5, 2012

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – OCTOBER 2012



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

- REPAIR/INSTALL:
- Worked five hours during October 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 7 hours at Police Department.
- Worked 7 1/2 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)
- Set up & broke down for foot doctor
- Got price estimates from both Howe's & Lowes's for new cellar door
- Ordered & received new door from Howe's
- Replaced both locks on Water Department doors
- Replaced lock on Assessor's Door
- Vacuumed up water in cellar (10/16/12) due to heavy rains (front drain was clogged causing flood)
- Checked out complaint re: thermostat on Prouty Street; McDonald came and checked it out – thermostat is on delayed reaction so is working fine.
- Hung wall files for Treasurer and Tax Collector
- Worked 5 hours on painting & prepping the door frame and new cellar door