

December 6, 2012

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

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

- REPAIR/INSTALL:
- Worked ZERO hours during November 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 6 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 none.
- Prouty Street – weekly check (no problems)
- Set up & broke down for foot doctor
- Spent 13 hours preparing new cellar door for installing and actual installation
- Shampooed carpet in Banquet Room
- Put away Presidential Election furniture
- Covered vent in cellar with plywood cover (for the winter)
- Took one outside bulletin board downstairs and began repairs
- Moved thermometer from Selectmen's office and began recording temperatures in the Theatre (2<sup>nd</sup> floor)