

March 27, 2013

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: **MONTHLY REPORT – MARCH 2013**

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

- REPAIR/INSTALL:
- Worked ZERO hours during March 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 (usually on Tuesday but one on a Saturday)
- Worked 6 hours at Police Department.
- Worked 7 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates and found one piece of slate about 5" square that came down with the snow (found on East side) (might be part of the ridge cap – source for a leak)
- Prouty Street – weekly check
- Set up & broke down for foot doctor
- Started repairs to third outside bulletin board (6.5 hours to date)
- Cleaned plexiglass® on front doors
- Shoveled and plowed out the Town Hall (4 hours)(includes Prouty Street)
- Shampooed carpet in Banquet Room
- Had flood in cellar (computer room) and used wet/dry vacuum to suck up water
- Put up new/readable "No Parking" signs along the handicap ramp so that driveway wouldn't be blocked. Highway made new signs for us.
- Prepared package of keys for Wm. Simpson (Friends of the Town Hall) for their dry-run/practice tour of the Town Hall (with Boy Scouts).