

July 1, 2013

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

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

- REPAIR/INSTALL:
- None

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies.
- Made several runs to Transfer Station
- Worked 6 hours at Police Department.
- Worked 6 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates.
- Set up & broke down for foot doctor.
- Enlarged the holes in the grate in the ground outside the east entrance to circumvent flooding.
- Called Kaola Locksmith to secure quote for keys in general for the Town Hall.
- Took some boxes down to the storage room.
- Letter the sign and put it out on the common for the senatorial election. Took sign back in and put it away.
- Worked with McDonald Plumbing and Heating while they were cleaning/repairing the furnaces. Took McDonald rep to Prouty St. for service to that furnace.
- Adjusted the front door so it would open a little easier and close a little slower, to make it easier for people to use the door.
- Fixed the leak in the heating system at Prouty St.