

Sept. 9, 2013

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

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

- REPAIR/INSTALL:
- Storm window by Tax Collector
  
- 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 7 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.
- Set up & broke down for Jeppson Fund meeting.
- Took some boxes down to the storage room.
- Took flag down on common and attempted to replace light bulb.
- Inspected the bathroom for signs of a bat.
- Varnished the front door by Selectmen's Office.
- Shampoo the banquet hall carpet.
- Hunted for records for the Housing Authority in the file storage room.
- Scraping/painting on the handicap ramp.
- Replaced the broken railing on the handicap ramp.
- Took the signs down on front vestibule urging people to use the handicap door.
- Shampooed the carpet at the Police Station.