

February 28, 2013

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – FEBRUARY 2013**

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

- REPAIR/INSTALL:
- Worked ZERO hours during February 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 7 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates and found two small pieces and large one that came down with the snowfall.
- Prouty Street – weekly check
- Set up & broke down for foot doctor
- Finished repairs to second outside bulletin board (9 hours total)
- Put signs on front door reminding people who can't handle heavy doors to use the side entrance
- Contacted Caola and got information on installing electric door opener on front doors to Town Hall
- Cleaned plexiglass® on front doors
- Shoveled and plowed out the Town Hall (5 hours)
- Repaired lock on front door at Selectmen's end of building.
- Shampooed carpet in Banquet Room
- Unplugged kitchen sink at the Police Station (Landlord fixed the leaking pipes)