

February 8, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – JANUARY 2010

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

- REPAIR/INSTALL:
- Worked for 15 hours during January on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Finished working on the trim around vault door.
- Took down Christmas decorations.
- Set up for Special State Election & Special Town Election.
- Shoveled snow.
- Brought up Town Clerk's book case (also repaired) from cellar and brought back materials to be put inside.
- Hung new key safe in Selectmen's office.
- Inventoried locks on file cabinets, doors, etc. as part of re-organizing the keys in the two key safes.

April 20, 2010

*Windows?
JTP
4/20/2010*

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MARCH 2010

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

- REPAIR/INSTALL:
- Worked for 18.5 hours during March on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Continued re-organizing the keys in the two key safes.
- Made sign for Special Town Meeting
- Pruned flowering trees (front lawn) & picked up brush
- Took plastic off windows on second floor
- Removed and cleaned kitchen window by file cabinets
- Rebuilt and primed picnic table
- Shampooed carpet in Banquet Hall
- Fixed lights on 3rd floor
- Went to Hardwick Co-Op to pick up fencing for around Town Hall
- Put up Caution Tape around Town Hall
- Cleaned the Police Station (1 ½ hours)

May 13, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – APRIL 2010

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

- REPAIR/INSTALL:
 - Worked for six hours during April on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
 - Set up for Selectmen's Meetings & Tai Chi.
 - Made several trips to Howe's & Klem's for supplies for window repairs, etc.
 - Set up round tables for Senior's group.
 - Continued re-organizing the keys in the two key safes.
 - Trip to Hardwick Co-Op to get fencing to surround building.
 - Installed Caution Tape and snow fencing around building.
 - Finished painting picnic table.
 - Cleaned up after carpenter who installed new roofs over front door & handicap ramp.
 - Went into attic to check for leaks around chimney.
 - Shampooed carpet in Banquet Hall.
 - Began painting the ramp.
 - Began installing downspouts.
 - Worked on front door lock (had to come up a couple times on off hours to check this)
 - Put out "Vote" sign.

March 17, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: **MONTHLY REPORT – FEBRUARY 2010**

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

- REPAIR/INSTALL:
- Worked for one hour during February on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Shoveled snow.
- Hung new bulletin board in outside lobby.
- Continued re-organizing the keys in the two key safes.
- Replaced door handle & lock in storage room for Historical Commission
- Made new sign for emergency closing of Town Hall

June 16, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MAY 2010

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

- REPAIR/INSTALL:
- Worked for eight hours during May on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Continued re-organizing the keys in the two key safes.
- Put picnic table back outdoors.
- Shampooed carpet in Banquet Hall.
- Continued painting the ramp.
- Finished installing downspouts.
- Put out Annual Town Meeting sign.
- Covered Library while Jim Hansen was out.
- Stripped & waxed Police Station floor.
- Fixed Selectmen's "new" file cabinet in back hallway.
- Hung buntings on front of building.
- Helped Town Clerk move his new file cabinets around.
- Fixed lock on flag pole on the Common.
- Mowed lawn.
- Brought up fans for offices.
- Started fixing vacuum cleaner for Police Station (waiting for parts)

July 28, 2010

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – JUNE 2010**

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

- REPAIR/INSTALL:
- Worked for three hours during June on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group & Foot Doctor.
- Continued re-organizing the keys in the two key safes.
- Shampooed carpet in Banquet Hall.
- Continued painting the ramp.
- Put away Annual Town Meeting sign.
- Mowed lawn.
- Started fixing vacuum cleaner for Police Station (still waiting for parts)
- Got material, etc, for bulletin boards on handicap ramp.
- Painted backing for bulletin boards on handicap ramp.
- Installed new bulletin boards on handicap ramp.
- Purchased lumber for shelving for storage room.
- Switched bulbs on ramp to low-wattage, energy efficient bulbs.
- Research of bathroom for THBR Committee (took measurements, located brick inside walls, talked with plumber, etc.
- Painted handrails on front entrance.
- Trips to School for supplies left from Annual Town Meeting.
- Worked 2 hours at Police Department.

August 2, 2010

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – JULY 2010

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

- REPAIR/INSTALL:
- Worked for fourteen hours during July on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group & Foot Doctor.
- Continued re-organizing the keys in the two key safes.
- Shampooed carpet in Banquet Hall.
- Continued painting the ramp.
- Mowed lawn.
- Started fixing vacuum cleaner for Police Station (still waiting for parts)
- Moved inside bulletin board to handicap ramp (3 there now)
- Made run to Transfer Station.
- Set up Banquet Hall for party for Chris Welsh.
- Replaced broken handrail on handicap ramp.
- Installed new bulletin board outside front entrance.
- Installed air conditioner in Police Chief's office.
- Hung pamphlet holders at Police Station.
- Relocated air conditioner in Chief's office to a different window.
- Replaced 15 broken linoleum squares with new ones & waxed floor at Police Station.
- Worked 6 hours at Police Department.

January 26, 2011

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – DECEMBER 2010

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

- REPAIR/INSTALL:
- Worked 10 hours during December on sanding, scraping, replacing rotten wood, glass, & painting.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Set up round tables for Senior's group.
- Set up round tables for Foot Doctor.
- Continued re-organizing the keys in the two key safes.
- Made run to Transfer Station.
- Worked 4 hours at Police Department.
- Continued walk-around inspections looking for fallen slates.
- Came in over holiday weekend two times to make certain furnace still working.
- Shoveled snow and put ice melt on handicap ramp and on front steps several times.
- Installed extra handle on handicap ramp entrance door for ease in closing.
- Took photographer on tour of Town Hall re: need for repairs
- Added a rope to top of snow fence around the building.