

January 3, 2013

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – DECEMBER 2012**

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

- REPAIR/INSTALL:
- Worked ZERO hours during December 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 5 1/2 hours at Police Department.
- Worked 6 1/2 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates and found none.
- Prouty Street – weekly check (no problems)
- Set up & broke down for foot doctor
- Shampooed carpet in Banquet Room
- One outside bulletin board repaired and reinstalled (10 hours labor)
- Took down outside second bulletin board for repairs (1 hours so far)
- Set up & broke down for Christmas Party
- Came in on Friday and sanded sidewalk for special Selectmen's meeting (12/28/12)
- Came in on Sunday and plowed and shoveled (12/30/12)