

May 2, 2013

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – APRIL 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.
- Continued re-organizing the keys in the two key safes. Made several keys as needed at Howe's.
- Made several runs to Transfer Station
- Worked 7.5 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
- Repairs to third outside bulletin boards (8.5 hours to date)
- Cleaned plexiglass® on front doors
- Shampooed carpet in Banquet Room
- Lettered the sandwich board sign with Annual Town Election information and set it out on the common.
- Took the barricades and snow horses, etc. that the Town Hall borrows from the Highway Department and brought them back to the Highway Dept.
- Called Kaola Locksmith to arrange a meeting regarding new entryway system for the front doors and keys in general for the Town Hall.