

January 11, 2012

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – DECEMBER 2011**

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.

- 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 6 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none slates.
- Prouty Street – weekly check (no problems).
- Shampooed carpet in Banquet Room.
- Set up & broke down for employee Christmas Party.
- Removed fence posts across the front of the Town Hall.
- Set up/made signs, etc. for prisoners to move boxes from Masonic Hall.
- Primed and painted wood to mount DA-LITE projection screen
- Mounted DA-LITE projection screen in Banquet Hall
- Trip to store to purchase plastic cover for thermometer in Banquet Hall.
- Replaced plastic cover over thermometer in Banquet Hall.
- Ordered keys for cover over thermometer.
- Picked up and mounted 3 new signs "Watch for Falling Snow" for front lawn.
- Re-installed 3 old "Snow" signs behind Town Hall.
- Picked up saw horse/blockades for sidewalks for when snow is falling.
- Set up for National Grid Hearing
- Worked 10 hours on bookcase for Selectmen's office.