

June 4, 2013

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – MAY 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 runs to Transfer Station
- Worked 6 hours at Police Department.
- Worked 7.5 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 (9.5 hours to date). The project is complete.
- Shampooed carpet in Banquet Room.
- Called Kaola Locksmith to arrange a meeting regarding new entryway system for the front doors and keys in general for the Town Hall.
- Uncovered the vent in the boiler room for intake into the basement.
- Took some boxes down to the storage room.
- Repair one of the voting booths.
- Hung the signs out on the entranceway for the townspeople to use the handicap ramp.