

September 8, 2011

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – AUGUST 2011**

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

- REPAIR/INSTALL:
- Worked 5 hours during August 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 7 ½ hours at Police Department.
- Worked 7 ½ hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none ~~slates~~.
(Checked for slate after the Hurricane and found no slate)
- Used personal "weed-wacker" and cleared weeds from surrounding the Town Hall
- Shampooed carpet in Banquet Hall two times.
- Worked in Masonic Hall sorting boxes of documents (estimate of 8 hours)
- Empty dehumidifiers from downstairs vault and Historical area (daily)
- Trip to Howe's for keys for Prouty Street and delivered to Police & Fire Chiefs
- Ordered & installed new locks & deadbolt for 7 Prouty Street
- Put padlock on pool gate at former Lakeside Campground.
- Repaired lock on east front door