

February 6, 2012

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – JANUARY 2012**

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

- REPAIR/INSTALL:
- Worked three hours during January 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 8 hours at Police Department.
- Worked 7 1/2 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found one slate (triangular like about 5 to 7 inches long – found out front and probably came down with the snow slide).
- Prouty Street – weekly check (no problems).
- Spot shampooed carpet in Banquet Room.
- Worked 7 hours on bookcase for Selectmen's office.
- Removed Town Clerk credenza and put in new file cabinet.
- Worked with prisoners when they moved boxes from Masonic Hall.
- Moved some chairs from 2<sup>nd</sup> floor to Banquet Room.
- Brought 2 boxes of files from Theatre to storage in basement.
- Plowed snow at 7 Prouty Street.
- Came up on Saturday to work with Skip Nielsen on Town Clock.
- Cleaned refrigerator in Town Hall kitchen.
- Set up & broke down for foot doctor.