

February 28, 2008

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – JANUARY 2008

RECEIVED
FEB 27 2008
BOARD OF SELECTMEN

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

- REPAIR/INSTALL:
 - Set up partition in Banquet Room.
 - Put new ballast in Town Accountant's light.
 - Repaired flag pole light.
 - Installed programmable thermostats in the offices.
- PAINT:
- OTHER:
 - Continue loading shelves in basement for file storage.
 - Set up for Selectmen's Meetings & Tai Chi.
 - Assist Highway with taking trash to transfer station
 - Scraped ice off handicapped ramp and front steps.
 - Shoveled snow.
 - Removed half-window on stage for Selectmen.
 - Made a compound for sweeping the basement floor with shavings from Custom Pallet.
 - Swept up muck, etc. that was on basement floor from toilet overflow.
 - Cleaned up trash that was left in foyer on second floor.
 - Purchased a new lamp sensor for flag pole.
 - Re-letter and move voting sign to Town Common.
 - Remove partitions in Banquet Hall for the Feb. Primary.

RECEIVED

FEB 27 2008

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BOARD OF SELECTMEN

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – FEBRUARY 2008

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

- REPAIR/INSTALL:
 - Installed programmable thermostats in the Banquet Hall.
 - Installed two new door closers on 2 kitchen doors.
 - Put new faucet on kitchen sink.
 - Fixed broken lamp in Selectmen's office.
 - Patched hole in plaster in Banquet Room.
- PAINT:
- OTHER:
 - Continue loading shelves in basement for file storage.
 - Set up for Selectmen's Meetings & Tai Chi.
 - Assist Highway with taking trash to transfer station
 - Scraped ice off handicapped ramp and front steps.
 - Shoveled snow.
 - Set up and broke down for Federal Primary.
 - Moved mail and copier to new area in kitchen and set up partitions for same.
 - Put another light bulb in flag pole.
 - Re-installed partitions and then removed them for the AA group's anniversary party.
 - Supervised Community Service group for general cleaning on 3rd floor.
 - Took Christmas decorations down to cellar.
 - Removed part of ceiling panel in Historical room to check for building integrity.
 - Re-installed panels in Banquet Room for next week's meetings.

April 3, 2008

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – MARCH 2008**

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

- REPAIR/INSTALL:
- Re-install first arched window (back of stage, second floor) that was re-built.
- Worked for about 35 hours during March sanding, scraping, replacing rotten wood, etc.
- PAINT:
- OTHER:
- Continue loading shelves in basement for file storage.
- Set up for Selectmen's Meetings & Tai Chi.
- Assist Highway with taking trash to transfer station
- Scraped ice off handicapped ramp and front steps.
- Shoveled snow.
- Set partitions back up in Banquet Room.
- Made several trips to Howe's & Klem's for supplies for window repairs.
- Went (on a Friday afternoon and on Saturday) to East Brookfield Town Hall to pick up rest of partitions (about 5 hours total involved).

May 14, 2008

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – APRIL 2008

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

- REPAIR/INSTALL:
 - Worked for about 29 hours during March sanding, scraping, replacing rotten wood, etc.
 - Installed the second half-round window on back of stage.
- PAINT:
- OTHER:
 - Continue loading shelves in basement for file storage.
 - Set up for Selectmen's Meetings & Tai Chi.
 - Assist Highway with taking trash to transfer station
 - Set partitions back up in Banquet Room.
 - Made several trips to Howe's & Klem's for supplies for window repairs.
 - Had keys made (front door).
 - Put weather stripping on bottom of both front doors.
 - Measured panels for doors broken in break-in.
 - Fixed light on flag pole again, installed a new timer.
 - Went to N. Brookfield Savings Bank to pickup desk.
 - Moved office furniture and returned to locations (Town Clerk's office) for work to be done on vault.
 - Installed temporary door on vault entry way.
 - Set up for Candidate Night.

June 18, 2008

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – MAY 2008

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

- REPAIR/INSTALL:
- Worked for about 29 hours during May sanding, scraping, replacing rotten wood, painting, etc.
- Repaired broken ceiling tiles in bathroom.
- Fixed lock on door to Town Clerk's office.
- Replaced broken glass in window in Banquet Hall and painted glazing.
- Stained and installed new panels & molding in 3 doors damaged in break-in.

- OTHER:
- Continue loading shelves in basement for file storage.
- Set up for Selectmen's Meetings & Tai Chi.
- Assist Highway with taking trash to transfer station
- Set partitions back up in Banquet Room.
- Made several trips to Howe's & Klem's for supplies for window repairs.
- Letter sign for Annual Town Election and for Annual Town Meeting and put out.
- Set up & take down voting booths for Election.
- Fix lawn mower and mowed lawn.
- Cleaned Great Hall & Stage in case needed for Memorial Day.
- Removed one large window from street side of Great Hall to be repaired by Lecaire Lumber.

July 21, 2008

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – JUNE 2008

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

- REPAIR/INSTALL:
- Worked for 37 hours during June sanding, scraping, replacing rotten wood, painting, etc.

- OTHER:
- Continue loading shelves in basement for file storage.
- Set up for Selectmen's Meetings & Tai Chi.
- Assist Highway with taking trash to transfer station
- Set partitions back up in Banquet Room.
- Made several trips to Howe's & Klem's for supplies for window repairs.
- Mowed lawn.
- Cleaned up mess from mason work on vault door (one full day, parts of each day for a week – dust still settling)

August 6, 2008

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – JULY 2008**

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

- REPAIR/INSTALL:
- Worked for 26.5 hours during July one sanding, scraping, replacing rotten wood, painting, etc.

- OTHER:
- Continue loading shelves in basement for file storage.
- Set up for Selectmen's Meetings & Tai Chi.
- Assist Highway with taking trash to transfer station
- Set partitions back up in Banquet Room.
- Made several trips to Howe's & Klem's for supplies for window repairs.
- Mowed lawn.
- Fixed clock in tower.
- Moved file cabinets and assorted wall fixtures in Selectmen's office.
- Set up new file cabinets in Selectmen's office.
- Moved cabinet from Building Inspector's office to storage to make room for book shelf in Town Clerk's area.
- Filled damaged sidewalk with cement (front of Town Hall).
- Packed and moved Town Clerk books, etc. to storage in cellar (from Selectmen's office and from Treasurer's office).
- Spot cleaned carpet in Banquet Room.
- Cut piece of mop board that stuck out into vault door area (hazardous).
- Installed new lock set at Library (emergency call).
- Measured all windows on 2nd floor for storm window estimate.
- Set up round tables for Council on Aging "gathering" of information meeting.

September 2, 2008

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – AUGUST 2008

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

- REPAIR/INSTALL:
- Worked for 39 hours during August one sanding, scraping, replacing rotten wood, painting, etc.

- OTHER:
- Continue loading shelves in basement for file storage.
- Set up for Selectmen's Meetings & Tai Chi.
- Assist Highway with taking trash to transfer station
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Mowed lawn.
- Cut mop boards, removed chair rail, clean up mess, from installation of new vault door
- Moved bookcase into Building Inspector's office
- Move all furniture and cover it for installation of new vault door and put back in place the next day
- Load up partitions for Jr. High School and clean up hallway afterward
- Prepare for community service workers to paint stair railings and lights
- Cut tent caterpillars out of trees on front lawn
- Meet with Marc Cleary regarding Town Hall windows
- Shampoo carpet in Selectmen's office
- Unclog toilet again

October 1, 2008

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN
JAMES HANSEN, ALTERNATE CUSTODIAN

Subject: **MONTHLY REPORT – SEPTEMBER 2008**

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

- REPAIR/INSTALL:
- Worked for 6 hours during September one sanding, scraping, replacing rotten wood, painting, etc.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Set up/clean for September Primary.
- Assist Highway with taking trash to transfer station
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Mowed lawn.
- Wash woodwork & windows around outside of front door.
- Shampoo carpet in Banquet Room
- Replaced out burned out light bulb in Great Hall.
- Cleaned Great Hall, moved chairs against wall & moped floor.

November 5, 2008

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – OCTOBER 2008**

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

- REPAIR/INSTALL:
- Worked for 16 hours during October on sanding, scraping, replacing rotten wood, painting, and installation of plastic for winter, etc.

- OTHER:
- Set up for Selectmen's Meetings & Tai Chi.
- Set up/clean for flu clinic.
- Assist Highway with taking trash to transfer station.
- Made several trips to Howe's & Klem's for supplies for window repairs, etc.
- Cleaned, mopped, etc. of Great Hall just before Contra Dance.
- Set up/take down for Senior's meeting.
- Replaced defective thermostat in Banquet Hall.
- Shampooed Banquet Hall & Selectmen's carpet.
- Made new handle for Allen wrench at front door.
- Began to make signs for voting.
- Put big sign (voting) on Common.
- Talked with Ron Wassmer about window painting & repairing.
- Close storm windows.