

August 1, 2012

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: MONTHLY REPORT – JULY 2012

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

- REPAIR/INSTALL:
- Worked no hours during July on sanding, scraping, replacing rotten wood, glass, & painting of second floor Town Hall windows.

- 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 hours at Police Department.
- Worked 3 hours at Highway Department
- Worked 1 hour at Prouty Street
- Continued walk-around inspections looking for fallen slates and found one piece about 6 inches square – found in front of building.
- Prouty Street – weekly check (no problems) but we do need to replace the smoke detector in the cellar.
- Spot and full-shampooed of carpet in Banquet Room
- Set up & broke down for foot doctor.
- Moved Prouty Street refrigerator to the Fire Department who didn't have one and one not needed at Prouty Street location.
- Took table and old Town Hall table top copier to Prouty Street for Historical Commission's use.
- Installed new retainer rings on flag poles at Town Hall and the Mall.
- Spent 15 hours helping Highway Dept. put up cover on new Salt Shed.
- Set up new fax machine and table top copier in Town Hall.
- Cleaned computer network/telephone system control panel room in the basement so Admin. Asst. would have a cleaner room to work in when backing up e-mails weekly.
- Cleaned/vacuumed/dusted vault in Town Hall basement.