

November 28, 2011

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – OCTOBER 2011**

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

- REPAIR/INSTALL:
- Worked 1 hour during October 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 4 1/2 hours at Police Department.
- Worked 4 1/2 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found no slates.
- Empty dehumidifiers from downstairs vault and Historical area (periodically)
- Prouty Street – weekly check including changed batteries in smoke detectors.
- Shampooed carpet in Banquet Room.
- Snow removal on Sunday, October 30<sup>th</sup>.
- Installed new vent fan in basement.
- Measured for metal placement door for basement.
- Brought up computer desk from basement and switched with desk for Lee Finney.
- Took Selectman and Engineer on tour of bell tower.
- Fixed hanging light in Banquet Hall.

December 1, 2011

To: BOARD OF SELECTMEN

From: WILLIAM THOMPSON, CUSTODIAN

Subject: **MONTHLY REPORT – NOVEMBER 2011**

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

- REPAIR/INSTALL:
- Worked 3 hours during November 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 5 hours at Police Department.
- Worked 6 1/2 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found none slates.
- Empty dehumidifiers from downstairs vault and Historical area (periodically)
- Prouty Street – weekly check including changed batteries in smoke detectors.
- Shampooed carpet in Banquet Room and Selectmen's Office.
- Set up sign advertising STM, took it to Common and returned it to Town Hall for Town Clerk
- Put picnic table away.
- Bagged up broken down snow fence.
- Cleaned up cement dust that blew into lobby and cellar resulting from brick mason's work.
- Swept side sidewalk and run off drain across front of building of cement dust.
- Went to Howe Lumber to check on Fiberglass door.