

August 8, 2011

To: BOARD OF SELECTMEN
From: WILLIAM THOMPSON, CUSTODIAN
Subject: MONTHLY REPORT – JULY 2011

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

- REPAIR/INSTALL:
- Worked 2 hours during July 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 6 hours at Police Department.
- Worked 6 hours at Highway Department
- Continued walk-around inspections looking for fallen slates and found ~~none~~ slates.
- Moved some computers, etc. into storage in the basement.
- Used personal "weed-wacker" and cleared weeds from surrounding the Town Hall
- Installed metal file hangers in Tax Collector's file cabinet.
- Painted trim around outside East front door.
- Put together Tax Collector's printer cart and moved into her office.
- Re-arranged Tax Collector's office to make room for new printer cart.
- Re-arranged Treasurer's office and moved in new file cabinet.
- Hung picture, moved clock, put up new bulletin board in Treasurer's office.
- Put new wheel on hand truck.
- Checked out television cable in Banquet Hall.
- Worked on lights at Police Station