

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Snow

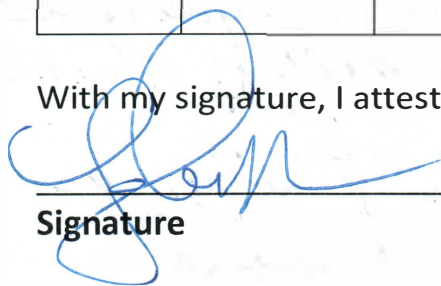
Month: April

Please fill in the chart below. For activities done outside of the town hall, please be prepared to provide supporting documentation.

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
4/1	3:45p	8:15p	4.5	Bank reconciliations, monthly reports; codes court
4/2	4:30p	9:30p	5	office hours; mtg w/ Roach Fulton council meeting
4/3	2:30p	10:30p	8	office hours; monthly reports ARPA report
4/4	5:30p	10:30p	5	job site visit; office hours Amplifund work
4/5	4:00p	10:00p	6	office hours - phone messages, emails; meeting prep
4/6	5:00p	11:00p	6	financial reports and agenda printing
4/7	2:00p	10:00p	8	travel to Sarasota for Planning conf & training at hotel for ICMA
4/8	9:00a	9:00p	12	Planning conf; dinner meeting with Mike Allen; payroll remotely
4/9	9:00a	10:00p	13	Planning conf; travel to ICMA conf phone calls
4/10	12:30p	5:30p	5	ICMA conference
4/11	9:00a	9:00p	12	ICMA conf; Banking remotely phone calls / emails
4/12	10:00a	5:00p	7	travel back from conf last session of ICMA conf
4/13	11:00a	11:00p	12	visit new building office hours accounting for PR + HB
4/14	1:30p	4:00p	2.5	office hours; prepare for us
4/15	5:30p	10:00p	4.5	prep for meeting; office hours email, codes court
4/16	5:30p	10:30p	5	meeting - pay bills emails; phone messages
4/17	7:30a	11:00p	15.5	travel to NY for FOA conference, attended conf; attended NY CLASS dinner

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
4/18	8am	5pm	9	attending NRGFOA conf
4/19	11am	4pm	5	lunch meeting w/ Nicole Allen; travel back to town for conf
4/20	2pm	10pm	8	done thru looking for cubes issues; office hours emails and open for desk
4/21	12:30pm	5:30pm	5	office hours - emails, letters and prep for dept meetings w/ cubs / persons
4/22	10:00am	11:00pm	13	travel sub site, meeting w/ Kris Juliana office hours, payroll, meeting w/ Tim Carroll meeting w/ Sarah / coach
4/23	11:00am	10:00pm	11	office hours - payroll accounting; phone; emails meeting w/ Solar company
4/24	11:30am	10:30pm	11	meeting @ sub site w/ engineer, w/ insurance company; strategic planning
4/25	7:15am	5:15pm	10	Highway training in Auburn office hours - mail; phones
4/26	11:00pm	3:30am	4.5	* worked from home on Form E #1, #2, #3, #4 for USDA
4/27	4:30pm	11:30pm	7	office hours - mail, email, phone messages, banking; work on Form E #5 for USDA
4/28	12:00am	3:00am	3	* worked from home on Form E #6 and #7 for USDA
4/28	12:30pm	8:30pm	8	office hours - phone messages; email form E #8 and prepare #9; training
4/29	5:30pm	10:30pm	5	office hours - phone messages, emails; PD; work on USDA documents
4/30	4:30pm	9:30pm	5	office hours; cartograph call; cubs count
4 hours on phone w/ Diane (30mins X 8 days)				

With my signature, I attest to the accuracy of the record provided above.



Signature

4/30/24

Date