

TOWN OF GRANBY
Employee Record of Activities

Employee Name: John Snow

Month: May '24

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
5/1	5:30p	9:30p	4	office hours - worked on change orders and paperwork for USDA
5/2	5:30p	9:30p	4	Comp Plan team meeting
5/3	4:00p	5:00p	1	met at new town hall to review landscape plan
5/4	off	—	—	took day off
5/5	1:00pm	9:00p	8	office hours; monthly meeting prep; financial reports
5/6	6:00pm	11:00pm	5	codes cont; payroll #10 office hours
5/7	4:00pm	11:00pm	7	water meeting: abstract #9 office hours
5/8	7:00am	11:30pm	16.5	Local Roads training in Canadaigua Board meetings; USDA documents
5/9	5:00pm	11:30pm	6.5	office hours, emails, phone calls USDA closing packet; change orders
5/10	12:15pm	12:45pm	.5	long-term debt signing
5/11	5:00pm	12:30am	7.5	USDA required paperwork
5/12	1:00pm	9:45pm	8.75	USDA required paperwork
5/13	8:00am	7:00pm	11	USDA requirements: long-term debt signing
5/14	5:00pm	9:00pm	4	emails, phone calls, 2BA mtg
5/15	3:00pm	11:30pm	8.5	USDA requirements
5/16	5:00pm	7:30pm	2.5	USDA requirements
5/17	4:30pm	8:30pm	4	went to Walmart for supplies and then went to new town hall

DATE	TIME IN	TIME OUT	No. HOURS	DESCRIPTION OF ACTIVITY
5/18	4pm	11pm	7	USDA requirements; office hours
5/19	1pm	7pm	6	drove roads for Road A1
5/20	5:30pm	10:30pm	5	payroll
5/21	5:00pm	10:30pm	5	prep for board meeting
5/22	4:30pm	10:00pm	4.5	Board meeting
5/23	10:00am	6:00pm	8	office hours
5/24	3:00pm	9:00pm	6	office hours; cemetery flags; new tree hall
5/25				took the day off
5/26				took the day off
5/27	1:30pm	9:30pm	8	office hours; emails; codes building permit and utilities review
5/28	4:30pm	10:30pm	6	office hours; codes work on open gun
5/29	2:45pm	8:45pm	6	office hours - codes work on open gun
5/30				took the day off
5/31	4:30pm	6:00pm	1.5	open gun virtual meeting
Morning meetings w/ Diane on my way to work 10 X .5 hrs = 5 hrs				

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

Signature

Date

5/31/24