

**ASSISTANT TOWN MANAGER
Department Head Report
JANUARY 2016**

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meeting and prepared two set of minutes.

Prepared Minutes for a Workshop on Milliken Street Trash Facility

Attended two department head meetings and prepared agenda.

Attended Development Committee Meeting and prepared minutes.

Went out to bid for the Annual Report

Final touches on Annual Report before going to the Printer.

Attended meeting of Shuttlebus Board in Old Orchard Beach.

Attended Salvation Army Advisory Board Meeting.

Met several times with Maintenance Employees regarding scheduling and other issues.

Press releases on a number of issues and events.

Continued scheduling of association meetings on weekends.

Legal issues addressed.

Personnel Discussions on miscellaneous issues.

Notarized documents for two hospice residents in OOB.

Prepared Maintenance Update Manual for Federal Inspection