

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

Prepared monthly Chamber of Commerce Report for Board of Directors.

160 Telephone calls regarding expiration of business licenses.

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

Attended, prepared agenda, commentary and minutes for six workshops.

Prepared minutes for the MS4 audit meeting with staff and Wright Pierce and the Department of Environmental Protection.

Attended one department head meeting and prepared agenda.

Attended Development Committee Meeting and prepared minutes.

Began work on the 2015-2016 Annual Report

Attended two meetings 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.

Provided collective Special Agencies budgets to the Finance Director.

Attended wake and funeral of local resident.

Updated filing list and inventory list.

Attended meeting on Drones.

Attended meetings on MS4 and finished completion of the MS4 Audit documentation and historical information.