

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

Covered Police Department office on Sunday and Monday of Fourth of July Weekend - 16 ½ hours

Attended the Flag Ceremony in honor of Dennis Robillard.

Prepared monthly Chamber of Commerce Report for Board of Directors.

Attended ribbon cutting ceremony for Beach Budz Records and Cigars.

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

Attended two department head meetings and prepared agenda.

Sent out and prepared mailing lists for 4 RFP's – Ambulance – Cascade Road – Public Works and Windows for the Library.

Attended Development Committee Meeting and prepared minutes.

Began work on the 2015-2016 Annual Report

Attended meeting of Shuttlebus Board.

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.

Attended two wakes of local residents.

Updated filing list and inventory list.

Performed two weddings.

Worked on a program – Status of Seniors in Maine

Covered the office and municipality issues in the absence of the Town Manager on vacation.

Meeting with Officers in charge of The Salvation Army Pier Ministry.