

**ASSISTANT TOWN MANAGER  
Department Head Report  
MARCH 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.**

**Served when necessary during the Vacation of the Town Manager.**

**Attended one department head meeting and prepared agenda.**

**Attended Development Committee Meeting and prepared minutes.**

**Annual Report provided and presented to the Town Council meeting.**

**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.**

**Worked with Superintendent on setting workshop for Council.**

**Worked with Recreation on the Land and Water Conservation Fund Project.**

**Handled the distribution of the RFP on Waste Water Storage Facility.**

**Handled the distribution of the RFP on the Pre-Fabricated Transfer Station Building Project.**

**Provided collective Special Agencies budgets to the Finance Director.**

**Attended two wakes and funerals of local residents**