

**ASSISTANT TOWN MANAGER  
Department Head Report  
October 2014**

**Prepared monthly Chamber of Commerce Report for Board of Directors.**

**Prepared agenda and commentaries and attended two Town Council Meeting and prepared Minutes; and one Workshop; one Executive Session; and prepared Minutes.**

**Attended Administrative Board Meetings and prepared the Minutes.**

**Prepared agenda and attended two department head meetings.**

**Continued archiving of files.**

**Assisted in paperwork documentation on Library Building issues.**

**Department Head Report coordination.**

**Attended meeting of Shuttlebus Board.**

**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.**

**Assumed responsibility in the absence of the Town Manager on vacation.**

**Meeting with the Town Clerk, Planner and Code Officer on issues relative to Special Events.**

**Meeting with Development Committee.**

**Personnel Discussions on miscellaneous issues.**

**Reviewed all disks and transferred for archiving.**

**Completely revised the filing system for the Administrative Office.**

**Met with a group from Community Animal Watch.**

**Worked on reorganizing the RFP files – Set up a new system**

**Addressed train whistle issue.**

**Worked with an International Student on housing issues.**

**Attended funeral service for Phil Denison.**

**Attended open house for the Specially Designed Stables LLC, 45 acres off the Thompson Road in Arundel Maine. The owner is Ron Boutet and the Stables was built for his granddaughter, Amanda, with the plan in the future to work with handicapped children in the horse program.**

**Recognized family at the passing of Paul Verreault, owner of the Concorde Motel**

**Recognized family of Joseph Dussault, former owner of Joseph's by the Sea.**

**Responded to many calls and e-mails from citizens relative to the parking issues on the agenda.**

**Attended The Salvation Army Advisory Board meeting at the request of Saco Biddeford Savings Bank.**

**Participated in the dedication of the American Legion Bingo Hall to Irving Merriweather.**

**Attended Wake of Joseph Mokarzel at his passing.**

**Worked on the Employee Holiday event for Town employees – 50 letters.**

**Worked with Electric Light Program for a foreign worker and assisted in banking issues.**

**Worked with school on cleaning of beach project.**

**Attended wake for Colonel Roy Oldford.**

**Attended Advisory Board Sunday at the Salvation Army and after dinner meeting.**

**Drove foreign worker to several appointments.**

**Telephone meeting with Planner on Liquor/Amusement permit issue as well as several citizen telephone calls and e-mails.**

**Welcomed seniors from 75 State Street in Portland to a Halloween Party at Mr. Goodbar.**

**Attended the Wake for the mother of Laura Bolduc and Tom LaChance.**

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