

ASSISTANT TOWN MANAGER
Department Head Report
April 2014

Worked on the Calendar for Budget Discussions for Department Heads.

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 Executive Session and prepared Minutes; and seven Workshops and prepared Minutes.

Prepared agenda and attended two department head meetings.

Continued archiving of files.

Presented the Annual Report for acceptance by the Town Council.

Opening of the RFP's to Forestry participants for the Conservation RFP.

Works with Recreation Department on RFP for the Skateboard Park.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Works on litigation matter providing expenses.

Attended two meetings of Shuttlebus Board.

Attended four day meetings with the Administrative Board of Review concerning several businesses and individuals with licensing issues and prepared Minutes.

Assisted the Human Resource Director in proofing documents.

Attended the Foundation Celebration of April opening of Slyders at the Square.

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

Attended a special meeting of some department heads to discuss Special Event Application format.

Attended trustees meeting of the Maine Water Company with Council Kenneth Blow.

Press releases on a number of issues and events.

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