

**ASSISTANT TOWN MANAGER
Department Head Report
JUNE 2015**

Took on the responsibility of hiring, interviewing, and paper work for Human Resources along with Fran Beaulieu of the Finance Department.

Prepared materials for the visit by the Department of Labor in July. Materials included all documentation necessary for the inspection and preparation of a presentation book.

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meetings and prepared two sets of minutes.

Attended two budget workshops, and provided the Minutes for all.

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.

Attended Salvation Army Advisory Board Meeting.

Prepared letters of thanks to those involved in the centennial Street fire and return to their housing on school street.

Attended the Development Committee and prepared the minutes.

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.

Reviewed all disks and transferred for archiving.

Saturday visits to Town Hall on requested cancellations and also condominium use of the Chamber and issues.

Meeting with property owner on Council requirements for property.

Attended meeting with McLaughlin Builders in discussions about the work to be done at the Town Hall.

Sent responses to resumes and application letters for various positions within the municipality as it related to summer hiring.

Completely retyped the Filing List for the office files and also update the historical listing which is current.