

**ASSISTANT TOWN MANAGER
Department Head Report
March 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..

Prepared agenda and attended two department head meetings.

Met with the Town Clerk and the Human Resource Director to revise the Freedom of Information Policy.

Continued archiving of files.

Completed the Annual Report and delivered to the printer for printing.

Mailed out 205 RFP's to Forestry participants for the Conservation RFP.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Works on litigation matter.

Prepared letters relative to questions on train whistle blowing complaints.

Attended two meetings of Shuttlebus Board.

Arranged for three day meetings with the Administrative Board of Review concerning several businesses and individuals with licensing issues.

Assisted the Human Resource Director in proofing documents.

Prepared personnel evaluation form.

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

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

Attended meeting with visiting Territorial Songsters of Salvation Army during their weekend visit to Old Orchard Beach and Portland, Maine.

Performed wedding of Administrative Review Board member Tina Morrison and Ryan Kelley.

Attended the Kris Fish Fundraising Event at the Salvation Army.

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