

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

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended four Council Meetings including the Canvas Meeting, Inauguration of new Council, Executive Session, Development Meeting, and meeting of Business owners concerning the Ballpark and did the Minutes for each.

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.

Personnel Discussions on miscellaneous issues.

Reviewed all disks and transferred for archiving.

Completely revised the filing system for the Administrative Office.

Worked on RFP for selling of two mobile homes.

Worked on International student memos.

Attended Salvation Army Advisory Board Meeting

Assisted at the Salvation Army in taking of applications for general assistance for the Thanksgiving and Christmas season.

Press Release and attendance at the Kettle Kick-off at the Market Basket with Biddeford Mayor and representative from Senator King's office.

Attended a meeting on tax issues.

Mailing to businesses regarding the Ballpark.

Mailing to international agencies, sponsors and motel rentals on a meeting regarding international students.

Worked with staff on Christmas activities.

Worked on finalizing the Annual Report.

Filename: ASSISTANT TOWN MANAGER.docx
Directory: C:\Users\tlambert\AppData\Local\Microsoft\Windows\Temporary Internet Files
Template: C:\Users\tlambert\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: Louise Reid
Keywords:
Comments:
Creation Date: 10/31/2014 12:08:00 PM
Change Number: 12
Last Saved On: 12/2/2014 5:19:00 PM
Last Saved By: Louise Reid
Total Editing Time: 19 Minutes
Last Printed On: 12/2/2014 5:40:00 PM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 252 (approx.)
Number of Characters: 1,439 (approx.)