

**DEPARTMENT HEAD REPORT  
ASSISTANT TOWN MANAGER  
AUGUST, 2013**

**Prepared Monthly Chamber of Commerce Report for Board of Directors**

**Issued Multiple Press Releases.**

**Attended Shuttlebus Board meeting.**

**Prepared and attended two Town Council Meetings; three Workshops, one Executive session and prepared Minutes on same.**

**Prepared agenda and attended one Department Head Meetings.**

**Worked 12 hours each day on the Saturday and Sunday of the REV3 weekend; covering the office; doing three interviews with press; one telephone interview with radio. Met with representatives of the Rev 3 during the weekend on issues that came up regarding details of the event.**

**Prepared the office for the arrival of the new Town Manager.**

**After a meeting with twelve residents from Atlantic Village (Rockland Drive, Deer Isle and Castine Drive) regarding their concerns for upgrades to the driveways in this privately owned "Atlantic Housing." The twelve residents who represent the people on the three streets had asked to meet with the owner, Peter Pope, but he had asked that anything be given to him in writing which I did. As a result of this meeting we were informed on August 30, 2013 that Driveway Improvements will begin in September and November which was one of the requests of the residents. In addition, the commitment was made to clean out the water basins on a monthly business. Residents were pleased with Mr. Pope's attention to their request.**

**Continued the archiving of 2011 and 2012 filing and restructuring file system within the Town Manager's office and the Administration Office.**

**Meeting and extensive conversation with the Chair of the Veterans Memorial Park Committee relevant to concerns about the Park and projects and plans for the future.**

**Dealt with several parking pass requests from agencies, The Salvation Army, health care agencies, and issues passes with copies to the Parking Enforcement Officer. During the month of August there were increased requests for additional parking permit needs including REV3 and several senior and camp groups coming into Old Orchard for day visits.**

**Met with representative of Maine Municipal Risk Management on safety issues relative to recent meetings with the department heads. Report is to be finalized and addressed by the Human Resource Director.**

**Attended Salvation Army gatherings including the International Staff Band Concert, the Pier Ministry Luncheon where I was asked to give comments and I provided expressions of gratitude for the ministry of the Army within our community.**

**Addressed several resident and visitor issues relative to parking, complaints regarding housing, scheduling of activities within the community.**

**Followed up on Administrative Review matters.**

**Prepared brief for the arrival of the new Town Manager.**

**Several meetings with employees on matters of interest to them.**