

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

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 Workshop; two Executive Session; and prepared Minutes.

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.

Assisted the Human Resource Director in proofing documents and followed up while she was on vacation.

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

Press releases on a number of issues and events.

Four days vacation.

Met with The Salvation Army Pier Ministry folk in final review of events.

Attended the Pier Ministry Luncheon.

Continued scheduling of association meetings on weekends.

Dedication of the Dog Park.

Prepared information and speech for Wounded Warriors Baseball Game.

Legal issues addressed.

Assumed responsibility in the absence of the Town Manager on vacation.

Meeting with the Town Clerk, Planner and Code Officer on issues relative to Special Events.

Personnel Discussions on miscellaneous issues.

Worked with the Harmon Museum on an evening at the Chamber and stayed for the meeting to see that all details like seating, microphones and security were followed.

Worked Saturday and Sunday with REV three by covering the Town Offices and being on call from REV 3.

Issues many permits for summer parking at Milliken Street Parking Lot, along with permits for Downeaster travel, for Ocean Park Artist Festival, the Dog Park event, and for the Harmon Museum event.

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