

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

**Prepared monthly Chamber of Commerce Report for Board of Directors.**

**Prepared agenda and commentaries and attended two Council Meeting and prepared two set of minutes.**

**Department Head Report coordination.**

**Attended meeting of Shuttlebus Board.**

**Attended Salvation Army Advisory Board Meeting.**

**Attended two Development Committee and prepared the minutes.**

**Attended a Project Meeting for the Duncan Donuts projects and prepared the Minutes.**

**Prepared the Minutes of the Department Head Meeting on Summer Activities.**

**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.**

**Town Manager on vacation for week and acted in his place.**

**Handed matters with Extreme Clean.**

**Welcome comments given at the Pier.**

**Attended two Administrative Review Board Meetings.**

**Attended funeral service for summer resident.**

**Attended meeting on Bike Maine.**

**Attended retirement social for Call Fireman Ron Vire.**

**Attended Salvation Army function.**

**Attended Chamber of Commerce Breakfast at Duffy's Tavern.**

**Participated in the Maine Municipal Association Risk Management Review as far as it related to issues in the Town Hall.**

**Met with the Saco City Manager in an introduction meeting.**

**Attended a CPR class at the Fire Department.**

**Several meetings with the Town Clerk on issues relative to the Bond Issue and also the Time Warner issue.**

**Updated the Action Security information and worked with Finance Director on key issues to the various offices.**