

**ASSISTANT TOWN MANAGER  
Department Head Report  
AUGUST 2016**

**Interviewed for positions in Recreation Department in absence of Human Resource Manager.**

**Interviewed for positions in Police Department in absence of Human Resources.**

**Prepared letters for the Human Resources Manager in her absence.**

**Spoke at a gathering of friends and family for Libby Blackman.**

**Attended as a guest of The Pines staff boat ride in Camp Ellis.**

**Attended Celebration Ceremony at the Salvation Army.**

**Rev 3 – covered the Town Hall from 5:30 a.m. to 3:30 p.m. – Saturday and Sunday for REV 3.**

**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.**

**Attended two department head meetings and prepared agenda.**

**Accepted bids for Ambulance and the Public Works vehicle. Also for Library Windows; Cascade Road, and Wastewater Truck.**

**Awarded Bids for Ambulance, Public Works, Library Windows, Cascade Road and Wastewater Truck.**

**Attended Development Committee Meeting and prepared minutes.**

**Began work on the 2015-2016 Annual Report**

**Attended meeting of Shuttlebus Board.**

**Attended Salvation Army Advisory Board Meeting.**

**Had two meetings with Salvation Army Pier Ministry personnel and those responsible for the Golf Outing at Dunegrass. Participated in the Thursday Night Pier Night.**

**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.**

**Updated filing list and inventory list.**

**Performed a wedding.**

**Worked on a program – Status of Seniors in Maine**

**Handed office in absence of Town Manager when he was attending a five day conference.**

**Did the annual archiving of all Town Manager/Administration files for the year 2015.**

**Did some notary signings for a local businessman.**

**Issues several parking permits during the summer months.**