

**DEPARTMENT HEAD REPORT
ASSISTANT TOWN MANAGER
December 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 and two Workshops; one on the Ballpark and the other on the FEMA – Flood Maps. (Commentaries, Agendas, Update of History Files, Minutes.)

Attended the wake for Bill Southwick, former employee.

Worked with Bob Rings on copying of the enormous amount of material involving his research and presented to the Council at a Workshop.

Went to graveside for mother of Fireman, Ron Vire.

Accepted along with Major Bryan Smith a check given by Councilor Kenneth Blow and the Maine Grand Chapter of the Widows Sons in the amount of \$500. The Widows Sons is an International Masonic Motorcycle Association comprised of Freemasons. The purpose of founding the Widows Sons is to aid and assist widows and orphans of Master Masons. They were founded in 1998 for the sole purpose of aiding and assisting widows.

Prepared agenda and attended two Department Head Meetings.

Attended an informational meeting with FEMA on the Flood Map subject. Put together an large packet on this subject for the Town Council.

Attended the Salvation Army Christmas Festival.

Met with Human Resources on personnel issues.

Continued archiving of files.

Attended two Town Employee Holiday events.

Participated in a Salvation Army Holiday program.

Attended by invitation the Pavilion Christmas Celebration with their staff.

Attended a dinner in honor of the former Saco Mayor, Mark Johnston.

Drove senior citizens to airport (wheelchair) and also upon return.

Worked on finalizing the Annual report in anticipation of sending to the printer once the Audit Report is finalized.

Celebration by Sea Observance.

Attended the annual Christmas program for the employees of Biddeford Saco Old Orchard Transit System (Shuttlebus) of which I am a Board member.

First Night Celebration.

Assisted in some Human Resources areas.

Prepared material for the Employee Holiday Luncheon.

Worked on the Library RFP material for mailing and distribution.

Three vacation days.

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