

ASSISTANT TOWN MANAGER
Department Head Report
December 2014

Attended Wake for Retired Deputy Fire Chief, Edward Sargant of Portland Avenue.

Attended the Flag Ceremony for Pearl Harbor Day.

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meetings including a workshop on Extreme Clean and did the Minutes.

Prepared agenda and attended two department head meetings.

Attended two Employee Christmas events.

Continued archiving of files.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Attended meeting of Shuttlebus Board.

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.

Issued RFP for selling of two mobile homes.

Attended Salvation Army Advisory Board Meeting

Attended a meeting on tax issues.

Worked with staff on Christmas activities.

Worked on finalizing the Annual Report.

Attended Salvation Army Pavilion Christmas function.

Attended the Flag Raising on December 7th at the Memorial Park.

Assisted in Salvation Army Distribution Day.

Attended Development Meeting and did the Minutes.

Attended the Biddeford Saco Old Orchard (Shuttlebus) Christmas Luncheon.

Attended Shuttlebus Board Meeting.

Administrative Review Board Meeting.

Decorated the Council Chamber.

Complete updating for the new year of 2015 – Council material, department material and records.