

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

Worked on the Calendar for Budget Discussions for Department Heads

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared and attended one Town Council Meeting (second one cancelled because of storm) and prepared Minutes; and one Executive Session and prepared Minutes..

Prepared agenda and attended two department head meetings.

Participated in a Freedom of Information Training Session.

Continued archiving of files.

Completed the Annual Report.

Wrote RFP for Annual Report Printing and submitted bidders to Council.

Updated RFP information for Town Manager.

Assisted in paperwork documentation on Library Building issues and attended three sessions with possible awarded bidders.

Department Head Report coordination.

Meeting with Attorney and Planner on the Harmon Museum issue in the absence of the Town Manager.

Three meetings with Maintenance Staff.

Worked on disposal of confidential materials town-wide departments which were completed.

Worked extensively on a Freedom of Information request.

Assisted the Finance Director in issues relative to the new telephones.

Attended meeting on Winter Rentals in the absence of the Town Manager.

Attended meeting on Payment of Real Estate Taxes in absence of the Town Manager.

Called for closings on two snow occasions.

Prepared written reports on Library meetings with bidders; Winter Rentals; and Payment of Real Estate Taxes.

Works several hours on Legal issue.

Attended wake and funeral for Major William Tucker of The Salvation Army.

Visited a local resident in a nursing home who passed away that evening.

Worked with Human Resource Director on budget material.

Attended the RSU23 School meeting in the School Cafeteria in anticipation of setting goals.

Attended two meetings of Shuttlebus Board.

Attended the RSU School Meeting on Goals for New School Year.

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