

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

**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.**

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

**Submitted the Annual Report to the Printer.**

**Attended two meetings of Shuttlebus Board in Old Orchard Beach.**

**Attended Salvation Army Advisory Board Meeting.**

**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.**

**Attended presentation by Police Department – Gunther**

**Attended Cullinary Program at the High School.**

**Worked with Superintendent on setting workshop for Council.**

**Worked with Recreation on the Land and Water Conservation Fund Project.**

**Met with Steamatic on the cleaning of the ducts.**

**Handled the distribution of the RFP on Waste Water Storage Facility.**

**Handled bid documents distribution for the Cleaning and Beach Contract.**