ASSISTANT TOWN MANAGER
Department Head Report
January 2015

Attended graveside ceremony for Mrs. Jean Curtis.

Attended wake for mother of Gary Curtis.

Attended wake for father of Joshua Robbins

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meetings.

Prepared agenda and attended two department head meetings.

Attended Administrative Review Planning Meeting.

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 two Salvation Army Advisory Board Meeting

Worked on finalizing the Annual Report.

Attended Development Meeting and did the Minutes.

Finalized the Annual Report for final review.

Monitored weekend maintenance update for HVAC – 9 to 2:30

Monitored weekend rug project on Saturday and Sunday – 8:00 – 3:30

Filename: **ASSISTANT TOWN MANAGER.docx**
Directory:
         C:\Users\tlambert\AppData\Local\Microsoft\Windows\Temporary Internet Files
Template:
         C:\Users\tlambert\AppData\Roaming\Microsoft\Templates\Normal.dotm
Title:
Subject:
Author: **Louise Reid**
Keywords:
Comments:
Creation Date: **2/10/2015 10:49:00 AM**
Change Number: **2**
Last Saved On: **2/10/2015 10:49:00 AM**
Last Saved By: **Louise Reid**
Total Editing Time:0 Minutes
Last Printed On: **2/10/2015 5:15:00 PM**
As of Last Complete Printing
    Number of Pages: **2**
    Number of Words: **195 (approx.)**
    Number of Characters: **1,113 (approx.)**