

**DEPARTMENT HEAD REPORT
ASSISTANT TOWN MANAGER
JULY 2013**

Prepared Monthly Chamber of Commerce Report for Board of Directors

Issued Multiple Press Releases.

Completed the Hiring of the Summer staff including Parking Enforcement, Recruits, Police Office, Public Works Office, Public Works, Lifeguards, Waste Water, Recreation. This included setting up appointments, confirming paper work in order and working with other staff member in setting up the Workwell appointments.

Completed the printing process of the Annual Report (delayed this year because of the Audit.)

Attended wake of Major Bruce Fleming, a member of the Community Policing Group.

Attended two Shuttlebus Board meetings.

Prepared and attended two Town Council Meetings; four Executive sessions and prepared Minutes on same.

Met with Safety Works on the inspection of the Town Hall.

Prepared agenda and attended three Department Head Meetings.

Prepared and ran the meeting with Department Heads, Triathlon Rev3 representatives, Eastern Trail Representative, Saco, Old Orchard and Scarborough Police Department Representatives, Lifeguard Captain and Assistant Lifeguard Captain, Trish Carruthers, Pat Brown in preparation for the Triathlon weekend in August with the expectation of 1,300 participants.

Met with a member of the Portland Chamber of Commerce and a representative from the Mall regarding a possible road race in November coming through Old Orchard Beach. Deputy Chief Keith Babin was going to attend an upcoming meeting to discuss the details regarding this possible race occurring.

Took two vacation days to be with my children.

Met with twelve residents from Atlantic Village (Rockland Drive, Deer Isle and Castine Drive) regarding their concerns for upgrades to the driveways in this privately owned “Atlantic Housing.” The twelve residents who represent the people on the three streets have asked to meet with the owner, Peter Pope, and I contacted Peter and hopefully a meeting can be arranged. Prior discussions over the past couple of years have failed and I really didn’t want to get involved, but they approached the Town and I agreed to at least attempt to set up a meeting for them.

Continued the archiving of 2011 and 2012 filing and restructuring file system within the Town Manager’s office and the Administration Office.

Meeting and extensive conversation with the Chair of the Veterans Memorial Park Committee relevant to concerns about the Park and projects and plans for the future.

Dealt with several parking pass requests from agencies, The Salvation Army, health care agencies, and issues passes with copies to the Parking Enforcement Officer.

Met with representative from Casella Waste as an introduction and discussed ways to address community concerns.

Updated the Town’s employee list with changes relevant to summer employment.