

**ASSISTANT TOWN MANAGER**  
**Department Head Report**  
**July 2015**

**Took on the responsibility of hiring, interviewing, and paper work for Human Resources along with Fran Beaulieu of the Finance Department.**

**Prepared materials and met with personnel from the Department of Labor in July. Materials included all documentation necessary for the inspection and preparation of a presentation book.**

**Prepared monthly Chamber of Commerce Report for Board of Directors.**

**Prepared agenda and commentaries and attended one Council Meeting and prepared one set of minutes.**

**Prepared agenda and attended two department head meetings including one meeting when the Chamber of Commerce Executive was our speaker..**

**Completed the 2015 archiving of files and updated the file and archive listing for the Town Manager and the ongoing file update folder.**

**Department Head Report coordination.**

**Attended meeting of Shuttlebus Board.**

**Attended Salvation Army Advisory Board Meeting.**

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

**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.**

**Sent responses to resumes and application letters for various positions within the municipality as it related to summer hiring.**

**Attended as guest Salvation Army Pier Ministry Luncheon.**

**Town Manager on vacation for ten days through August 4<sup>th</sup>. In his absence dealt with issues he would normally have handled.**

**Worked with the Pavilion during the Camp Meetings on parking and Pier Ministry issues that arose.**

**Handed matters with Extreme Clean.**

**Welcome comments given at the Pier.**