

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

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Town Council Meeting and prepared Minutes; and one Executive Session and prepared Minutes; four Budget workshops; and one Workshop on Winter Rentals.

Prepared agenda and attended department head meeting.

Continued archiving of files.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Attended two meeting of Shuttlebus Board.

Assisted the Human Resource Director in proofing documents.

Met several times with Maintenance Employees regarding scheduling and other issues.

Press releases on a number of issues and events.

In absence of the Human Resource Director followed through on hiring issues.

Prepared information on Natural Gas Infrastructure.

Met with Chief Kelley and ACO Officer William Watson on Animal Control issues.

Meeting with the Community Animal Watch Committee Chair.

Meeting with the Town Manager, Chief of Police and ACO on Animal Issues.

Attended the meeting of the Community Animal Watch.

Attended Wake for Jim Bouchard.

Opening of bids for Painting of Town Hall.

Saturday – two calls to Town Hall on security issue.

Administrative Review Board – setting up times for next meeting.

Sent out RFP for Police for – Equipment for Police Cars

Sent out RFP for Police for Storage Gargage.

Sent out RFP for Police for ATV.

Advertisement Emissions for the Waste Water Department

Attended International Students Meeting,

Attended Retirement Function for Chief John Glass.

Attended Christopher Cash Race

Interaction on two weekends with Condominium Associations using building.

Prepared extensive material for a Freedom of Information Request

Met with the Community Animal Watch Chair, Pat Brown and the Finance Director on accounting matter.

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