ASSISTANT TOWN MANAGER
Department Head Report
March 2015

Attended the wake for Sarah Berlin.

Attended the wake for Mrs. Brigadier Ruth Alley.

Attended the wake for Peter Danton, former Senator.

Attended the wake for David Perkins of A1 Towing – Old Orchard Beach.

Worked on the Budget Workshop schedule with the Finance Director.

Assisted Senator Valentino in setting up her meeting here at Town Hall.

Attended the Valentino discussion of the Governor's budget.

Acted as Acting Town Manager in the absence of the Town Manager.

Prepared monthly Chamber of Commerce Report for Board of Directors.

Prepared agenda and commentaries and attended two Council Meetings and prepared two sets of minutes.

Attended Special Town Council Meeting on Presentation of the Budget and provided the minutes as well as a Budget Workshop and provided the minutes.

Attended Executive Session and did Minutes.

Prepared agenda and attended two department head meetings.

Continued archiving of files.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Attended meeting of Shuttlebus Board.

Attended Salvation Army Advisory Board Meetings

Attended several meetings on the Centennial Street Fire

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.

Annual Report sent to the Printers.

Attended Development Meeting and did the Minutes.

Saturday visits to Town Hall on requested cancellations and also condominium use of the Chamber and issues.

Town Manager on vacation – activities in his place.

Meeting with property owner on Council requirements for property.

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: **2/26/2015 6:58:00 PM**

Change Number: **7**

Last Saved On: **4/1/2015 5:26:00 PM**

Last Saved By: **Louise Reid**

Total Editing Time:8 Minutes

Last Printed On: **4/3/2015 8:24:00 AM**

As of Last Complete Printing

     Number of Pages: **2**

     Number of Words: **280 (approx.)**

     Number of Characters: **1,598 (approx.)**