

APRIL DEPARTMENT HEAD REPORT

Assistant Town Manager

V. Louise Reid

May 2013

- **Attended Town Council Workshop – 5/2/13 – Town Council, Town Manager/Administration, Tax Collector, Treasurer/Finance Director, Assessing, Town Clerk, Elections.**
- **Town Council Workshop – 5/8/13 – Town Council Budget, Treasurer- Finance, Assessing, Town Clerk, Board of Registration, Planning Department.**
- **Town Council Workshop – 5/29/13 – Police Department, Town Manager/ Administration, Town Hall Maintenance, Treasurer/Finance, Staffing, Revenue, Contingency.**
- **Town Council Workshop – 5/30/13 – Code Enforcement Department, Ballpark, Service Agencies, Capital Improvements, Revisits.**
- **Attended two Town Council Meetings.**
- **Attended two Executive Sessions.**
- **Attended two Shuttlebus Board Meeting.**
- **Prepared documentation and material for the Administrative Review Board Meeting on May 14th and attended.**
- **Set plans in works for Administrative Board meetings to be held June 6, 11, and 18.**
- **Prepared Minutes for the Administrative Review Board.**
- **Attended the Annual Salvation Army Breakfast.**
- **Attended Chamber of Commerce Open House at Saco Biddeford Savings Bank where a report was given on the new school program emphasizing the Hotel Restaurant Management Program.**
- **Prepared enormous number of Press Releases on community events.**
- **Participated in the Memorial Day Parade.**
- **Prepared presentation for the annual MMA Risk Management Program which involved correlation between all department heads in preparation of safety and accident information.**

- **Met with Lance Lemieux, Loss Control Consultant, and Ann Schneider, Loss Control Supervisor and reviewed the voluminous amount of material documenting the programs of the various Town Department.**
- **Correlated with MMA Risk Management staff several dates in the coming months for training among employees of the Town.**
- **Set up with the State Safety Committee an audit of safety programs and equipment scheduled for July 17th. The auditor will go from each department and audit program and equipment.**
- **Followed up on several budget questions provided by Council.**
- **RFP issues for Fuel Management and for Veteran's Memorial Park; once returned bids were reviewed and sent to Council for approval; and then letters sent to those not getting the bid; and arrangements with the winning bidder for the agreement or contract to be signed by the Town Manager.**
- **Wrote 26 letters to applicants for summer positions who were not hired.**
- **Set up interviews for 28 individuals who were being considered for positions within the Town. This included positions in Parking Control, Recreation, Public Works, Police and Lifeguards.**
- **Made fourteen calls to Lifeguards to set up a date for Workwell.**
- **Issues summer permits to Harmon Museum staff; schools that were bringing students to Town for a day activity; and other permits as requested.**
- **Had a meeting with Parking Enforcement relative plans for summer parking; discussions with Palace Playland on our working with them as well.**
- **Assisted in mailing out update forms for election workers for payroll purposes.**
- **Prepared two commentaries, agendas and packets for Council during this month.**
- **Prepared the monthly Chamber of Commerce Report.**