

**ASSISTANT TOWN MANAGER
Department Head Report
May 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; and four Budget workshops; and three Administrative Board Minutes for nine businesses.

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.

Attended the Biddeford/Saco/Old Orchard Beach Chamber of Commerce Reception at Jimmy the Greek's.

Attended the Salvation Army Advisory Board Breakfast in support of Camp Sebago.

Attended the Salvation Army Music Concert along with Councilor and Mrs. Tousignant.

Attended two wakes of citizens of Old Orchard Beach.

Sent out RFP for Single Wide Mobile Home and prepared correspondence relative to the bid.

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