

**ASSISTANT TOWN MANAGER  
Department Head Report  
MAY 2016**

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

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

**Attended, prepared agenda, commentary and minutes for four workshops.**

**Attended two department head meetings and prepared agenda.**

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

**Began work on the 2015-2016 Annual Report**

**Attended meeting of Shuttlebus Board in Old Orchard Beach.**

**Attended Salvation Army Advisory Board Meeting.**

**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.**

**Attended three wakes of local residents.**

**Updated filing list and inventory list.**

**MS4 Final report issues**

**Participated in planning and attended The Salvation Army Advisory Board Breakfast**

**Performed two weddings.**

**Worked on a program – Status of Seniors in Maine**

**Assisted at the Police Reserves Program Inauguration Program.**