

**ASSISTANT TOWN MANAGER
Department Head Report
November**

Prepared monthly Chamber of Commerce Report for Board of Directors.

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

Attended a department head meetings and prepared agenda.

Continued working on preparation of the Annual Report.

Attended meeting of Shuttlebus Board.

Attended Salvation Army Advisory Board Meeting.

Attended Red Kettle Kickoff at the Market Basket for the Salvation Army.

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 Administrative Review Board Meeting and prepared the Minutes.

Attended meeting of the Community Animal Watch.

Attended sale of the Community Animal Watch at the Brunswick.