

**DEPARTMENT HEAD REPORT  
ASSISTANT TOWN MANAGER  
OCTOBER, 2013**

**Prepared Monthly Chamber of Commerce Report for Board of Directors**

**Issued Multiple Press Releases.**

**Attended Shuttlebus Board meeting.**

**Prepared and attended two Town Council Meetings; one Workshop, one Executive session and prepared Minutes on same.**

**Prepared agenda and attended two Department Head Meetings.**

**Attended the REV 3 meeting for update and planning for 2014.**

**Met with Representative of Acorn Village on issues.**

**Prepared material for Executive Session on Acorn Village.**

**Met with the Police Department on maintenance issues.**

**Met with Human Resources on personnel issues.**

**Met with General Assistance Director and the Town Manager on issues.**

**Worked with Salvation Army on information relative to Thanksgiving and Christmas charitable operations and prepared press, school, and town/city information for them.**

**Worked with General Assistance Director on a placement issue in cooperation with another individual.**

**Attended Seminar on Winter Rentals at the Police Department.**

**Attended two Shuttlebus Board meetings.**

**Enormous number of phone calls relative to the Goosefare Brook issue including citizens stopping in with questions.**

**Attended wake and funeral of Ted O'Neill.**

**Wrote draft memo to Finance Director regarding Cell Phone Policy.**

**Wrote draft memo to Finance Director regarding Telephone RFP including researching various RFP's from other companies and municipalities.**

**Completed RFP for the Fire Department Gear and posted.**

**Attended meeting on the Edith Belle Memorial Library and took minutes.**

**Took Fire Extinguisher Training.**

**Attended 80<sup>th</sup> birthday party for Major Edward Rischawy and presented letter from the Town of Old Orchard Beach.**

**Continued archiving of files.**

**Attended funeral of Mrs. Ruth Hare – long time resident of OOB.**

**Attended wake for George Gilligan – long time resident of OOB.**

**Correspondence and e-mails related to the Edith Belle Memorial Library Building Project.**

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