

**DEPARTMENT HEAD REPORT
ASSISTANT TOWN MANAGER
SEPTEMBER 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; two Workshops, one Executive session and prepared Minutes on same.

Prepared agenda and attended two Department Head Meeting.

Attended two Administrative Review Board Meetings and prepared Minutes.

Involved in issues relative to the Kate's Butter issue.

Continued the archiving of 2011 and 2012 filing and restructuring file system within the Town Manager's office and the Administration Office.

Followed up on Administrative Review matters.

Prepared brief for the arrival of the new Town Manager.

Attended two wakes and one funeral for residents of the community.

Attended Staff Picnic.

Attended and participated in POW/MIA program and motorcade.

Attended Retiree Seminar.

In absence of Town Manager dealt with Acorn Village issue; Dunegrass issue;

Worked on upcoming issue of the Annual Report

Prepared and sent to new Town Manager Briefs and Administration material.

Updated the History Agenda File

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