

**ASSISTANT TOWN MANAGER
Department Head Report
September, 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 Workshop; one Executive Session; and prepared Minutes.

Prepared agenda and attended two department head meetings.

Continued archiving of files.

Assisted in paperwork documentation on Library Building issues.

Department Head Report coordination.

Attended meeting of Shuttlebus Board.

Assisted the Human Resource Director in proofing documents and followed up while she was on vacation.

Met several times with Maintenance Employees regarding scheduling and other issues.

Met with MMA Representative on the Risk Management Inspection.

Press releases on a number of issues and events.

Continued scheduling of association meetings on weekends.

Legal issues addressed.

Assumed responsibility in the absence of the Town Manager on vacation.

Meeting with the Town Clerk, Planner and Code Officer on issues relative to Special Events.

Personnel Discussions on miscellaneous issues.

Reviewed all disks and transferred for archiving.

Completely revised the filing system for the Administrative Office.

Met with a group from Community Animal Watch.

Set up Budget Book for 2016

Met with citizens during Town Manager's absence on town issues and reported back to the Town Manager.

Addressed train whistle issue.

Updated the 2015 Room Calendar Schedule on the Computer and enter 2015 meetings of Planning, Zoning Board of Appeal, Community Animal Watch, Town Council Meetings, Town Workshops, Design Review Meetings, RSU Board Meetings.

Attended the motorcycle event for the Wounded Warriors weekend.

Worked with an International Student on housing issues.

Attended the Employee picnic and assisted in the kitchen.

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