

**ASSISTANT TOWN MANAGER
Department Head Report
September 2015**

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.

Department Head Report coordination.

Attended meeting of Shuttlebus Board.

Attended Salvation Army Advisory Board Meeting.

Attended two Development Committee and prepared the minutes.

Attended a Project Meeting for the Duncan Donuts projects and prepared the Minutes.

Prepared the Minutes of the Department Head Meeting on Summer Activities.

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.

Reviewed all disks and transferred for archiving.

Town Manager on vacation for week and acted in his place.

Handled matters with Extreme Clean.

Welcome comments given at the Pier.

Attended two Administrative Review Board Meetings.

Attended funeral service for summer resident.

Attended meeting on Bike Maine.

Attended retirement social for Call Fireman Ron Vire.

Attended Salvation Army function.

Attended Chamber of Commerce Breakfast at Duffy's Tavern.

Participated in the Maine Municipal Association Risk Management Review as far as it related to issues in the Town Hall.

Met with the Saco City Manager in an introduction meeting.

Attended a CPR class at the Fire Department.

Several meetings with the Town Clerk on issues relative to the Bond Issue and also the Time Warner issue.

Updated the Action Security information and worked with Finance Director on key issues to the various offices.