

# Town Manager's Office

12/26/2010 11:00:00 AM

**To:** John D. Reilly, Jr., Chairman, Board of Selectmen

**From:** Philip E. Lemnios, Town Manager 

**Re:** Department Head Briefing

**Date:** May 23, 2011

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Below is a list of Department Heads scheduled to meet with the Board of Selectmen in order to provide the Board with an update on their Department.

Month	Department/Department Head	Topic
May	Harbormaster/Kurt Bornheim	Boating Season
June/July	Fire/Police Chief Hollingshead/Chief Billings	Preparation for Fourth of July
August	Sewer/Ed Petrilak	Sewer Project Update
September	BOH/Joyce Sullivan	Flu Season Preparation
October	HMLP/Dick Miller	Daylight Savings Preparation Storm Preparation
November	DPW/Joe Stigliani	Snow/Winter Preparation
December	Conservation/Anne Herbst	General Update
January	Assessor/Elsa Miller	Abatement Options
February	Building/Peter Lombardo	Permit Process for spring season

pel/nja