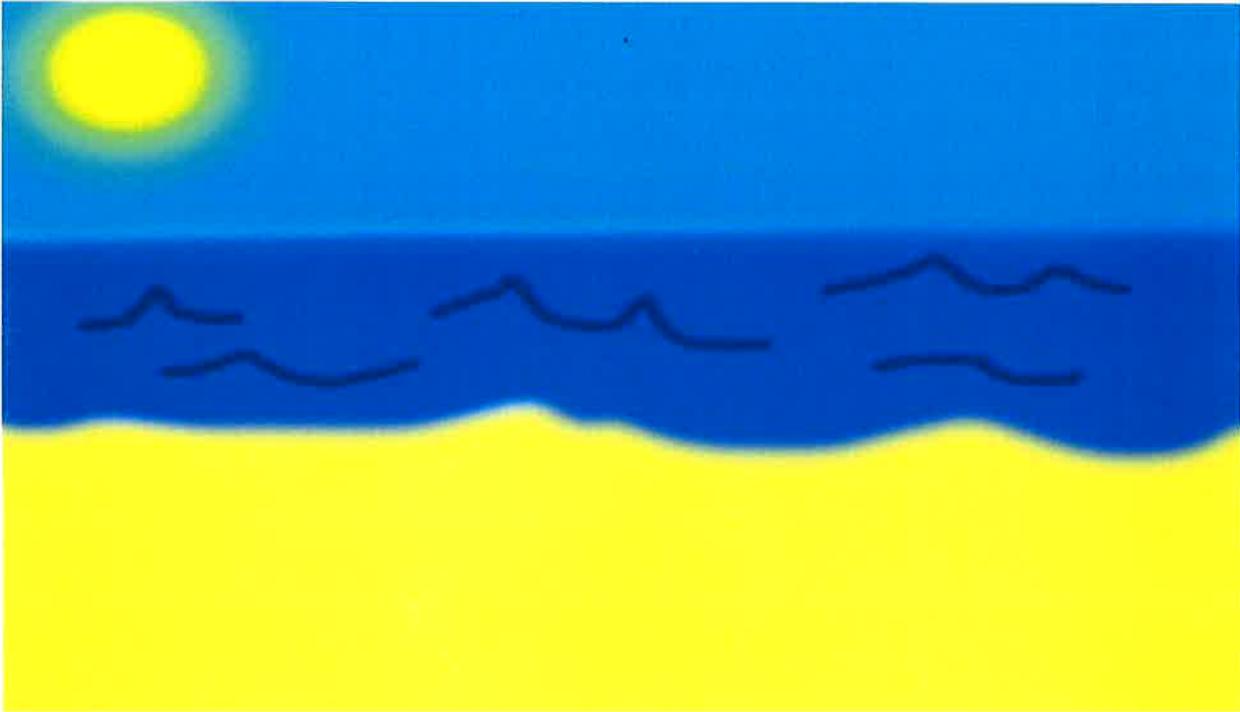


**FRONT OFFICE/TOWN CLERK REPORT  
JUNE 2016**



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### **Meetings**

Ms. McAuley attended Management Team meetings to give and receive Department Updates, work on meeting agenda development and any other issues involving staff.

Ms. Griffin attended Port Towns' Day planning meetings.

Ms. Griffin attended the Port Towns' Booth meeting for the MML Conference.

Ms. Griffin attended a meeting concerning Hispanic Heritage month event at the Bladensburg Library.

Ms. McAuley attended a meeting with Neighborhood Design staff person and Pastor Crawford concerning potential improvements to the Mattapony Shopping Center.

Ms. McAuley met with Wei Wu and Lt. Flynn on a few occasions concerning the CDBG grant process, specifically PY 39 and PY 39R.

Ms. McAuley attended the Maryland State Retirement Agency Annual Meeting. This meeting reviews all the legislation from the previous General Assembly Session as it pertains to retirement. Other information that the Retirement Coordinators need to do their jobs is also discussed.

## **Events**

Ms. Griffin attended the MML conference as one of the Port Towns' Booth hosts. She also attended one of the classes offered.

Ms. McAuley and Ms. Griffin helped coordinate and attended the "low key" staff lunch for retiring Police Chief Owens.

Ms. Griffin assisted with the "What the Flag Means to Me" essay contest. This required coordination with all the Bladensburg elementary schools.

## **Bostwick**

Colossal Painters was awarded the contract to paint the newly restored windows. Their contract was approved by the Maryland Historical Trust. This project is paid through an MHT grant with matching Town funds.

The painting will take place in mid-July.

## **Vote!**

Election Day is November 8, 2016.

The last day to register to vote is October 18, 2016.

## **Mattapony Shopping Center**

Ms. McAuley had several meetings with Lt. Flynn, Pastor Crawford, and the property owner (not necessarily all parties at all meetings). The owner is hoping to make improvements to the parking lot, landscape

and façade to attract more nearby residents and inhibit loitering, drug traffic and other nuisances.

If Neighborhood Design Center gets its annual funding, staff can assist with designing better stormwater practices. The Town will assist in looking for grant opportunities to assist in these improvements.

### **Community Development Block Grants**

The bids were opened for the 53<sup>rd</sup> Place Street Improvements project and VMP of Lanham was the low bidder.

This project will take place mid-July following the required pre-construction conference with the Project Manager from PGCDHCD, VMP owner, Town Engineer and Ms. McAuley.

### **E Blast Communications**

Ms. McAuley continued the practice of sending out electronic information to the list of persons who have submitted their e mail addresses to the Town.

These e blasts are sent by blind copy and the database is not shared with any other party.